

# Registration of mobile and temporary food businesses

Office Use only	
TFP/FP	<input type="text"/>
Fees Paid	<input type="text"/>
Receipt no	<input type="text"/>
Receipt Date	<input type="text"/>

## Requirements for Mobile and Temporary Food Businesses

Under Section 100 of the Food Act 2003, a business must not conduct any service of food unless a person has given written notice to Hawkesbury City Council in the approved form before any business is conducted. All mobile and temporary businesses that sell unpackaged ready-to-eat food (not including coffee) must have a person in attendance who holds a Food Safety Supervisor Certificate. The certificate should be less than five years old.

All mobile and temporary food businesses should have a Receipt of Registration letter issued by Hawkesbury City Council kept at the food premises during operation within the Hawkesbury Local Government area. This will be provided after submission of this form and payment of the Application Fee. **Please allow 5 business days for processing.**

Hawkesbury City Council's has Guidelines for mobile and temporary food businesses available for download. Search for "food" at [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au). Businesses must comply with the New South Wales Food Authority's *Guidelines for Mobile Food Vending Vehicles* (December 2023) and/or the *Guidelines for food businesses at temporary events* (2023) unless other arrangements have been approved by Council's Environmental Health Officers.

Business owners that reside in the Hawkesbury area may be contacted for an inspection of the vehicle or stall and any associated preparation and storage area within a property.

Business owners residing outside the Hawkesbury City Council area are required to provide evidence of your registration from your home Council when you register. Your Registration with Hawkesbury City Council is for a period of 12 months only. Hawkesbury City Council Environmental Health Officers may inspect you at any time when serving food in the Hawkesbury area.

Always keep copies of your registration details, Food Safety Supervisor Certificates, Food Handler Basics training, and any previous inspection reports done by other Councils. This will save you time should you be visited by a Hawkesbury City Council Environmental Health Officer for an inspection. Please note that an inspection fee will only be applied when a Hawkesbury City Council Environmental Health Officer completes an inspection.

### Declaration

- I have read and understood the text above.
- I have filled out the form below (on Page 2).
- I agree that I will comply with the NSW Food Authority documents referenced above.
- I have included evidence of registration with my Home Council with this Application (for businesses located out of the Hawkesbury City Council area).

Name

Signature

Date

Signature

**Type of Food Premises**
 Food Vending Vehicle or trailer

 Temporary Structure/Stall

Vehicle/trailer	Registration number	State of registration
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Business/Trading Name 

 Company/Entity Name 
**Business Entity Type**

 Sole Trader 

 Company 

 Partnership 

 Trust 

 Not for Profit 

 ABN 

Food Safety Supervisor	<input type="text"/>	Date Certificate Issued	<input type="text"/>
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 Business Owner Name 

 Postal Address 

 Residential Address 

 Email 

 Contact Phone  Mobile 

Type of food to be sold \_\_\_\_\_

 Is all food prepared at the event  Yes  No\*

\* Address where food is prepared \_\_\_\_\_

\* Type of food prepared at the address \_\_\_\_\_

 \* Potable Water supply at the address  Sydney Water mains  Private water supply

Event(s) or properties you expect to trade at \_\_\_\_\_

**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.