



Registration of Food Business Checklist

If you seek to operate a Food Business you will need to provide the following information with the submission of an Application for Registration of Food Business depending on the business type:

Indicate the business type and complete the relevant section:

- Shop (operates from fixed business premises) – proceed to question 1
- Mobile Food Vendor – proceed to question 2
- Temporary Food Business – proceed to question 3
- Water Carrier – proceed to question 4

Q1 - Shop (operating from fixed business premises)

- Yes **Completed Registration Form** - Complete an application for Registration of Food Business and attach this checklist together with required information and submit to Council for assessment and approval.

- Yes N/A Development Consent has been obtained;
- Yes N/A Use of footpath for outdoor dining approved by Council's Land Use Services.
- Yes N/A Trade Waste details have been approved by Council's Health & Building Surveyor.

Q2 - Mobile Food Vendor

- Yes **Completed Registration Form** - Complete an Application for Registration of Food Business and attach this checklist together with the Mobile Food Vendor Help Sheet and Checklist and additional information and submit to Council for assessment and approval.

Q3 - Temporary Food Business

- Yes **Completed Registration Form** - Complete an Application for Registration of Food Business and attach this checklist together with the Temporary Food Vendor Help Sheet and Checklist and additional information and submit to Council for assessment and approval.

Q4 - Water Carrier

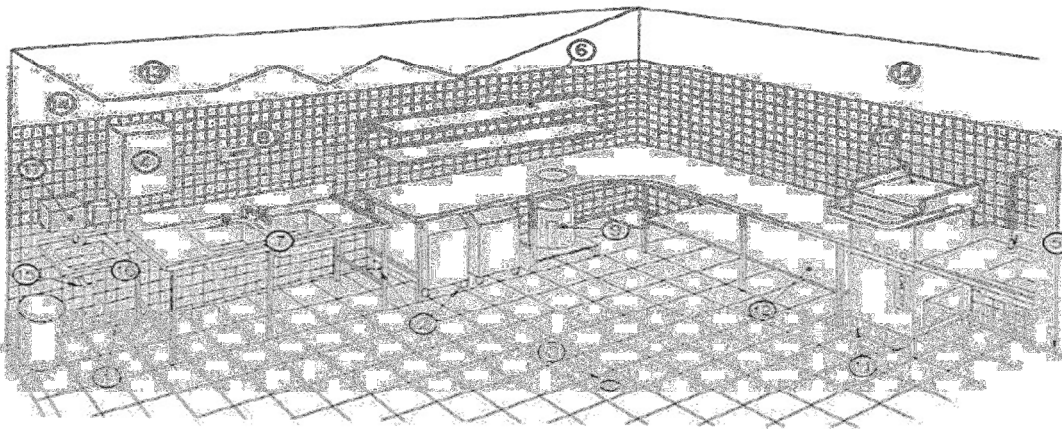
- Yes **Completed Registration Form** - Complete an Application for Registration of Food Business and attach this checklist and submit to Council for assessment and approval.



Complete and attach the checklist and required information together with your Application for Registration of Food Business. Submit the application and applicable fee to Council's Customer Service Centre, 33-39 Hyde Street Bellingen.

Attachment 1

Attachment 1:
Example Plan of Food Premises



LEGEND:

- | | |
|---|--|
| ① = Floor/wall coving | ⑩ = Dishwasher with temperature indicating device |
| ② = Castors to under bench storage | ⑪ = Legs 150 mm min. |
| ③ = Impervious floor graded and drained | ⑫ = Underside of support bracket 150mm to the finished floor surface |
| ④ = Hot water heater sealed to wall | ⑬ = Painted plasterboard ceiling |
| ⑤ = Walls tiled | ⑭ = Smooth cement rendering |
| ⑥ = Shelving 25 mm clear of wall | ⑮ = Water drainage pipes concealed into walls |
| ⑦ = Sink unit on metal frame | ⑯ = Hand basin, hot and cold water mixing set |
| ⑧ = Thermometer | ⑰ = Soap and towel dispenser |
| ⑨ = Garbage receptacle | |