



Retail Food Business Notification Form

Business/Company Name: _____

Owner/Operator Name: _____

ABN: _____

Trading Name: _____

Billing Address: _____

Business Address: _____

Business Type: _____

Contact Number: _____

Mobile: _____

Email: _____

- Preferred Contact method
- phone
 - Email
 - Post
 - No preference

Food Safety Supervisor Certificate Name: _____

Food Safety Supervisor Certificate number: _____

Food Safety Supervisor Certificate Date issued: _____

Food Safety Supervisor Certificate refresher due: _____

The Food Act 2003 (NSW) requires retail food businesses in the NSW hospitality and retail food service sector to:

- Notify the local council of their business and food activity details.
- Have at least one trained Food Safety Supervisor with their certificate on the premises. FSS certificates expire 5 years from the date of issue.