Food Premises Advisory Inspection Application and Checklist 2026/2027

Northern Beaches Council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	2050
TRIM Ref	
Last Updated	August 2026
Business Unit	Environmental Compliance
Application No.	
Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter:
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.nsw.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not assessed until payment is received.
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

About this form

A Food Business advisory inspection can be requested by completing the relevant sections of this form and paying the Food Advisory Inspection Fee at Council.
This form can be completed to request an inspection, prior to sale or purchase of a business, prior to occupation, or for the purpose of a fit-out consultation.
Note: A new food business must submit a Food Business Owner Details Form to Council's Environmental Health Team and obtain a registration number prior to submitting this form.

How to complete this form

1: Complete Part 1 and Part 10 only.
2: Please note that fields on this form marked with an * are mandatory and must be completed by the applicant before submitting the application.
3: This form is to be submitted along with payment of the food advisory inspection fee.

Part 1: Property details* (mandatory fields)

Prior to sale/purchase inspection ◯	Prior to occupation ◯	Fit out consultation ◯	Other ◯

Food business trading name			
DA number (if applicable)		Council Registration number	
Property address		Street name	
Suburb		Postcode	

Part 2: Fees

Inspection fee	◯ $370
Select if applicable	
Urgency fee: 2 work days	◯ 316
Urgency fee: 3-10 work days	◯ $146

Part 3: Floors, walls and ceilings

Are the floor areas in the food preparation and storage areas smooth, impervious and easy to clean?	◯ Yes	◯ No	◯ N/A
Is the floor coved at the intersection of the floors and walls?	◯ Yes	◯ No	◯ N/A
Are there drainage points in the floor?	◯ Yes	◯ No	◯ N/A
Is the cool room floor smooth, impervious and easy to clean material?	◯ Yes	◯ No	◯ N/A
Are all wall openings for pipes vermin proof?	◯ Yes	◯ No	◯ N/A
Are the ceilings of solid construction and smooth & impervious & easy to clean material free of gaps? (NOTE: drop in panels are not acceptable in food preparation areas)	◯ Yes	◯ No	◯ N/A
Comments			

Part 4: Fixtures, fittings and equipment

Is there warm running water?	◯ Yes	◯ No	◯ N/A
Are soap and paper towel dispensers located adjacent to hand wash basins?	◯ Yes	◯ No	◯ N/A
Are the hand wash basins within 5m travel distance of food preparation and service areas?	◯ Yes	◯ No	◯ N/A
Is there a double bowl sink or single bowl sink with dishwasher installed?	◯ Yes	◯ No	◯ N/A
Is there a dedicated food preparation sink?	◯ Yes	◯ No	◯ N/A
Is there a cleaner's sink?	◯ Yes	◯ No	◯ N/A
Are all fridges/freezers and holding equipment commissioned and operational?	◯ Yes	◯ No	◯ N/A
Is a working thermometer available at the premises?	◯ Yes	◯ No	◯ N/A
Are the premises pest proofed, including external doors and windows?	◯ Yes	◯ No	◯ N/A
Has fixtures and fittings been installed appropriately either on a plinth, moveable on wheels, or appropriately designed legs?	◯ Yes	◯ No	◯ N/A
Are hand wash basins available for use in:	◯ Yes	◯ No	◯ N/A
• Areas where opens food is handled?	◯ Yes	◯ No	◯ N/A
• In utensil / equipment washing areas?	◯ Yes	◯ No	◯ N/A
• In toilet cubicles or immediately adjacent to toilet cubicle?	◯ Yes	◯ No	◯ N/A
Do the hand wash basins have hands free taps?	◯ Yes	◯ No	◯ N/A
Comments			

Part 5: Staff belongings and storage

Are there separate areas for chemical storage, such as a dedicated room or separate enclosed cupboard located away from food preparation areas?	◯ Yes	◯ No	◯ N/A
Are separate storage facilities provided for employee's clothing and personal belongings?	◯ Yes	◯ No	◯ N/A
Comments			

Part 6: Waste storage

Do you have a waste storage area?	◯ Yes	◯ No	◯ N/A
Is there a water supply, hose and floor waste?	◯ Yes	◯ No	◯ N/A
Is the waste room finished with smooth impervious materials?	◯ Yes	◯ No	◯ N/A
Is the waste room ventilated?	◯ Yes	◯ No	◯ N/A
Is a grease trap installed?	◯ Yes	◯ No	◯ N/A
Are waste bins provided and a contract in place for waste collection?	◯ Yes	◯ No	◯ N/A
Comments			

Part 7: Mechanical ventilation

Has the mechanical ventilation been certified as being installed in compliance with the BCA and AS 1668.1 & AS 1668.2 and any specific DA conditions?	◯ Yes	◯ No	◯ N/A
Does the exhaust hood cover the equipment to be ventilated?	◯ Yes	◯ No	◯ N/A
Comments			

Part 8: Cleaning

Has all building material been removed from the premises?	◯ Yes	◯ No	◯ N/A
Has the premises been cleaned so that it is ready for trade?	◯ Yes	◯ No	◯ N/A
Comments			

Part 9: Ensure the following are operational at the time of the final inspection

Is there warm 'running water'?	◯ Yes	◯ No	◯ N/A
Are all the fridges and holding equipment commissioned and operational?	◯ Yes	◯ No	◯ N/A
Are soap and paper towel dispensers located adjacent to hand wash basins?	◯ Yes	◯ No	◯ N/A
Comments			

Part 10: Applicant declaration* (mandatory fields)

I declare that the information provided on this form is accurate, complete and correct. I understand that this is an application and approval to operate is not guaranteed.			
Name			
Position			
Signature			
Date		Contact Phone Number	

Part 11: Council use

Does the layout conform to approved plans?	◯ Yes	◯ No	◯ N/A
Have you reviewed all DA conditions to ensure all health related conditions have been addressed?	◯ Yes	◯ No	◯ N/A

Officer Name	
Position	
Signature	
Date	