Food Business Self Assessment

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	2048
TRIM Ref.	
Last updated	May 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

Assessment date		**Staff name**	

General requirements	
Food business has notified any change in business details to Northern Beaches Council.	◯
Food Safety Supervisor is appointed and certificate is on the premises (in businesses where open, ready to eat PHF's sold).	◯
Food handlers have skills & knowledge to handle food safely.	◯
No sale of food that is damaged, deteriorated or perished; no use of cracked or dirty eggs or food past used by date.	◯
Food Handling Controls FSS 3.2.2 Cl 5-12	
Food protected from the possibility of contamination food receipt, storage, preparation, display and transport. • Elevate all foods off the floor of the kitchen and coolroom. • Ensure all raw foods are stored below cooked/ready to eat foods in coolrooms and fridges. • Minimise storage of cardboard in the food premises. • Ensure all open bags of flour etc. are stored in air tight vermin proof/food grade containers.	◯
Names and addresses are available for manufacturer, supplier or importer of food.	◯
Potentially hazardous food (PHF) is under temperature control: food receipt, storage, display and transport; cold food at or less than 5°C, Hot food at or above 60°C. Frozen food is at or below -18°C.	◯
Processing of foods; items thawed correctly; processed quickly; no contamination risk.	◯
Cooked PHF is cooled rapidly.	◯
Reheating of PHF is rapid – oven, stove top or microwave but not bain-marie.	◯
Self-serve food is supervised, has separate utensils and sneeze guard.	◯
Food wraps and containers will not cause contamination • All food storage containers must be food grade and able to be easily cleaned and sanitised.	◯
Food for disposal or for return to the supplier is identified & separated from normal stock.	◯
** Potentially Hazardous Foods (PHF) is food that has to be kept at certain temperatures to minimise growth of any food-poisoning bacteria that may be present in the food or to prevent the formation of toxins in the food i.e. meat, chicken, raw eggs, dairy etc.*	◯

Health and Hygiene FSS 3.2.2 Cl 13-18	
Food handlers wash and dry hands thoroughly using hand wash facilities.	◯
Food handlers avoid unnecessary contact with ready-to-eat food or food contact surfaces by use of utensils, a gloved hand, food wraps.	◯
Food handlers do not spit or smoke in food handling areas or eat over exposed food or food contact surfaces.	◯
Food handlers have clean clothing, waterproof bandages.	◯
Food handlers wash hands before commencing/recommencing work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning.	◯
Food handlers do not handle food if ill (vomiting, gastro) and have not handled food for 48 hours after symptoms end.	◯
Hand washing facilities easily accessible and used only for washing of hands, arms and face.	◯
Hand washing facilities have warm running water through single spout, single use towels and soap.	◯
Cleaning and Sanitising FSS 3.2.2 Cl 19-20	
Premises, fixtures, fittings and equipment maintained to an appropriate standard of cleanliness including floors under cooking areas, washing up areas, shelving and mechanical ventilation systems.	◯
Food contact surfaces, eating and drinking utensils in a clean and sanitary condition/appropriate sanitising method in use (chemicals or dishwasher).	◯
Miscellaneous FSS 3.2.2 Cl 22-23	
Accurate temperature measuring device readily accessible (digital probe thermometer – accurate to +/- 1°C) is available	◯
Single use items appropriately stored and protected from contamination and not reused (drinking straws, disposable utensils, coffee cups and lids and takeaway containers).	◯
Animals & Pets FSS 3.2.2 Cl 24	
Animals not permitted in areas in which food is handled (e.g. dogs, birds, rodents, cockroaches, flies and other insects).	◯
Practical pest exclusion measures used (screens, seals, pest control devices and traps).	◯
Practical measures to eradicate and prevent harbourage of pests (housekeeping, stock rotation, pest controller)	◯
No signs of insect infestation or rodent activity in premises (faeces, egg casings, teeth marks)	◯
Design and Construction FSS 3.2.3	
General design and construction of premises appropriate (see Australian Standard AS 4674).	◯
Adequate supply of potable water available.	◯
Premises has adequate sewerage and waste water disposal system.	◯
Premises has adequate storage facilities for garbage and recyclables.	◯
Premises has sufficient lighting for food preparation and effective cleaning.	◯
Floors are able to be effectively cleaned.	◯
Walls, ceilings are sealed and able to be effectively cleaned.	◯
Fixtures, fittings and equipment are able to be effectively cleaned and, in the case of food contact surfaces, sanitised.	◯
Adequate ventilation provided within the premises.	◯
Premises has adequate separate storage facilities (chemicals, clothing and personal belongings).	◯
Maintenance FSS 3.2.2 Cl 21	
Premises, fixtures, fittings and equipment in a good state of repair and working order.	◯
No chipped, broken or cracked eating or drinking equipment and utensils observed.	◯
Labelling (If applicable)	
Packaged food labelling complies with the Food Standards Code, 1.2 1.	◯
For 'Standard Food Outlet', nutrition information displayed (applies to businesses that have 20 or more stores in NSW or 50 or more nationally).	◯