

# TEMPORARY FOOD EVENT NOTIFICATION FORM

## About this form

Event organisers and temporary, short-term food businesses shall use this form.

Most food business including those involved in temporary events in NSW are required to notify their food activity details to Council prior to the commencement of trade.

It is the responsibility of each food business to notify, however, in the case of most events where food is sold, it may be more convenient for an organiser and stall holders to notify details at the one time through the event organiser.

**How to notify Council:** Complete this form and return to Fairfield City Council, Community Health Section via:

- e-mail : mail@fairfieldcity.nsw.gov.au or
- post : PO Box 21, Fairfield NSW 1860

## 1. Main Event Details

Name of Event:

Event Start Date:        /        /                      Time :                      Event Finish Date:        /        /

Short Description of the Event:

## 2. Event Location

Address:

Street No.                      Street Name:

Suburb:

## 3. Event Organiser Details

Company or Organisation / Group:

Non for profit :     Yes     No

Contact Name:

Address:

Contact Details:    Phone:                      Mobile:

Postal Address:

E-mail Address:

- In submitting this notification form, I acknowledge that the Temporary Food Stall Checklist has also been completed and is attached to this form.

**4. Stall Holder Details (for each food stall at this event; if more than 8 stalls please copy and attach additional page)**

Food Safety Supervisor Name:		FSS Certificate No.:
Stall Name:		
Stall No.	Stall Holder ABN:	Non for profit : <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name/Proprietor:		
Contact Name:		
Address:		
Postal Address:		
Contact Details:	Phone:	Mobile:
E-mail Address:		

**Stall**

Food Safety Supervisor Name:		FSS Certificate No.:
Stall Name:		
Stall No.	Stall Holder ABN:	Non for profit : <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name/Proprietor:		
Contact Name:		
Address:		
Postal Address:		
Contact Details:	Phone:	Mobile:
E-mail Address:		

**Stall**

Food Safety Supervisor Name:		FSS Certificate No.:
Stall Name:		
Stall No.	Stall Holder ABN:	Non for profit : <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name/Proprietor:		
Contact Name:		
Address:		
Postal Address:		
Contact Details:	Phone:	Mobile:
E-mail Address:		

**Stall**

Food Safety Supervisor Name:		FSS Certificate No.:
Stall Name:		
Stall No.	Stall Holder ABN:	Non for profit : <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name/Proprietor:		
Contact Name:		
Address:		
Postal Address:		
Contact Details:	Phone:	Mobile:
E-mail Address:		

Stall			
Food Safety Supervisor Name:		FSS Certificate No.:	
Stall Name:			
Stall No.	Stall Holder ABN:	Non for profit : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name/Proprietor:			
Contact Name:			
Address:			
Postal Address:			
Contact Details:	Phone:	Mobile:	
E-mail Address:			

Stall			
Food Safety Supervisor Name:		FSS Certificate No.:	
Stall Name:			
Stall No.	Stall Holder ABN:	Non for profit : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name/Proprietor:			
Contact Name:			
Address:			
Postal Address:			
Contact Details:	Phone:	Mobile:	
E-mail Address:			

Stall			
Food Safety Supervisor Name:		FSS Certificate No.:	
Stall Name:			
Stall No.	Stall Holder ABN:	Non for profit : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name/Proprietor:			
Contact Name:			
Address:			
Postal Address:			
Contact Details:	Phone:	Mobile:	
E-mail Address:			

Stall			
Food Safety Supervisor Name:		FSS Certificate No.:	
Stall Name:			
Stall No.	Stall Holder ABN:	Non for profit : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name/Proprietor:			
Contact Name:			
Address:			
Postal Address:			
Contact Details:	Phone:	Mobile:	
E-mail Address:			

## Food Safety Supervisor

Certain hospitality and retail food business in NSW are required to have at least one trained and appointed Food Safety Supervisor (FSS) . Businesses must also keep a copy of their Food Safety Supervisor certificate on the premises at all times to show Councils Environmental Health Officers.

Temporary, short-term food businesses should refer to [www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors](http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors) for further details.

## Reminder fee

Council's Environmental Health Officers may carry out inspections of temporary food stalls during operation of an event. An inspection fee may be charged in accordance with Council's Pricing Policy, Fees and Charges.

## More information

For more information, please contact Council's Customer Service Team on telephone 9725-0222.

## Fairfield City Council Use Only

Company / Business Search Date:        /        /

Debtor No.:

Event DA No. (if applicable) :

NAR No. :

Record No.:

Entered by : \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(name / date)