



Annual Registration Form 2023/24

Food Premises

Under the *Food Act 2003* all food premises operating in the Kyogle Council area must be registered with Council. Please complete this form and return to Council with the applicable registration fee. Forms can be emailed to council@kyogle.nsw.gov.au, posted to PO Box 11, Kyogle NSW 2474, or returned in person to Council's Administration Centre. Payment information can be found on the back of this form.

PART A: Business contact information

Business name:		
Company name (if different from above):		
ABN:		
Proprietor/s:		
Business/Office address:		
Mailing address (if different from above):		
Contact phone numbers:	B:	M:
Email address:		
Is your business registered with the Australian Charities and Not-for-profits Commission?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

PART B: Description of business activities

1. Type of food premise:	
<input type="checkbox"/> Fixed (i.e. your food business operates from a single property/premise) <input type="checkbox"/> Mobile (i.e. your food business operates from a mobile vehicle e.g. food van, water carting) <input type="checkbox"/> Temporary (i.e. your food business operates from a temporary location e.g. market stall)	
2. How would you best describe the nature of your food premise:	
<input type="checkbox"/> Supermarket <input type="checkbox"/> Convenience store <input type="checkbox"/> Restaurant/Café <input type="checkbox"/> Pub/club <input type="checkbox"/> Food catering business <input type="checkbox"/> Fast food/take away <input type="checkbox"/> Petrol/service station <input type="checkbox"/> Bed and breakfast <input type="checkbox"/> School canteen <input type="checkbox"/> Food bank/soup kitchen	<input type="checkbox"/> Mobile food catering business <input type="checkbox"/> Food van <input type="checkbox"/> Market stall – pre-packaged/prepared foods <input type="checkbox"/> Market stall – one-step on-site preparation <input type="checkbox"/> Market stall – on-site preparation <input type="checkbox"/> Water carting <input type="checkbox"/> Other (please describe): _____ _____ _____

3. When does your food premise operate:

<input type="checkbox"/> Monday – Time: _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
<input type="checkbox"/> Tuesday – Time: _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
<input type="checkbox"/> Wednesday – Time: _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
<input type="checkbox"/> Thursday – Time: _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
<input type="checkbox"/> Friday – Time: _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
<input type="checkbox"/> Saturday – Time: _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
<input type="checkbox"/> Sunday – Time: _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other

4. If your food premise is mobile or temporary (see question 1) what is your home jurisdiction, that is, the local government area where your food business is based:

<input type="checkbox"/> Kyogle Council	<input type="checkbox"/> Tenterfield Shire Council
<input type="checkbox"/> Lismore City Council	<input type="checkbox"/> Clarence Valley Council
<input type="checkbox"/> Richmond Valley Council	<input type="checkbox"/> Gold Coast City Council
<input type="checkbox"/> Ballina Shire Council	<input type="checkbox"/> Scenic Rim Regional Council
<input type="checkbox"/> Byron Shire Council	<input type="checkbox"/> Other (Please specify): _____
<input type="checkbox"/> Tweed Shire Council	

5. If your food premise is mobile (see question 1) please list the registration number of all vehicles and state of registration:

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PART C: Declaration

I wish to register my food premise with Kyogle Council as required under the *Food Act 2003*. I understand that Council will conduct regular inspections of my premise to ensure it is compliant with the Food Act and *Public Health Act 2010*. I understand that if my premise is assessed as not meeting food and public health safety standards, Council is obligated to undertake regulatory action as necessary. I agree to pay all fees and charges issued by Council for the regulation of my food premise including inspections.

I declare that all information included on this form is true and accurate to the best of my knowledge. I agree to notify Council if any of the information provided on this form changes, as soon as possible.

Proprietor/s signature: _____ Date: _____

Payment

Payment can be made via direct bank deposit (see below account information) or credit card (0.6% surcharge applies). If paying by direct bank deposit please email remittance advice to council@kyogle.nsw.gov.au including your food premise name in the email title.

Account name: Kyogle Council BSB: 062-563 Account number: 00000011

Office Use Only

Record number: _____ Date lodged: _____
Fee Paid: _____ Receipt number: _____

Privacy

Kyogle Council is collecting the information on this form for the purpose of regulating food premises in the Kyogle Council area under NSW legislation. The information will be used only for this purpose and will not be disclosed to another party except as required by law.