

## Application for Home Based Food Business (Home Occupation)

### A1. Application Details

Surname/s	<input type="text"/>	Given Name/s	<input type="text"/>
<b>OR</b>			
Company/ Organisation	<input type="text"/>	ABN	<input type="text"/>
Applicants Address	<input type="text"/>	Postal Address	<input type="text"/>
Contact No.	<input type="text"/>	Email	<input type="text"/>
Driver Licence No.	<input type="text"/>	State of Issue	<input type="text"/>

### A2. Food Type

- Low Risk Preparation of non-potentially hazardous products for retail (tea, honey, etc.).
- Medium/High Risk Preparation of potentially hazardous products for retail (baked goods, meals with meat/dairy products, products which will be further prepared at a market or event).

**NOTE!** *If you are intending to only sell food to other businesses, such as cafes, restaurants and supermarkets you will need to contact the NSW Food Authority [food.contact@dpi.nsw.gov.au](mailto:food.contact@dpi.nsw.gov.au) or 1300 552 406.*

### A3. Food Safety Supervisor (FSS)

A FSS is required to retail food businesses who prepare and serve food for sale that is:

- Ready-to-eat;
- Potentially hazardous (needs temperature control) and
- Not sold or served in the supplier's original package. (See website for more information: [www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors](http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors)).

Not Required

Required Name  Certificate No   
Expiry Date

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## A4. Business Details

Business Trading Name

Description of the business and type(s) of food being produced

(e.g. fruit jams prepared at home and sold as packaged product at markets).

Other than yourself, how many people will be employed?

Are you the owner of the property?

Yes

No - please provide written permission from the owner.

Is the property connected to Town Water supply?

Yes

No -

you will need to develop a Quality Assurance Program (QAP), see NSW Health for more information.  
[www.health.nsw.gov.au/environment/water/Pages/private-supplies.aspx](http://www.health.nsw.gov.au/environment/water/Pages/private-supplies.aspx)

Is the property connected to Council Sewer?

Yes

No

## A5. Plan of Home Based Food Business

Please provide a diagram or photos of your home kitchen/food business, which show:

- Separate hand wash basin (must be easily accessible);
- Double bowl sink OR single bowl sink with dishwasher (cleaning and sanitising);
- Food preparation area;
- Cold storage; and
- Floors, walls and ceiling etc

## A6. Privacy and Personal Information Protection Notice

I declare that all the information in this application is true and correct.

Some information requested by Council for this form constitutes personal information under the *Privacy and Personal Information Protection Act 1998* (NSW).

Purpose of Collection: For Council to carry out certification work for the applicant.

Intended Recipients: Council staff, Government agencies.

Supply: Legally required, Council may not be able to accept your application if information is not provided.

Right of Access / Correction: Contact Council (02) 6670 2400 or email [tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au)

Storage details: Tweed Shire Council, 10-14 Tumbulgum Road, Murwillumbah NSW 2484.

Consequence of non-provision of information: Failure to provide correct business details is a breach of the Food Safety Standards.

Applicants Name

Date