

Food Premises Registration

Food Act 2003 and Local Government Act 1993

REFERENCE NUMBER:

Effective 1 July 2025 to 30 June 2026

ABOUT THIS FORM

Use this form to register your food premises with Randwick City Council. This form is to be completed and submitted to Council prior to operation of a new food business or change of operator of a food business location within the Randwick City Council area.

SUBJECT PREMISES

Business/Trading Name: _____ Business Ph No: _____

Unit/Shop & Street No: _____ Street: _____

Suburb: _____ Post Code: _____

Company Name: _____ ABN: _____

DETAILS OF BUSINESS OWNER/OPERATOR

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____

Name: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Email: _____

Phone No(s): _____ Mobile: _____

I acknowledge that I am responsible for ensuring that the business will be operated and maintained in accordance with the Food Act 2003 and Food Safety Standards and I agree to the payment of invoices issued by Randwick City Council following an inspection of the premises by an authorised officer.

Signature: _____ Date: _____

TYPE OF FOOD PREMISES

(Please tick most relevant type of food business)

- | | | |
|---------------------------------------|--|--|
| ☐ Restaurant | ☐ Café | ☐ Take away food/drinks |
| ☐ Supermarket | ☐ General store | ☐ Fruit and Vegetable store |
| ☐ Delicatessen | ☐ Service station | ☐ Licensed Club/Restaurant |
| ☐ Baker | ☐ Bed and Breakfast | ☐ Chicken/Poultry - retail |
| ☐ Ice cream | ☐ Child care centre | ☐ Seafood - retail |
| ☐ Food caterer | ☐ Canteen/Kiosk | ☐ Other: _____ |

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

OPERATING/BUSINESS HOURS*(Please tick appropriate box)*☐ Day-time operation☐ Day and Night-time operation☐ Night-time only operation**DETAILS OF FOOD SAFETY SUPERVISOR**

Food Safety Supervisor Name:

Certificate Number: Date Issued:

☐ Copy of Certificate provided to Council**DEVELOPMENT CONSENT OR COMPLYING DEVELOPMENT CERTIFICATE DETAILS***(Where applicable)*

Application Number: Date of Issue:

DETAILS OF TRADE WASTE (GARBAGE) SERVICE

Contractor's Name: Phone No:

Contractor's Address:

NOTES

Food business notification:

All food businesses in NSW must either:

- Hold a current NSW Food Authority licence (this applies only to specific food businesses in sectors covered by a Regulation under the *NSW Food Act 2003*); or
- Notify Randwick City Council of their food activity details. This applies to almost all other food businesses and includes those involved in temporary events and businesses which sell any sort of food or food ingredient as any part of their business. It is required by national food law (Food Safety Standard 3.2.2)

The only exceptions to either of the above are for not-for-profit fundraising events, which are not required to notify.

As well as notification, all food businesses must comply with the relevant food standards (see NSW food business legislation and standards for more information)

Inspection of premises:

Council's Environmental Health Officers carry out inspections of food premises from time-to-time, to check compliance with relevant food safety requirements and standards. After carrying out an inspection, an invoice will be forwarded for payment, in accordance with Council's Pricing Policy.

Food Safety Requirements:

The design, construction and the ongoing operation of all food premises must comply with the relevant requirements of the *Food Act 2003*, *Food Regulation 2010* and the Australian and New Zealand Food Authority (ANZFA) Food Safety Standards at all times.

Failure to comply with these requirements is an offence and which may result in the issue of a Food Improvement Notice, Prohibition Order, Penalty Notice (fine) or Court Proceedings.

HOW TO LODGE THIS APPLICATION

EMAIL: council@randwick.nsw.gov.au OR

BY MAIL OR

OVER THE COUNTER at Council.

Address the Application to: Randwick City Council

Post: 30 Frances Street, Randwick NSW 2031

DX: DX 4121 Maroubra Junction

Courier or Personal Delivery to our Customer Service Centre:

Randwick City Council
30 Frances Street

Open: 8:30am – 5:00pm
Monday to Friday

FEES

There is no fee to register your food business with Council. However, fees are charged for any inspection carried out by Council's authorised officers, in accordance with the *Food Act 2003* and *Local Government Act 1993*.

PRIVACY NOTIFICATION

The personal details requested on this form are required under the *Food Act 2003* and the *Local Government Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

OFFICE USE ONLY

Application/Request received by:

Date:

Referred to:

Date: