

# FOOD SAFETY AT SPECIAL EVENTS NOTIFICATION FORM

If you are planning an event where food will be sold, please inform Council's Environmental Health team. Please be advised that a Food Business Notification (FBN) number is required to be provided for each food stall. Return this completed form **at least 2 weeks prior** to the event.

For more information about food safety at outdoor events, refer to Food Safety Tips for Outdoor Events.

If you have any questions, please do not hesitate to discuss with an Environmental Health Officer on phone 8397 7444 or email [envhealth@cttg.sa.gov.au](mailto:envhealth@cttg.sa.gov.au).

## Event details

Event name

Date(s)

Day(s)

Time(s)

Venue/Location

Brief event description

## Contact details

Contact person

Organisation

Contact number(s)

Postal address

Email address

Registered business name

Trading name of business

Business location address

## Food Stall Details

### *Stall #1*

Business name: \_\_\_\_\_

Name of proprietor: \_\_\_\_\_

Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_

Type of food being served: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Number of food handlers: \_\_\_\_\_

### *Stall #2*

Business name: \_\_\_\_\_

Name of proprietor: \_\_\_\_\_

Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_

Type of food being served: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Number of food handlers: \_\_\_\_\_

### *Stall #3*

Business name: \_\_\_\_\_

Name of proprietor: \_\_\_\_\_

Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_

Type of food being served: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Number of food handlers: \_\_\_\_\_

### *Stall #4*

Business name: \_\_\_\_\_

Name of proprietor: \_\_\_\_\_

Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_

Type of food being served: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Number of food handlers: \_\_\_\_\_

*Stall # 5*

Business name: \_\_\_\_\_

Name of proprietor: \_\_\_\_\_

Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_

Type of food being served: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Number of food handlers: \_\_\_\_\_

*Stall # 6*

Business name: \_\_\_\_\_

Name of proprietor: \_\_\_\_\_

Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_

Type of food being served: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Number of food handlers: \_\_\_\_\_

*Stall # 7*

Business name: \_\_\_\_\_

Name of proprietor: \_\_\_\_\_

Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_

Type of food being served: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Number of food handlers: \_\_\_\_\_

*Stall # 8*

Business name: \_\_\_\_\_

Name of proprietor: \_\_\_\_\_

Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_

Type of food being served: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Number of food handlers: \_\_\_\_\_

*Stall # 9*

Business name: \_\_\_\_\_  
Name of proprietor: \_\_\_\_\_  
Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_  
Type of food being served: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Number of food handlers: \_\_\_\_\_

*Stall # 10*

Business name: \_\_\_\_\_  
Name of proprietor: \_\_\_\_\_  
Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_  
Type of food being served: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Number of food handlers: \_\_\_\_\_

*Stall # 11*

Business name: \_\_\_\_\_  
Name of proprietor: \_\_\_\_\_  
Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_  
Type of food being served: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Number of food handlers: \_\_\_\_\_

*Stall # 12*

Business name: \_\_\_\_\_  
Name of proprietor: \_\_\_\_\_  
Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_  
Type of food being served: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Number of food handlers: \_\_\_\_\_

*Stall #*

Business name: \_\_\_\_\_  
Name of proprietor: \_\_\_\_\_  
Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_  
Type of food being served: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Number of food handlers: \_\_\_\_\_

*Stall #*

Business name: \_\_\_\_\_  
Name of proprietor: \_\_\_\_\_  
Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_  
Type of food being served: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Number of food handlers: \_\_\_\_\_

*Stall #*

Business name: \_\_\_\_\_  
Name of proprietor: \_\_\_\_\_  
Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_  
Type of food being served: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Number of food handlers: \_\_\_\_\_

*Stall #*

Business name: \_\_\_\_\_  
Name of proprietor: \_\_\_\_\_  
Council where it is notified: \_\_\_\_\_ FBN number: \_\_\_\_\_  
Type of food being served: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Contact number(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Number of food handlers: \_\_\_\_\_