

NOTIFICATION FOR RETAIL FOOD BUSINESSES

The NSW Food Authority has removed duplicative reporting requirements. From September 2015, retail food businesses are only required to provide their business details to local councils.

Changes to notification

The Food Authority recognise that business details supplied by retail food businesses to councils meet the Food Authority's statutory requirement and notification outcome intended under the national Food Standards Code and *Food Act 2003*.

As a result, retail food businesses are no longer required to notify details to the Food Authority. This change will benefit retail food businesses where food safety is overseen by their local council, such as restaurants, cafes, supermarkets, child-minders and mobile and temporary food vendors. These businesses now only need to give their business details once – to their local council.

Licensed food businesses are deemed to have provided their notification details when they submit a completed application for a licence.

Unlicensed, non-retail food businesses, including wholesalers and manufacturers, will continue to notify the Food Authority.

Further details on how to do this can be found in the Retail section of the Food Authority website.

Notification requirements

All retail food businesses must notify their local council before they begin to trade.

Notification means advising of your business details, including trading name, contact details, location(s), owner details and information indicating the nature of your food business.

Councils receive this information in a variety of ways, such as when you apply for a service, permit or approval, or when you complete a notification form. Contact your local council if you are unsure about how to provide your business details to them.

Retail food businesses that have provided their current business details to council are deemed to have met the requirement to notify.

More information

If you have any questions about this advice or require further information, contact the Food Authority via:

- 1300 552 406
- contact@foodauthority.nsw.gov.au
- www.foodauthority.nsw.gov.au



Department of
Primary Industries
Food Authority

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What councils need to do	
For retail food businesses	Continue receiving information about retail food businesses through existing processes, and remove references to the Food Authority's Food Notify website from websites, documents and forms. Nothing else is required.
For non-retail food businesses (i.e. wholesalers, manufacturers)	Direct non-retail food businesses to the Food Authority website.

What businesses need to do	
Existing retail food businesses	Inform your local council if you have changes in your business details. To find out which local council area you are in, visit www.olg.nsw.gov.au/public/my-local-council/find-my-council .
New retail food businesses	Ensure you have provided your business' details to council.
Non-retail food businesses	Visit the Food Authority's website at www.foodauthority.nsw.gov.au .

About the NSW Food Authority: The NSW Food Authority is the government organisation that helps ensure NSW food is safe and correctly labelled. It works with consumers, industry and other government organisations to minimise food poisoning by providing information about and regulating the safe production, storage, transport, promotion and preparation of food.

Note: This information is a general summary and cannot cover all situations. Food businesses are required to comply with all of the provisions of the Food Standards Code and the *Food Act 2003* (NSW).



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