

Hawkesbury City Council

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registration of temporary food premises and food vending vehicles

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Requirements for Temporary Food Premises and Vehicles

Hawkesbury City Council requirements

All food traders intending to sell food will need to fill out the registration form overleaf for *Temporary Food Premises and Food Vending Vehicles*.

This needs to be filled out and sent back to Council. A receipt of registration will be sent back to you, the vendor, and **must be retained on the food premises during operation** within the Hawkesbury City local government area. **Registration will be current for each financial year.** Once the period of registration lapses a new application form will need to be completed.

As of 1 July 2013, food stall holders and food vending vehicles will be required to pay an inspection fee. Inspection fees commence from \$76.30 for low risk production to \$152.65 for high risk food production.

Please be advised that inspection fees should only be paid when an Environmental Health Officer conducts an inspection of the food stall holder or food vending vehicle or in the case of large organised events during routine inspections.

If you are attending a large event(s):

You are encouraged to register early if attending an event(s) by sending in the form before the event(s) you will be attending. **It should be noted that registration forms received 30 days prior to the event will receive a discounted inspection fee.**

It should be noted that the above fees are only applicable when an inspection has been conducted and should not be paid when registering only.

A re-inspection fee of \$95 (within the financial year of registration) is applicable if food stalls or vehicles are not of a satisfactory standard and do not meet food regulation requirements.

Temporary food stalls that are held by not-for-profit community groups or charities are exempt from paying and fees. To claim an exemption you must provide appropriate information, which verifies that you are a charitable organisation. Please note that charitable groups will still be inspected.

Preparation of food for sale in any buildings, vehicles or stalls for public consumption must comply with Council's *"Food safety Guidelines for Charities & Community Organisations"* brochure and Council's *"Code for Construction of Food Vending Vehicles"*. You are encouraged to read the requirements of the Food Standards Code in collaboration with this brochure. For more information please contact Hawkesbury City Council's Environmental Health Branch on (02) 4560 4565.

NSW Food Authority requirements

Food regulation in NSW has changed. Businesses involved in temporary events are now required to notify on a state-wide notification database. It is the responsibility of the food business (you) to notify the NSW Food Authority.

Food business notification may be completed through the Internet. You can enter the required information yourself on-line at www.foodnotify.nsw.gov.au. Further information may be obtained by contacting the NSW Food Authority on 1300 552 406.



Type of Food Premises

Demountable (covered/open) Food Vending Vehicle Temporary Structure

Vehicle Reg No.

Name of Business

Business Number (ABN)

Full name of Proprietor(s)/group

Address of Proprietor(s)/group

Postal Address

Email

Phone No. of Proprietors(s)/group (BH) (AH)

(Mobile)

Type of food to be sold

Name of Event(s) at which you expect to be trading in Hawkesbury (if known)

Date of first event

(please be advised that this inspection fee is subject to change and is determined by risk category of food sold)

Are you eligible to claim for exemption from the inspection fee? Yes No

(If yes, attach evidence of being a charity, non-profit organisation/community group or incorporated body)

Owner/Person in Charge

Signature

Signature

Print Name

Print Name

Date

Date

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.