



CITY OF
Port Adelaide Enfield

Special Events Food Safety Notification Form

About Food Safety

The Food Act 2001 and Food Safety Standards contain requirements for all food businesses (including not-for-profit organisations and community events). All Event Organisers conducting events in the City of Port Adelaide Enfield are required to complete and return this form if they plan to serve food at their event

Please Note: It is a requirement under the *Food Act 2001* that notification is provided to Council **at least two (2) weeks** prior to the event. If however, it cannot be demonstrated that approval has been granted, in the form of an FBN number, penalties will apply if trading commences. Please be advised that a Food Business Notification (FBN) number is required to be provided for each food stall. FBN numbers are issued by the Council where the temporary food stall is garaged.

An information sheet is available which provides full details about food safety at special events. For a copy of the information sheet, contact the Duty Environmental Health Officer on phone 8405 6832 or email environmental.health@cityofpae.sa.gov.au

Event Details

Event Name:

Date(s):

Day(s):.....

Time(s):

Venue/Location:

Brief event description:

.....

.....

.....

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.....

Contact Details

Contact person:

Organisation:

Contact number:..... Mobile:

Postal address:

..... Email:

Fax:..... Web:

Food Stall Details

Please provide details of all food being sold at your event. If space is insufficient, please attach full details to this form.

Stall #1

Name of proprietor

Address

Type of food being served:.....

Contact person:.....Phone Number.....Mobile Number

Max. number of food handlers at the stall..... FBN

Stall #2

Name of proprietor

Address

Type of food being served:.....

Contact person:.....Phone Number.....Mobile Number

Max. number of food handlers at the stall..... FBN

Stall #3

Name of proprietor

Address

Type of food being served:.....

Contact person:.....Phone Number.....Mobile Number

Max. number of food handlers at the stall..... FBN

Stall #4

Name of proprietor

Address

Type of food being served:.....

Contact person:.....Phone Number.....Mobile Number

Max. number of food handlers at the stall..... FBN

Stall #5

Name of proprietor

Address

Type of food being served:.....

Contact person:.....Phone Number.....Mobile Number

Max. number of food handlers at the stall..... FBN

Stall #6

Name of proprietor

Address

Type of food being served:.....

Contact person:.....Phone Number.....Mobile Number

Max. number of food handlers at the stall..... FBN

Stall #7

Name of proprietor

Address

Type of food being served:.....

Contact person:.....Phone Number.....Mobile Number

Max. number of food handlers at the stall..... FBN

Stall #8

Name of proprietor

Address

Type of food being served:.....

Contact person:.....Phone Number.....Mobile Number

Max. number of food handlers at the stall..... FBN

Please return form to:
 Duty Environmental Health Officer
 PO Box 110 PORT ADELAIDE SA 5015
 Phone: 8405 6832
 Email: environmental.health@cityofpae.sa.gov.au

OFFICE USE ONLY	
Notes:	