Bayside Council
Serving Our Community

# Home-based Food Business Registration

## Food Act 2003 and Local Government Act 1993

**OFFICE USE ONLY**

**Reference No.**

## About this form

Use this form to register a Home-base Food Business Premises with Bayside Council. This form is to be completed and submitted to Council prior to operation of the Home Food Business premises. This form only relates to the proposed Home-base Food Business premises.

## Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name: Family Name:

Trading Name (if applicable):

Company Directors Name (if applicable):

ABN/ACN (if applicable):

Address:

Suburb: State: Post Code:

Email Address:

Daytime Telephone No. (Home/Work): Mobile No:

## Business trading name premises details

Business/Trading Name:

ABN/ACN

Address:

Suburb: State: Post Code:

Email Address:

Daytime Telephone No. (Home/Work): Mobile No:

### Mailing address

Is your mailing address different from your street address? ☐ No ☐ Yes – ***complete below***

Mailing Address:

Suburb: State: Post Code:



**Postal address**
444-446 Princes Highway, Rockdale NSW 2216
ABN 80 690 785 443

**Bayside Customer Service Centres**
Rockdale Library, 444-446 Princes Highway, Rockdale
Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

W **www.bayside.nsw.gov.au**
T **1300 581 299**

**Telephone Interpreter Services: 131 450** Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон

## Types of Food or drinks

Please Specify

Note: No high-risk foods can be prepared such as food that is ready to eat and is not in the original packaging and is potentially hazardous (Required temperature control below 5.0 $^{oc}$ (degree) or above 60$^{oc}$(degree).

## Supporting Documentation

| Mandatory Documents | Applicant Use | | | Office Use | |
|---|---|---|---|---|---|
| | Yes | No | Exempt | Yes | No |
| 1. Food Safety Supervisor (FSS) Certificate (unless exempt) | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2. Menu/List of Food or drinks served | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3. Waste Disposal Details | ☐ | ☐ | ☐ | ☐ | ☐ |
| 4. Floor Plan of proposed room or dwelling | ☐ | ☐ | ☐ | ☐ | ☐ |

## Notes

Food Safety Requirements: The design, construction and operation of all permanent and temporary food premises, vendors and stalls must comply with the relevant requirements of the Food Act 2003, Food Regulation 2015, the Australia New Zealand Food Authority (ANZFA) Food Standards Code and NSW Food Authority Guidelines for food businesses at temporary events. These provisions include requirements relating to:

- The safe handling of food – skills, knowledge and controls
- Health and hygiene requirements
- Requirements for food handlers and businesses
- Cleaning, sanitising and maintenance
- Design and construction of food premises, fixtures, fitting and equipment

## Inspections

Council's Environmental Health Officers may also carry out inspections of Home-based Food premises, to check compliance with relevant food safety requirements and standards. This will be based on the risk matrix of the event, including number and type of temporary food premises.

All operators are advised that any breaches of the Food Act 2003, the Food Regulation 2015, or Food Safety Standards may be liable to a Penalty Infringement Notice (PIN) provided under the relevant legislation. Council's Environmental Health Officers may issue Notices and Orders under the relevant legislation to ensure compliance with the Food Act 2003, the Food Regulation 2015 and Food Safety Standards.

## Further Information

For further information contact Council's Environmental Health Team on 1300 581 299 Monday to Friday between 8.30am and 5pm; or visit one of Council's Customer Service Centres at Eastgardens and Rockdale; or visit Council's website at www.bayside.nsw.gov.au.

Further information on food safety requirements and standards can also be obtained from the following websites: http://www.foodstandards.gov.au and http://www.foodauthority.nsw.gov.au.

| Fees | | Application Code |
|---|---|---|
| Registration Fee | $75.00 | RC/15050 |



**Telephone Interpreter Services: 131 450** Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон

# Information Sheet for Home-base food premises Minimum Requirement

## Design and construction requirements

Home Food Business must comply with the Food Safety Standards and not involve the following:

- the employment of more than 2 persons other than those residents, or
- interference with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil, traffic generation or otherwise, or
- the exposure to view, from any adjacent premises or from any public place, of any unsightly matter, or
- the exhibition of any signage (other than a business identification sign), or
- the sale of items (whether goods or materials), or the exposure or offer for sale of items, by retail, except for goods produced at the dwelling or building,
- but does not include bed and breakfast accommodation, home occupation (sex services) or sex services premises.
- the business must not involve the use of more than 10% of the floor area.

## Food Transportation and storage

Food items will be stored at least 150mm off the floor.

Food items will be transported and stored in enclosed smooth and impervious containers (i.e. plastic food grade containers).

## Cleaning

All surfaces, equipment, appliances, containers, crockery, utensils, food preparation, storage and cooking areas will be kept in a clean condition at all times. All food contact surfaces must be kept in a clean and sanitary condition.

Cooking and preparation areas are to be kept free from potential contamination i.e. wind-blown dust, dirt and by the public or customers touching, coughing and sneezing on or near the food or equipment.

The area will be kept in a clean condition, free from dirt, grease, dust, insects, vermin and cockroaches etc. at all times.

## Prevention and contamination

Food items which are ready for consumption will be kept in sealed food grade containers until being prepared and served to customers.

All food items will be prepared on the day, within the Home Food Business, for consumption on the same day.

## Waste disposal

Arrangements have been made for the collection and disposal of waste materials (i.e. a trade waste contractor or Council's trade waste service).

Waste receptacles and bins will be kept covered with lids and be emptied regularly so as not to overflow

## Declaration

I declare that I am the applicant (or have authorisation to act on behalf of the applicant) and that all the information in this application is true and correct.
Council may inspect the business without prior notice to assess the business for compliance with legislative requirements. An inspection fee may be charged. To view the Food Standards Australia and New Zealand (FSANZ) Food Standards Code, please refer to the FSANZ website: www.foodstandards.gov.au

| Applicant's Signature | | Date | / | / | |
|---|---|---|---|---|---|



**Telephone Interpreter Services: 131 450** Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон

## How to lodge this application

You can lodge your completed application form and any required supporting documents:

### Online

Do not complete this form. Instead visit www.bayside.nsw.gov.au and search for “Food – Home Based Food Businesses” and complete our online form and make payment online.

### In person

At any of Council’s Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

### By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

**Payment is preferred by cheque, money order, debit or credit cards (Amex, Visa and Mastercard). Payments made using a credit card will incur a service fee of 0.5%**

## Privacy notification

Completion of this document is voluntary - partially completed applications may result in refusal of the application. The personal information provided on this form (including your name and other details) will be handled in accordance with the Privacy and Personal Information Act 1998 and may be available to the public under various legislation

| OFFICE USE ONLY | | |
|---|---|---|
| **Receipt No** | Date | $ |



**Telephone Interpreter Services: 131 450** Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон