



NOTIFICATION FORM

Food Safety Supervisor Program

After appointing a Food Safety Supervisor (FSS), the proprietor (business owner) of a food business must notify the relevant enforcement agency of their FSS within 7 days. The proprietor can meet this obligation by either filling in this notification form and submitting it to their local council, or by notifying online at the NSW Food Authority's website www.foodauthority.nsw.gov.au.

If businesses choose to use this paper-based form, they must fill in the relevant sections below and submit to North Sydney Council within 7 days.

Section 1 - Business Details

Proprietor's name:	ABN (if applicable):
Proprietor's telephone:	Email (if any):
Business name:	Trading as (if applicable):

Fill in the business address in Section 1a **OR** Section 1b, depending on which is most relevant

1a) Food premises address *(for food premises except mobile catering)*

Business address of food premises:

Suburb:	Postcode:
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OR

1b) Proprietor's business address *(for mobile catering businesses only)*

Proprietor's business address

Suburb:	Postcode:
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Please note: The business must also be registered with NSW Food Authority. Register your details on www.foodnotify.nsw.gov.au

Section 2 - Business Authorisation

The proprietor of the food business should fill in the authorisation below

Proprietor authorisation

If any business information supplied by me may be considered to be untrue or misleading in any respect, I understand that the North Sydney Council may take such action as it believes necessary, including the disclosure of the information to any person or body the Authority considers has a legitimate interest in receiving it, and I consent to such disclosure.

Proprietor's name:

Signed:	Date:
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Section 3 - Food Safety Supervisor's Details

Tick appropriate box: ☐ New FSS ☐ Existing FSS (change of details)

FSS' name:

FSS' telephone (during working hours):	Email (if any):
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NORTH SYDNEY COUNCIL

Food Safety Supervisor Program - Notification Form

Food Safety Supervisor certificate details

RTO name:

Certificate identification number:

Date of issue:

Section 4 - FSS Authorisation

Fill in Section 4a **OR** Section 4b, whichever is applicable

4a) If an employee is the FSS:

FSS authorisation

I authorise my employer _____ (business name) to provide my personal information to the relevant enforcement agency for the purposes of s106E of the *Food Act 2003* (NSW). This authorisation is limited to the provision of my name, contact details and Food Safety Supervisor certificate details (including identification number and date issued).

If any information supplied by me may be considered to be untrue or misleading in any respect, I understand that the North Sydney Council may take such action as it believes necessary, including the disclosure of the information to any person or body the Authority considers has a legitimate interest in receiving it, and I consent to such disclosure.

FSS' name:

Signed:

Date:

OR

4b) If the proprietor of the business is the FSS:

FSS authorisation

I acknowledge and understand that I am providing my personal information to the relevant enforcement agency for the purposes of s106E of the *Food Act 2003* (NSW). This authorisation is limited to the provision of my name, contact details and Food Safety Supervisor certificate details (including identification number and date issued).

If any information supplied by me may be considered to be untrue or misleading in any respect, I understand that the North Sydney Council may take such action as it believes necessary, including the disclosure of the information to any person or body the Authority considers has a legitimate interest in receiving it, and I consent to such disclosure.

FSS' name:

Signed:

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.