

Food Business and/or Food Safety Supervisor (FSS) Notification

INFORMATION FOR THE PROPRIETOR

Under section 100 of the *Food Act 2003*, food businesses are required to notify the appropriate enforcement agency before operating a food business. Retail premises are required to notify local council. Retail premises include restaurants, cafes, supermarkets, petrol stations, Canteens, childcare facilities, mobile businesses, temporary food stalls and home-based businesses. More information on notification is available on the NSW Food Authority website:

<https://www.foodauthority.nsw.gov.au/help/licensing>

Notification details must include the location of each food premises used by the business.

The notification must be updated if any details change, including:

- Before any new food business or premises starts operation or moves location
- If the nature of the business changes
- If ownership changes

Following completion, this form can be lodged by:

- Email: council@yass.nsw.gov.au
- By mail or in person: Yass Valley Council
209 Comur Street,
YASS NSW 2582

For any enquiries, contact one of Council's Environmental Health Officers on (02) 6226 1477 or council@yass.nsw.gov.au

Permanent food business Temporary food event FSS Notification

SECTION A: Food Business and Proprietor Details

Business name:	
Proprietor/company name:	
Business address:	
Postal address:	
ABN:	
Email address:	
Business phone:	
Other phone:	
Business size:	<input type="checkbox"/> Large >100 <input type="checkbox"/> Medium 10-100 <input type="checkbox"/> Small <10

Primary business type:	<input type="checkbox"/> Accommodation <input type="checkbox"/> Aged Care <input type="checkbox"/> Bakery <input type="checkbox"/> Café/Restaurant <input type="checkbox"/> Takeaway <input type="checkbox"/> Canteen <input type="checkbox"/> Caterer <input type="checkbox"/> Childcare centre	<input type="checkbox"/> Home-based food business <input type="checkbox"/> Service station <input type="checkbox"/> Supermarket <input type="checkbox"/> Temporary food stall <input type="checkbox"/> Water carter <input type="checkbox"/> Mobile food <input type="checkbox"/> Retail (low risk pre-packaged food)
Description of food		

SECTION B: Food Safety Supervisor (FSS) Details

Section 106C of the Food Act 2003 requires retail food businesses to appoint a NSW Food Safety Supervisor. Exemptions apply for certain retail premises that do not sell unpackaged potentially hazardous foods. Information on FSS exemptions can be found on the NSW Food Authority website: <https://www.foodauthority.nsw.gov.au/retail/fss-food-safety-supervisors>.

Name:	
FSS Certificate Number:	
Date of Expiry:	

SECTION C: Declaration and Consent

Personal information in this form may be protected by the *Privacy and Personal Information Protection Act 1998*. By giving this information, I consent to the information being recorded on a database and stored. I also consent to this information being disclosed to other relevant Australian agencies involved in enforcement of food safety and labelling standards and health for relevant monitoring, compliance and/or investigation purposes. My consent includes interstate agencies as applicable. If any information supplied by me may be considered to be untrue or misleading in any respect, I understand that Yass Valley Council may take such action as it believes necessary including the disclosure of the information to any person or body the Authority considers has a legitimate interest in receiving it, and I consent to such disclosure.

Business Person Name:

Business Person Signature:

Date:

Document No: DPES -187	Created/Revised: July 2023	Review date: July 2024
Version No: 1	Author: Env Services Coordinator	Doc Type: 27
File Name: Food Safety Supervisor Notification	Approved By: Dir P&ES	