



## Regulated food/beverage business registration application form.

### Part 1: Premises details

Trading name	
Premises Address	
Premises contact number	

### Part 2: Proprietor/Company details

Proprietor / Company Name	
ABN/ACN number	
Director Name/s	
Contact Person Name	
Contact Person Number	
Email Address (reports & invoices are issued via email)	
Postal Address (different to the store address)	
Date of commencement of business or date on which changes will take effect (whichever is applicable)	

Please select which is applicable to your application.

<input type="checkbox"/>	New premises	<input type="checkbox"/>	Change of proprietor/owner
<input type="checkbox"/>	Change of trading name	<input type="checkbox"/>	Updating contact details.
<input type="checkbox"/>	Ceased to exist/trade	<input type="checkbox"/>	Other: <input type="text"/>

**Contact us:**

council@cityofparramatta.nsw.gov.au | 02 9806 5050  
@cityofparramatta | PO Box 32, Parramatta, NSW 2124  
ABN 49 907 174 773 | [cityofparramatta.nsw.gov.au](http://cityofparramatta.nsw.gov.au)

A service fee applies to inspections for regulated premises. All fees and charges are reviewed annually under Council's management plan and can viewed at [www.cityofparramatta.nsw.gov.au](http://www.cityofparramatta.nsw.gov.au)

Please select the applicable boxes related to your business.			
	Food Premises (also complete page 4)		Small sized (5 or less equivalent full time food handlers)
	Mobile Food Vendor*		Medium sized (6-50 equivalent full time food handlers)
	Home Based Business (also complete page 5)		Large sized (51 or more equivalent full time food handlers)

\*Section 68 application is also required under the Local Government Act 1993 if trading on public land.

Mobile food vehicle registration number:	
Where is your mobile food vehicle located overnight? (Please provide full address)	
Note – If located outside of the City of Parramatta Council Local Government Area please register with that Local Council.	

### Part 3: Development Consent

If development consent is required or you are unsure if the site has an existing approval, please contact the Customer Contact Team on 02 9806 5050. Registration does not constitute development consent.

Has development consent been granted for the above use?		Yes		No
Application number (DA or CDC)				
Has a Construction Certificate (CC) been issued?		Yes		No
Construction Certificate number				

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**Part 4: Privacy & Personal Information Protection Notice:**

- Purpose of collection: Council is collecting your personal information to enable Council to assess and determine your application.
- Intended recipients: The intended recipient of the information is City of Parramatta Council.
- Supply: While the supply of this information is compulsory, the personal information you provide will enable Council to meet its statutory requirements.
- Access/correction: The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta’s access to information policy and privacy management plan. Your personal information may be disclosed to third parties for the purpose of complying with the applicable legislation. You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998.
- Storage: Council is the agency that holds the personal information. Council may be contacted on 9806 5050

**Part 5: Applicant Declaration.**

I declare that to the best of my knowledge all the information supplied on this form is accurate and correct.			
Print name			
Signature		Date	

**Applications can be lodged via:**

- Email: [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au)
- In Person: Customer Service at PHIVE Building – 5 Parramatta Sq Parramatta  
Monday to Thursday, 9am – 8pm and Friday to Sunday, 9am – 5pm

Once your business has been registered by Council, we’ll send a confirmation email with your licence details and other important information.

## Food/Beverage Premises

To allow council to determine your risk classification please complete the details below by selecting 1x food/beverage licence category & as many food/beverage type categories that apply to your business. For further information regarding the risk classification system please contact us by telephone on 02 9806 5050 or visit our website: [www.cityofparramatta.nsw.gov.au](http://www.cityofparramatta.nsw.gov.au)

Food/beverage licence category (select 1 only)		Food/beverage type category (select multiple where applicable)	
	Bakery		All food supplied by manufacturer
	Boarding house		Beverage
	Bottle shop		BYO meals (childcare)
	Café		Coffee
	Caterer		Delicatessen
	Childcare centre		Ice-cream & gelato
	Convenience store		Low risk bakery foods (eg bread, cakes)
	Fresh chicken		Packaged food
	Fresh seafood		Pate
	Fruit market		Pizza shop
	Function centre		Raw egg foods (eg aioli, raw egg mayonnaise)
	Hotel / bar / nightclub		Retail meat (packaged meat only)
	Restaurant		Ready to eat food – sell (no prep)
	School canteen		Ready to eat foods - prepare, handle, sell
	Service station		Ready to eat meats (eg chicken, pork, beef)
	Supermarket		Processing fruit, salads, vegetables
	Takeaway / fast food		Seafood - raw
	Other (please state below)		Seafood - cooked
			Sous vide
			Sushi
			Unpasteurised juice
			Whole fruit and vegetables

## Home-based Business

For home-based businesses, please complete the details below to allow Council to determine your risk classification. An initial inspection will be conducted for all applicants to confirm the risk rating and businesses classified high and medium risk, will be added to council's routine inspection program.

If you're a homebased childcare business, please answer the below two (2) questions.			
Is your property within a bushfire zone?	Yes		No
How many children are in your care?			

Food production activity	Risk classification Guide	Food production activity	Risk classification Guide
Baby / infant foods	High	Acid preserved foods	Medium
Bakery – high moisture baked goods	High	Alcoholic beverages	Low
Bakery - biscuits	High	Caterer – childcare	High
Bakery – bread, pizza bases, wraps	Low	Caterer – corporate	High
Bakery - cakes/muffins	Low	Caterer - function	High
Bakery - pies/sausage rolls	Medium	Caterer - institutional	High
Cold storage / dry storage	Medium	Coffee roasting/ grinding	Low
Contract food packer	Medium	Condiments/syrup	Low
Cook chill products	High	Confectionary	Low
Dips, pates	High	Fruit drying	Low
Dressings	High	Nuts	Low
Frozen meals	Medium	Pasteurised juice	Medium
Ready to eat meals	High	Pasteurised sauces	Medium
Repackaging products requiring temperature control	Medium	Raw egg containing foods	High
Sandwiches	High	Repackaging shelf stable products	Low
Store products requiring temperature control	Medium	Shelf stable meals	Low
Unpasteurised juices	High	Snack foods	Low
Unpasteurised sauces	High	Store shelf stable products	Low
Vegetarian food	High	Tea products	Low
Other food (please state)			

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