

# Food Business Notification

9 February 2005

## Have you notified your food business?

National food law, Food Safety Standard 3.2.2, requires that all food businesses in NSW notify the NSW Food Authority of their food activity details. There are some exemptions; contact the NSW Food Authority for more information.

Notification of food businesses allows the Authority to maintain a close relationship with all businesses. For example it means we can keep you informed and updated on changes to food legislation.

Penalty Infringement Notices (PINs) were introduced in December 2004 for a variety of matters, and include penalties for businesses that do not notify the Authority of their activity. PINs range from \$330 for individuals to \$660 for corporations (Section 100-1, NSW Food Act).

Should the matter proceed to court, individuals face fines of up to \$55,000 while corporations can receive \$275,000 (Section 100, NSW Food Act 2003).

## How do I notify?

**You can notify your business in one of two ways:**

- **Internet:** It is fast, free and provides you with an instant Certificate of Confirmation. Instructions on how to complete your notification online can be found at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au).
- **Paper Form:** Paper forms can be submitted to the NSWFA directly and incur a charge of \$55.00 (GST inc). To obtain a form please contact the Food Notification Help Desk on 1300 650 124.
- **Local Councils:** Paper forms can also be obtained from and lodged with most local councils (there may be a cost involved). Contact your local Environmental Health Officer.

## I have notified my food business!

If you have already notified, you will have been issued a Notification Reference Number. This can be found on your Confirmation Certificate. The NSW Food Authority may ask whether you have notified your business. If so, present your Confirmation Certificate.

You will also need to update your details whenever they change.

## I am not sure if I have notified my food business.

If you are not sure whether you have notified your food business or you can't find your Notification Reference Number please contact the Food Notification Help Desk on 1300 650 124 immediately.

## How do I notify on the Internet?

On the Internet, go to the website:  
[www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au)

When the homepage appears, click on the "Food Business Notification" box. This will take you to the first page of the form.

Enter your food business information (approximately 4 web pages) then select the 'SUBMIT' button.

After successfully entering your information a Confirmation Certificate will automatically appear on your screen. Click on the "PRINT" box and print a copy of your Certificate.

Keep your Certificate handy. It contains important information such as your Notification Reference Number and access code. You will need both to update the food notification website of any changes to your business information.