



**Wagga Wagga
City Council**

Civic Centre
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Wagga Wagga NSW 2650

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FOOD PREMISES REGISTRATION FORM

CONTACT DETAILS

Name of Proprietor:

Business Address of Proprietor:

Postal Address:

Trading name of food business:

Please note:

If this is a single food business, then complete details below.

Business Hours phone number:

After Hours phone number:

Fax number: **Email address:**

Australian Business Number (ABN)

Australian Company Number (ACN)

Name of current Food Safety Supervisor:

Certification Number: **Date Issued:**

Food Notification Number (www.foodnotify.nsw.gov.au).....

Opening Hours:

NATURE OF BUSINESS INFORMATION

Note:

The food business is required to notify Wagga Wagga City Council of any changes to the information provided below. The new information must be provided to Council before the changes occur on site. Any changes to the information may affect the classification of a food business.

1 (a) Will you be serving food directly to the Public?

Yes

No

(b) What is your business type?

For example: retailer, restaurant/café, takeaway, hotel/motel, child care centre

.....

(c) Please provide more detail about your business type.

For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station

.....

2 (a) What food do you provide

.....

(b) Do you store, package, prepare or handle food at any other site other than the site nominated above?

Yes No

If yes, please provide details

.....

(c) If you are an owner of a mobile food vehicle, please provide the following information

Vehicle Registration Number:

NSW Food Authority License Number: (if required).....

TO BE ANSWERED BY ALL BUSINESSES:

3. What is the nature of your food business

(a) Are you a small business? (that employs less than 50 people in the 'manufacturing' sector or which employs less than 10 people in the 'food services' sector).

Yes No

(b) Is the food that you provide, produce or manufacture ready-to-eat* when sold to the customer?

Yes No

(c) Do you process* the food that you produce or provide before sale or distribution?

Yes No

(d) Do you directly supply or manufacture food for organisations that cater to the sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or child care centres)?

Yes No

TO BE ANSWERED BY MANUFACTURING/PROCESSING BUSINESSES ONLY:

(e) Do you manufacture or produce products that are not shelf stable?
(Non-perishable food with a shelf life of many months to years).

Yes No

(f) Do you manufacture or produce fermented meat products such as salami?

Yes No

TO BE ANSWERED BY FOOD SERVICE AND RETAIL BUSINESSES ONLY

(includes charitable and community organisations, market stalls and temporary food premises):

(g) Do you sell ready-to-eat* food at a different location from where it is prepared?

Yes No

* Refer to definitions below

Process, in relation to food, means activity conducted to prepare food for sale including chopping, cooking, drying fermenting, heating, pasteurising, or a combination of these activities.

Note: This is not the same definition for process that is used in the food safety standards. Thawing and washing have been removed from this definition as these processes present a very low risk to food safety and are not relevant for the purposes of this form.

Ready-to-eat food means food that is ordinarily consumed in the same as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.

OFFICE USE ONLY:

Date Received: DA/FD:

Initial Inspection Date:

Risk Category:.....

Construction Inspection carried out?

PLEASE RETURN TO:

**WAGGA WAGGA CITY COUNCIL'S PUBLIC HEALTH DEPARTMENT
CIVIC CENTRE – CNR BAYLIS AND MORROW STREET, WAGGA WAGGA
PH: 1300 292 442 FAX: 02 6926 9309**

THANK YOU