



NSW Food Authority

safer food, clearer choices

# Food business notification

## Food businesses must be notified

Food Safety Standard 3.2.2 of the Food Standards Code (FSC) requires that all food businesses in NSW notify the NSW Food Authority of their food activity details. There are some exemptions for not-for-profit fundraising events and businesses that hold a current NSW Food Authority licence.

Notification of food businesses allows the Authority to contact businesses with critical information regarding food recalls and foodborne illness outbreaks.

It is an offence for a food business to not notify when there is a requirement to do so. Businesses that do not notify may be issued with a penalty notice.

Penalties range from \$440 for individuals to \$880 for corporations. Should the matter proceed to court, individuals face fines of up to \$55,000 while corporations can be fined \$275,000 (*section 100, Food Act 2003*).

## How to notify a food business

**Internet:** This is fast, free and provides a Certificate of Confirmation on completion. Instructions on how to complete your notification online are detailed below.

**Paper form:** Paper forms can be submitted to the NSW Food Authority directly. These incur a charge of \$55.00 (GST inclusive). To obtain a form please contact the helpline on 1300 552 406.

**Local councils:** Paper forms can also be obtained from and lodged with most local councils (there may be a cost involved). Contact the council's Environmental Health Officer.

## Notifying via the internet

Go to the website at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au)

When the homepage appears, click on the 'Notify a food business' box. This will take you to the first page of the form.

Enter your food business information (approximately four web pages) then select 'submit'.

After successfully entering your information a Notification Confirmation will be displayed. This should be printed and kept as proof of notification. It contains your notification reference number and access code, both of which are needed to update the food notification database of any changes to your business information.

## Notification reference number

Once notified, a business will receive a business notification reference number. This can be found on the Notification Confirmation, and is proof of notification.

Any relevant changes to the business must be notified.

Businesses can check their notification status by contacting the helpline on 1300 552 406.

## How to notify a Food Safety Supervisor

Certain retail food businesses, such as restaurants, cafès, takeaway shops, caterers, bakeries, pubs, clubs, hotels and supermarkets, are required by law to have at least one trained Food Safety Supervisor.

## Details of the Food Safety Supervisor (FSS) must be notified to the Authority.

This can be done online at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au), or by submitting a paper form to the Authority or your local council.

## 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.

## More information

- visit the NSW Food Authority's website at [www.foodauthority.nsw.gov.au/industry](http://www.foodauthority.nsw.gov.au/industry)
- phone the helpline on 1300 552 406
- Food Safety Supervisor guideline at [www.foodauthority.nsw.gov.au/industry/fss-food-safety-supervisors/](http://www.foodauthority.nsw.gov.au/industry/fss-food-safety-supervisors/)

## 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).