

# Food Premises Registration

Under the Food Act 2003 and Food Regulation 2015

Effective from July 2024 to June 2025

File reference:   
(Office Use Only)

## About this form

Use this form to register the operation of a food premises and provide details of the proprietor of a food premises to Woollahra Municipal Council.

## Documentation

Council's Food & Health Officer may require proof of Place of Residence.

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

## Food Premises Proprietor's details

Title:	<input type="text"/>		
Name:	<input type="text"/>	ABN / ACN:	<input type="text"/>
Residential Address:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>

## Food Safety Supervisor (FSS) details

Name:	<input type="text"/>	FSS Certificate no:	<input type="text"/>
Date issued:	<input type="text"/>	Refresher due date:	<input type="text"/>

## Business details *(Provide the address of the food premises and business related details)*

Business name:	<input type="text"/>		
Business address:	<input type="text"/>		
Company name:	<input type="text"/>	ABN / ACN:	<input type="text"/>
Business type:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>
Contact: (only if company)	<input type="text"/>	Insurance Policy no:	<input type="text"/>

## Signatures

I confirm that the information provided in this form is true and correct and I acknowledge that the lodgement of this form does not authorise commencement of operations. Operations should not commence until a Food & Health Officer of Council has inspected the premises and confirmed the premises are compliant with all relevant legislation.

<input type="text"/>	<input type="text"/>
Name	Date

## Consent details

Details of approvals granted to operate, approved hours of operation, and the type of food production/sale.

*Note: You cannot carry on any business activity unless a valid development consent exists or existing use rights exist.*

<b>Development Consent no:</b>	<input type="text"/>		
<b>Hours of operation approved under Development Consent:</b>	<input type="text"/>		
<b>Opening hours:</b>	<input type="text"/>	<b>Construction Certificate no:</b> (New premises)	<input type="text"/>
<b>Description of sale activity that currently has Development Consent:</b>	<input type="text"/>		
	<input type="text"/>		<input type="text"/>

**Diagram/plan of premises layout attached:**  Yes  No

## Fees

Annual Administration Charge levied under Clause 15 of the Food regulation 2015. Charge is for maintenance of required register and routine reporting of Council's activities to the NSW Food Authority.

1: Up to including 5 Full Time Equivalent ( FTE ) Food Handlers \$390

2: More than 5 but not more than 50 Full Time Equivalent ( FTE ) Food Handlers: \$800

3: More than 50 Full Time Equivalent ( FTE ) Food Handlers : \$3,500.

Inspections \$284 per inspection per hour with a minimum charge of 30 minutes.

## Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Who to contact:** The Food & Health Officer in the Compliance Department handling your registration and subsequent inspections.

*If you wish to discuss a proposal with our Food & Health officers, it is essential that you arrange an appointment. We recommend that you consult with the Food & Health officer before lodging this form.*

*If you need assistance in determining if a valid development consent exists for the property you should speak with Council's Customer Service staff and carry out a Development Application history check. Please note a fee is payable for this service.*

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

## Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

## OFFICE USE ONLY

To be completed by Council's Cashier and Customer Service Officer

GST may be applicable (refer receipt)

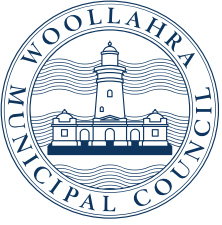
*Retain your receipt as proof of lodgement of the application*

Fee type	Fee	Receipt code
FTE Annual administration charge:	\$	T541
<b>Total</b>		

**Cashier:**

**Date:**





# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

Visa

MasterCard

American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: