

# Food Business Registration Form

## Guidance

This form is for the registration of a new food business or changing the details of an established business.

You can lodge the completed application form by:

Email: [council@shellharbour.nsw.gov.au](mailto:council@shellharbour.nsw.gov.au)

In person: Council's Civic Centre at 76 Cygnet Avenue, Shellharbour City Centre

## 1. Business Details

This application is for:

- a new food business registration       changing the details of an established business  
(existing application number FD\_\_\_\_\_ / \_\_\_\_\_)

Business Name

Address

## 2. Type of Food Business

Please indicate:

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Cafe         | <input type="checkbox"/> Club / Pub / Hotel          |
| <input type="checkbox"/> Bakery       | <input type="checkbox"/> Supermarket                 |
| <input type="checkbox"/> Delicatessen | <input type="checkbox"/> General Shop / Corner Store |
| <input type="checkbox"/> Take Away    | <input type="checkbox"/> Petrol Station              |
| <input type="checkbox"/> Restaurant   | <input type="checkbox"/> Other _____                 |

## 3. Proprietor Details

Organisation Name / Company Name (if applicable)

ABN

Name of business owner

Address

Preferred contact number

Email

#### 4. Food Safety Supervisor Details

Name of Food Safety Supervisor

Certificate Number

Expiry Date

#### 5. Declaration

As the applicant, I hereby apply for registration of the food premises as described in this application. I acknowledge that my details will be entered into Councils Food Premises Database and that the food premises will also be inspected by Council Environmental Health Officers (there are prescribed inspection/administration fees associated when an inspection is carried out).

Applicant / Business Owner Name

Signature

Date

#### 6. Fees and Charges

For a listing of applicable fees to accompany this application please refer to Council's Schedule of Fees & Charges which can be downloaded [here](#).

#### OFFICE USE ONLY

Administration Category

Inspection Category

Application Number

Fees Paid

Date Paid

Receipt Number