

REGISTRATION FORM



Temporary Food Stall

Ensure that all fields have been filled out correctly. Please note incomplete forms will be returned.

FOOD STALL HOLDERS' DETAILS

| | | |
|---|------------------------------------|---------------|
| Name: | ABN (if applicable): | |
| Company Name: | | |
| Postal Address: | Suburb | Post Code |
| Note before this form can be lodged at least one of the types of contact below must be supplied. | | |
| Business Number: | Mobile Number: | Site Contact: |
| Home Number: | Email Address: | |
| Food Safety Supervisor Name: | Certificate Identification Number: | Expiry Date: |

STALL DETAILS

| | |
|--------------------------------|-------------|
| Type of stall/caravan/vehicle: | Stall Name: |
| Event Name: | Location: |

EQUIPMENT DETAILS (please complete all fields)

| Type of Equipment | List |
|--|------|
| Cold storage equipment. e.g. Providing own mobile cool room / esky with ice bricks / organiser providing cool room. | |
| Hot storage and cooking equipment e.g. 3 burner gas cookers, 4 compartment baine marie | |
| Floor covering – e.g. rubber matting (where ground unsealed or where food being processed and/or cooked on site) | |
| Counter food protection/sneeze guards | |
| Hand Washing Facilities <ul style="list-style-type: none">Warm running water, soap and paper towel must be provided | |
| Overhead protection over all cooking/preparation areas 3 side walls – where open food being prepared, handled and/or cooked on site. | |

LIST OF FOOD

Please provide a list of food types to be sold below:

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| |

DETAILS OF OFF-SITE FOOD PREPARATION AREA(S)

The location(s) of any off-site food preparation areas, and/or food storage including partial preparation such as chopping and cutting of ingredients, must be listed below. Each preparation area must meet food hygiene requirements. If you prepare food at home, you are required to be registered as a home-based business with your local Council. Development Consent OR a Complying Development Certificate may be required by your local Council.

If you prepare food at home in the North Sydney Local Government Area, you must be registered as a home business with Council and have obtained the necessary approvals.

Location 1 (Unit number, street number, street, suburb, postcode):

Onsite deliveries – supplier details:

TRANSPORTATION DETAILS

Please select how food will be transported to the site: Car ☐ Van ☐ Refrigerated van ☐

Other ☐ ► Please describe mode of transport:

What is the approximate travel time to the site?

STALL HOLDER CHECKLIST

Please tick applicable boxes below to confirm that you have provided copies of the documents requested. Please lodge copies with the completed form.

- ☐ Suggested menu or list of food being sold
- ☐ Food Safety Supervisor Certificate (Not required for Low-Risk Approvals and businesses licenced by the NSW Food Authority)
- ☐ Copy of NSW Food Authority Licence (for FSS exemption)

Please complete all relevant sections and return the form to:

- Customer Service Centre, Council Chambers, 200 Miller Street, North Sydney NSW 2060, or
- PO Box 12, North Sydney NSW 2059, or
- Via email customerservice@northsydney.nsw.gov.au

FEES AND CHARGES 2025/2026Registration Fee - High Risk - \$91.00 ☐Registration Fee - Low Risk - \$45.00 ☐Urgency Fee – processed in 3-10 working days - \$55 (plus registration fee) ☐Urgency Fee – processed within 3 working days - \$80 (plus registration fee) ☐

Note: All inspection-based fees will be invoiced as per Council's current fees and charges following any inspections carried out.

STALL HOLDER DECLARATION

I have read, understood and will fully comply with the health conditions. I declare that the information provided on this form is accurate, completed and correct.

I confirm that I have read and understood the New South Wales Food Authority's "Guidelines for Food Businesses at Temporary Events" and/or North Sydney Council's requirements for the operation of a temporary food stall and hereby apply to register a temporary food stall within the North Sydney Council Local Government area, and that I take responsibility for satisfying the provisions of the New South Wales's Food Act 2003, and regulations made thereunder.

Signature: _____

Date: _____

PRIVACY STATEMENT

North Sydney Council is collecting your personal information for the purpose of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of the Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

FOR COUNCIL USE

| Total | Receipt Number | Date | Time | Initials |
|--|----------------|------|------|----------|
| | | | | |
| Temporary Food/Market Stall – Cashier Code 730 | | | | |