

NOTIFICATION OF INTENTION TO SELL FOOD AT AN EVENT

To be completed by Event Organiser

Name of Event: _____

Dates of Event (when food is sold): _____

Specific Location of Event: _____

Contact Person's Details

Address: _____

Postal Address (if different from above): _____

Telephone: _____ Mobile: _____

Email: _____ Facsimile: _____

The Event Organiser is responsible for:-

1. Forwarding the details of traders to the Environmental Health Officer as soon as an application is received by the Events Committee. Final notification of traders must be made at least one week prior to the event or as otherwise agreed with the Council.
2. Ensuring that all traders comply with the appropriate legislation and Council by-laws before allowing them to operate.

Signature(s): _____

Position: _____ Date: _____

PTO

OFFICE USE ONLY:	
Copy to EHO	Copy to FO
CSO Name: _____	Fee: \$25.00 (including GST)
Date: _____	Journal Code: 20 12 03 1040 credit 60 86 01 1040 debit

Event Name: _____

Held at: _____

Date to be held: _____

Page Number:

	Organisation	Contact Name	Telephone	Product for Sale	Commercial/ Fundraiser	Council Registration Required	Health Seminar Required	Health Seminar Attended	Receipt Number	Date Paid	Amount
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