HOME BASED FOOD PREMISES/TEMPORARY FOOD PREMISES REGISTRATION

Food Act 2003, Section 100

DUBBO REGIONAL COUNCIL

Please complete this form to register your home base food premises/temporary food premises with Dubbo Regional Council.

APPLICANT DETAILS	
Title	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other - Please specify:
Name/s	
Postal Address *Include City, State & Postcode*	
Contact Number	
Email Address	

BUSINESS DETAILS	
Business/Trading Name	
ABN/ ACN	
Business Address *Include City, State & Postcode*	
Food Vehicle Registration Number (if applicable)	
Postal Address *Include City, State & Postcode*	
Contact Number	
Email	

OTHER DETAILS	
What type of foods are prepared and produced?	
Do you use, prepare or produce any of the following? (please tick)	☐ Sushi ☐ Raw egg products ☐ Sous Vide (method of cooking)
Where is the food sold from?	☐ Market Stall ☐ Home ☐ Own business ☐ Other business ☐ Road, Footpaths or Reserves ☐ Other (please specify)
Who is the food supplied to?	☐ Individuals ☐ Businesses ☐ Other (please specify)
Do you provide catering services?	☐ Yes ☐ No
Amount of food produced each week	☐ 5kg ☐ 10kg ☐ 15kg ☐ 20kg ☐ more than 20kg

Submit to: council@dubbo.nsw.gov.au
Deliver to: Customer Experience Centre
Cnr Church and Darling St | Dubbo or Cnr Nanima Cres and Warne St | Wellington

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FOOD SAFETY SUPERVISOR (FSS)	
Food Safety Supervisor Name	
FSS Certificate Number	☐ ☐ ☐ ☐ ☐
Date Issued (please provide a copy)	
FSS may be required depending on what types of food are being prepared and sold. Council recommends that all food handlers undertake some form of food safety training which is available online.	

For assistance with completing this form or for further information regarding Council's food safety program, please call Council's Environment and Health Officers on (02) 6801 4000.

Dubbo Regional Council is an enforcement agency under the Food Act, 2003 and is responsible for the surveillance and enforcement of retail food and the food service sector in the Dubbo Local Government Area and its compliance with the Food Standards Code. Council's Food Safety Program includes inspections of food premise at intervals according to risk. Inspection fees apply and are outlined in Council's Revenue Policy.

PRIVACY NOTE:
Council is bound by the provisions of the Privacy and Personal Information 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. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website www.dubbo.nsw.gov.au

OFFICE USE ONLY					
Registration No		Parcel No.		Date	

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