

Event – Temporary Food Stall Application

About this form

This form is to be completed by persons wishing to operate a food stall/vehicle at a temporary event in Port Stephens. All sections must be completed to allow Council to assess the application. Applications are to be submitted 14 days in advance of the event by e-mail* or Fax: 4987 3612.

*Please note that for email, there is a submit button on the final page of this document.

Section 1 – Event Details

Name and location of the event	
Date(s) of the event	

Section 2 – Applicant Details

Applicant Name			
Business Name			
ABN or ARBN number (if applicable)			
Postal Address (Incl. post code)			
Contact telephone number (mobile)			
Email address			
Contact name/ mobile telephone number of person available at the event			
Have you been granted a Food Business Licence	<input type="checkbox"/> Yes	If 'yes'	Council of issue:
	<input type="checkbox"/> No		Date of issue:
Are you a charitable or community association	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Food Safety Supervisor details (if applicable)	NSW Food Authority Number:		Expiry Date:

Section 3 – Types of food to be prepared and sold (tick applicable box)

Potentially hazardous food (PHF) <input type="checkbox"/>	Low risk food ONLY <input type="checkbox"/>
<p>Note: Potentially hazardous food (PHF) is higher risk food which will require temperature control (or another approved storage method) to minimise multiplication of food poisoning bacteria or to prevent the formation of toxins in the food.</p> <p>This includes: raw and cooked meat products; seafood (excluding live seafood); cooked pasta and rice; dairy products; food containing any of the above, such as pies, hamburgers, sandwiches, rolls, and pizza.</p>	<p>Note: Low risk food is food that generally does not require temperature control for safety</p> <p>This also includes vendors offering: dry goods; salted dried meats; fruit cake and plain cakes; plain bread and bread rolls; honey and jam; biscuits and crackers; bottled marinades; salad dressings; pickles; confectionary. It also includes sausage sizzles; food sold and served in the supplier's original package; processed fruit (eg cut melon or fruit salad); coffee vendors that only heat milk.</p>

Section 4 – Stall and staff requirements	
<p>Note: The below list are essential items and equipment required to ensure safe food is prepared and sold on the day. By ticking the boxes provided you are confirming that you have – or will have in place on the day – the items and equipment shown. Inspections by Environmental Health Officers on the day of the event may take place to ensure compliance.</p>	
<p>Hand washing facilities</p> <p>Note: Hand washing facilities must be available within the stall/vehicle and be used solely for the purposes of washing hands. A constant supply of warm, drinking water must be available to the facilities along with soap and disposable paper towels for hand drying.</p>	<input type="checkbox"/>
<p>Utensil washing facilities</p> <p>Note: Utensil washing facilities must be provided in addition to hand washing facilities. These must have a constant supply of hot water. Dishwashing detergent and food grade sanitiser must also be provided.</p>	<input type="checkbox"/>
<p>Food grade sanitiser</p> <p>Note: An appropriate food grade sanitiser must be provided for the cleaning of food contact surfaces and utensils. A 'spray and wipe' or '99.9% bacteria killed' type cleaner is not acceptable.</p>	<input type="checkbox"/>
<p>PHF storage equipment</p> <p>Note: PHF cold food must be stored at 5°C or below. Provision of a mobile coolroom/fridge/esky with ice bricks are acceptable cold storage devices. PHF hot food must be stored at 60°C or above. Suitable Baine Marie/pie warmers are types of acceptable hot storage devices.</p>	<input type="checkbox"/>
<p>Temperature measuring device</p> <p>Note: A device, such as a probe thermometer, must be provided to check the temperature of PHF. A suitable method of sanitising, such as alcohol wipes, must also be provided to prevent cross contamination.</p>	<input type="checkbox"/>
<p>Appropriate stall</p> <p>Note: Stall must be enclosed with overhead protection and three sides. Appropriate flooring is also required.</p>	<input type="checkbox"/>
<p>Food protected</p> <p>Note: Displayed PHF food must be enclosed in a display unit or be located beneath an appropriately designed sneeze guard. Any food tasting must be provided with signage stating 'Single serve only – no double dipping'.</p>	<input type="checkbox"/>
<p>Suitably trained staff</p> <p>Note: All food handlers must have skills and knowledge in food safety and food hygiene matters appropriate to their work activities.</p>	<input type="checkbox"/>

Section 5 – Declaration	
<ul style="list-style-type: none"> • I have read, understood and will fully comply with all conditions relating to the operation of a temporary food stall/vehicle. • I declare that all the information provided on this form is accurate, complete and correct as of the time of application. • I understand this is an application and any approval granted is subject to the conditions outlined on the following pages 	
Applicant name:	Date:
Applicant signature:	

RETAIN THIS PAGE

CONDITIONS RELATING TO THE OPERATION OF A TEMPORARY FOOD STALL/VEHICLE

1. All temporary food businesses must comply with the *ANZSC Food Safety Standards* and the *Food Act, 2003*. A food business also includes anyone offering free tasting or food samples.
2. Temporary food businesses such as food stalls must comply with the New South Wales (NSW) Government document '*Guidelines for food businesses at temporary events*', available: http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/temp_events_guideline.pdf.

This includes the following:

Stall Requirements

- A temporary food stall must be enclosed with a roof and three sides. The stall should be of plastic or vinyl type sheeting and appropriately secured.
- An easy-to-clean, impervious flooring covering must be provided where the stall is provided on unsealed ground.
- All stall counter surfaces shall be smooth, durable and impervious.
- A dry chemical fire extinguisher must be provided.

Hand and utensil washing facilities

- Separate hand-washing and utensil washing facilities must be provided within each food stall. The waste water from each is to be disposed of into a waste water container which is labelled 'Waste Water Only'.
- The hand washing facilities should be labelled 'Hand Washing Only' and must provide an adequate supply of warm water (approximately 40°C), liquid soap and disposable paper towels.
- The utensil washing facilities must be labelled 'Utensil Washing Only' and must be provided with hot water, detergent and suitable sanitising agent (either water reaching 82°C or a chemical sanitiser)
- A food grade sanitiser must be provided for the cleaning of food contact surfaces and utensils. **A 'spray and wipe' or '99.9% bacteria killed' type cleaner is not acceptable.**

Food display

- All food must not be accessible to members of the public and be either:
 - wrapped or packaged;
 - completely enclosed in a suitable display cabinet; or
 - protected by a physical barrier such as Perspex or glass sneeze guard or clear plastic siding to the stall.
- Any food which is given away as "samples" must be distributed in a supervised manner, such as given out off a tray or plate by a staff member. It must not be left out for self service on any counter, bench or top or food display unit.
- Single use eating and drinking utensils, straws, etc, shall be pre-wrapped or adequately protected from contamination.
- All condiments such as sauce, mustard, etc, must be kept in squeeze type dispensers or in individual sealed packets.

RETAIN THIS PAGE

Food handlers

- Hands must be washed whenever hands are likely to contaminate food
- Single-use gloves used must be changed after changing tasks, such as accepted money and handling food
- All food handlers must be appropriately dressed with at least head covering, clean apron and enclosed shoes.
- All food handlers must have skills and knowledge in food safety and food hygiene matters appropriate to their work activities. Port Stephens Council offers free online food safety via 'I'm Alert', available:
<http://www.imalert.com.au/foodsafety/training/welcome.php?sub=portstephens>

Temperature control of potentially hazardous food

- All hot food must be kept above 60°C.
 - All cold food must be kept below 5°C.
 - Chilled food intended to be served hot must be rapidly reheated. A Bain Marie or pie warmer must not be used to heat food – these are designed only for keeping previously heated food warm.
 - An appropriate temperature measuring device (probe or infra-red type thermometer) must be provided to check the temperature of food.
3. Mobile food vehicles such as caravans, trailers and vans must comply with the NSW Government document '*Mobile food vending vehicles: Operation, construction and food handling guidelines*', available:
http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/Mobile_Food_Vending_Guidelines.pdf
 4. An adequate and constant supply of potable (drinking) water must be available for all food vendors for the preparation of food and cleaning.
 5. Food handlers must have constant access to adequate toilet facilities.
 6. Food vendors using gas appliances are required to have a current Gas System Compliance Certificate (AS/NZA 5601:2:2010 Gas Installations) for gas equipment used on site.
 7. Liquid waste generated by the food business (including cooking oils, trade waste and greywater) must be managed and disposed of in appropriate disposal points.

Notes:

- *Artist's Impression of a Temporary Food Stall, which shows how a food stall can be set-up to meet Council's requirements:* <http://realfoodfestivals.com.au/wp-content/uploads/2012/07/Artists-Impression-Minimum-standards-for-the-operation-of-a-temporary-food-stall-print.pdf>
- *It is likely that inspections of food stalls will be conducted by Environmental Health Officer's during the course of the event. Fees for the inspection will be levied to the event license holder as per the Fees and Charges outlined in Council's Fees & Charges available at* <http://www.portstephens.nsw.gov.au/council/fees-charges-portstephens/1161044-fees-and-charges-2014-2015>