

TEMPORARY FOOD EVENT NOTIFICATION FORM EVENT ORGANISER

Please return completed application form to:
In Person: Clare & Gilbert Valleys Council,
4 Gleeson Street CLARE SA 5453
By Post: 4 Gleeson Street CLARE SA 5453
Email: development@CGVC.sa.gov.au



CLARE & GILBERT
VALLEYS COUNCIL

Please Note: It is the responsibility of the **Event Coordinator** to ensure all stall holders who provide food at their event have approved Food Business Notification Number (FBN) from the relevant Local Authority as required by the Food Act. If stall holders do not have FBN number, they must notify the relevant Council on the prescribed form "Food Business Notification Form (New or Changed)" fourteen (14) days prior to the event.

Section A: Event Details (Name, location, date(s) and time(s))

Name of Event:	<input type="text"/>		
Date:	<input type="text"/>	Estimated No. of Attendees at Event:	<input type="text"/>
Location of Event:	<input type="text"/>		
Event Co-ordinator:	<input type="text"/>		
Telephone/Mobile No:	<input type="text"/>		
Email:	<input type="text"/>		

Section B: Event Food Stall Holders

Please provide the following details for any stall holders who will be providing food at the event indicated in Section A (further space is available on Page 2):

Name of stallholder or name of food business and proprietor	Contact details of stallholder/business	Type of Food	Food Business Notification Number & Issuing Authority (Council)
	Phone/Mobile:		
	Email:		
	Postal:		
	Phone/Mobile:		
	Email:		
	Postal:		
	Phone/Mobile:		
	Email:		
	Postal:		

Name of stallholder or name of food business and proprietor	Contact details of stallholder/business	Type of Food	Food Business Notification Number & Issuing Authority (Council)
	Phone/Mobile: Email: Postal:		
	Phone/Mobile: Email: Postal:		
	Phone/Mobile: Email: Postal:		
	Phone/Mobile: Email: Postal:		
	Phone/Mobile: Email: Postal:		
	Phone/Mobile: Email: Postal:		
	Phone/Mobile: Email: Postal:		
	Phone/Mobile: Email: Postal:		

Food business notification number – every food business must have a notification number as required by the Food Act. Please ensure this is provided by every business or stall holder. If they do not have one, they must notify Council on the appropriate form.

Section C: Declaration:

I understand that it is my responsibility as Event Co-ordinator to ensure all stall holders serving food at the event indicated in Section A, have Food Business Notification Number or have completed a “Food Business Notification Form (new or changed) fourteen (14) days prior to the event.

Signature:

Date: