



Application to Conduct a Temporary Food Stall

Please read the Application Guidelines and Council's Guidelines for the Operation of a Temporary Food Stall before completing and submitting this application. The applicant is taken to be the person legally responsible for ensuring that the temporary food stall operates in accordance with the *Food Act 2003*, *Food Regulations 2015* and the Food Safety Standards Code.

Applicant Type (tick which ever applies)

New Licence Application to conduct a food stall (**One day event**)

Event Details

(Name and address of event)

Date

From ___/___/___

To ___/___/___ (inclusive)

Operating Hours

___:___ am / pm

___:___ am / pm

Is the food stall being held for a charity or community fundraising organisation? Yes No

Application for an **Annual Licence** to conduct food stalls

Renewal of Licence Number: _____

New Registration

Description/list of proposed events:

Is the food stall being held for a charity or community fundraising organisation? Yes No

Applicant's Details

Name

Phone

()

Company Name
(if applicable)

Address

ABN/ACN (Mandatory)

Contact Person Name

Phone

()

Email

Stall Details

Stall Trading Name

Types of High Risk food to be sold
(eg. sausage sizzle, fairy floss, ice cream, burgers etc)

Types of Low Risk food to be sold
(eg. pre-packaged cookies/brownies, jams, preserves etc)

Food Handling Equipment

Provide details of equipment, utensils and appliances utilized to ensure hygienic food handling and preparation (all food contact surfaces such as tables, counters and benches must be a smooth, impervious and easily cleanable surface:

- | | |
|---|--|
| <input type="checkbox"/> All equipment is clean and sanitary | <input type="checkbox"/> All equipment is in good condition |
| <input type="checkbox"/> Food contact surfaces are clean | <input type="checkbox"/> No exposed wooden tables will be used |
| <input type="checkbox"/> Food contact surfaces are smooth and in a good state of repair | |

Hygiene Management

All stalls must have hand washing facilities including: warm running water, liquid soap and disposable paper towels. **Hand Sanitizers are not permitted.** Indicate what items you will be providing:

- | | |
|--|---|
| <input type="checkbox"/> Disposable eating and drinking utensils are provided | <input type="checkbox"/> Liquid hand soap |
| <input type="checkbox"/> Food grade sanitiser | <input type="checkbox"/> Single use paper towel |
| <input type="checkbox"/> Two buckets for washing and rinsing equipment | <input type="checkbox"/> Warm running water |
| <input type="checkbox"/> No smoking within the food stall | <input type="checkbox"/> Dishwashing detergent |
| <input type="checkbox"/> Tongs, gloves or serving spoons will be used to handle food | |

Safety Requirements

All stalls must have a fire extinguisher and a fire blanket. All power cords must be secure to prevent slips and falls, any generators must emit low noise and fumes. Gas burners must be stored off the ground on a fixed, solid, non-combustible surface. Please indicate what items you will be providing:

- | | |
|--|--|
| <input type="checkbox"/> Stall will have a fire extinguisher | <input type="checkbox"/> All power cords will be secured |
| <input type="checkbox"/> Stall will have a fire blanket | <input type="checkbox"/> Generator emits low noise and low fumes |
| <input type="checkbox"/> Gas burner will be stored off the ground on a non-combustible surface | |

Applicant Checklist

Please tick the boxes below to confirm you attached the following:

- Current Certificate of Currency from your insurer
- If applicable, most recent inspection report of your Temporary Food Stall OR last event of trade
- Fees - An application fee may apply for any temporary food stall which is required to be inspected by Council.
 - Please refer to council's fees and charges [Financial information - Campbelltown City Council \(nsw.gov.au\)](https://www.campbelltown.nsw.gov.au/financial-information)

Disclaimer and Signature

I certify that the provided information regarding this application, to the best of my knowledge is true and correct. I acknowledge I have read and agree to comply with the Guidelines for the Operation of a Temporary Food Stall.

Name		Signature	
Position		Date	

How to Lodge this Application

Address this application to:

The General Manager - Campbelltown City Council
Mail - PO Box 57 CAMPBELLTOWN NSW 2560
Email - council@campbelltown.nsw.gov.au

Courier or Personal Delivery - Council Office

Corner Queen & Broughton Streets CAMPBELLTOWN

Phone - (02) 4645 4604

Fax - (02) 4645 4111

Telephone Interpreter Service

For free Interpreting Service, please bring the form to Council or ring the Telephone Interpreter Service on 131 450 and ask that they contact Campbelltown City Council.

Guidelines for the operation of a Temporary Food Stall

1. General

- A temporary food stall application form shall be completed and submitted to Council.
- A temporary food stall must have a roof and three sides designed to maintain adequate ventilation and protection to food. The open side of the stall should not face prevailing winds so to reduce odour, dust and insect problems.
- If the stall is completely open, it may only sell certain foods. Please read the section on Open Food Stalls for more details.
- If a temporary food stall is erected on unsealed ground, a durable dust and moisture resistant cover must be laid over the entire floor area of the stall.
- The stall, its associated fixtures, fittings, equipment and those parts of vehicles used to transport food, must be kept clean, in good state of repair and working order, free from dirt, fumes, smoke, foul odours and other contaminants.

2. Protection of Food from Contamination

- People who are sick or suffering from a cold or food borne illness must not work in a food stall. People suffering from diarrhoea, vomiting, sore throat/fever, jaundice or infectious skin conditions are not permitted to work in a food stall.
- People preparing, cooking and serving food must have clean hands. Also, any cuts, sores and abrasions must be covered with a clean waterproof dressing. Please read the section on "Hand and Equipment Washing Facilities" for more details.
- Smoking is not permitted inside a food stall.
- The food preparation area must be kept free of dust borne contamination and droplet infection from the public coughing and sneezing.
- All food must be stored inside the stall at 300mm above the ground. Food must be kept suitably wrapped, packaged or in closed impervious containers; and, protected from damage and direct sunlight.
- All food on display must be wrapped or packaged in appropriate material or completely enclosed in a suitable food display cabinet.
- Adequate measures must be taken to prevent cross contamination from raw foods to cooked foods by:
 - using separate utensils for cooked and raw meats, poultry and seafood.
 - covering all food.
 - keeping cooked meat and salads separate from raw meats, poultry and seafood.
 - washing hands after handling raw meats, poultry, seafood or vegetables.
- All condiments such as sauce and mustard must be kept in squeeze type dispensers or in individual sealed packs.
- Disposable eating and drinking utensils may be used. If reusable drinking and eating ware and tableware are used they must be washed and sanitised in separate facilities (used only for that purpose) between uses.
- All eating utensils must be pre-wrapped in a paper napkin, cellophane bag or similar material before they are given to the public.
- Drinking straws, paper cups and spoons. must be kept in an enclosed dispenser or other suitable container
- Tea, coffee, cordial and other drinks must be served from an enclosed or lidded container with a tap or spout.

3. Food Temperature Control

- All takeaway food prepared at the food stall must be sold immediately unless there is a suitable food warmer or food display cabinet which will keep the food either hot or cold and at the correct temperature (see note below).
- Pre-prepared food products or pre-cooked foods which contain fresh cream, custard, trifle or any similar food that promotes bacterial growth must not be sold from a food stall unless they are stored or displayed in a refrigerated unit at the correct temperature.
- All raw and perishable food such as steaks, hamburger patties, frankfurts and seafood, must be kept in a refrigerated unit at the correct temperature. Small amounts of these foods can be stored in a portable cooler together with an adequate supply of ice or a cooling medium.

Note: Correct temperature means that:
* Hot food must be kept above 60°C
* Cold food must be kept below 5°C

4. Cooking

- Heating and cooking equipment should be located within the food stall and beneath its roof. Open flame barbecue cooking plates, gas barbeque plates, char grills and cookers that use hot coals are able to be placed along an open side of the stall but must be adequately screened or barricaded to protect public safety and prevent food from becoming contaminated.
- The food stall must be of suitable size and height to provide a safe and comfortable work area. Appliances that produce heat and flame must be located away from the walls and lower roof area.
- A fire extinguisher of suitable size and type and a fire blanket must be provided in a convenient and accessible position in every food stall or vehicle where cooking or heating processes are undertaken.

5. Hand and Equipment Washing Facilities

The following equipment is required at each food stall:

Hand Washing

- A dedicated hand basin serviced with hot and cold running water through a single outlet.
- Disposable paper hand towels and soap.

Equipment Washing

- Two large plastic bowls for washing food preparation and service equipment (one bowl for washing and one for sanitising).
- An adequate supply of hot and cold running water and detergent.
- A suitable sanitising agent must be available for sanitising food handling implements and food contact surfaces. Where utensils are stored in a sanitising solution between uses the solution shall be changed regularly to keep it clean.
- Waste water must be disposed into the sewer. Small amounts of water can be spread over a grassed area, and allowed to absorb or evaporate.
- Disposing of waste water into a watercourse, rainwater drain or the street gutter is not permitted.

6. Rubbish Disposal

- Suitable garbage bins must be provided near the food stall for the public to dispose of used take away food containers.
- Adequate arrangements must be made to store and remove any garbage generated inside and outside the food stall. Incorporate recycling especially for aluminium cans, cardboard, paper, glass and P.E.T. plastic bottles. This will reduce waste, reduce disposal costs and help our environment.

7. Open Food Stalls

- Open food stalls consisting of tables or tables and trestles, can only be used to sell food that is sealed in airtight containers, packages or cans.
- Open food stalls must not sell perishable food except for packaged milk, packaged milk products, and pre-wrapped ice cream. These must be kept in a refrigerator or freezer unit at the correct temperature.
- Open food stalls must be screened or shielded to protect perishable food from direct sunlight.
- All pre-packaged food must have a label that shows the name and address of the organisation that packed the food; what food is commonly called; the ingredients in the food; and the date the food was packed.

Minimum standards for the operation of a temporary food stall

- 1 Display of current Food Safety Supervisor Certificate and Registration for temporary food stall
- 2 Food display, food protection, taste testing - see over
- 3 Refuse bin with lid and liner supplied
- 4 All food prepared inside stall. No food stored directly on ground. Overall clean condition
- 5 Hand washing facility - see over
- 6 Utensil washing facility - see over
- 7 Temperature control for potentially hazardous and perishable foods - see over
- 8 Dry chemical fire extinguisher
- 9 Food handler - see over
- 10 Cooking equipment located to protect food from contamination and ensure public safety
- 11 Enclosed stall (roof and three sides). Please note: roofing may not be required where:
 - adequate roofing is provided when located within an existing structure
 - all food product is prepackaged (no taste testing)
- 12 Floor covering - easy to clean, impervious material. Please note: must be provided if located on unsealed ground



Note: Illustrations provided courtesy of Gold Coast City Council

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY

Minimum hand washing facilities

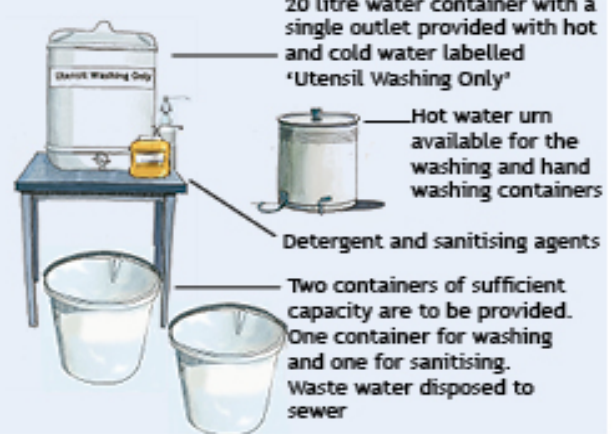


20 litre water container with a single outlet provided with warm water labelled 'Hand Washing Only'

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled 'Wastewater Only'. Disposed to sewer

Minimum utensil washing facilities



20 litre water container with a single outlet provided with hot and cold water labelled 'Utensil Washing Only'

Hot water urn available for the washing and hand washing containers

Detergent and sanitising agents

Two containers of sufficient capacity are to be provided. One container for washing and one for sanitising. Waste water disposed to sewer

Food handlers



Money and food handled separately

Clean person, attire and habits

No smoking within temporary food stall

Utensils and gloves used to handle food

Hands must be washed whenever they are likely to contaminate food

No cuts, illness, sores on food handlers

Food display, food protection, taste testing



Provide appropriate sneeze barrier

Signage must be provided to all taste testing stating 'No double dipping, single serve only'

Sauces, condiments and single serve utensils



Single serve utensils protected from contamination. Stored handle up

Sauces, condiments in squeeze type dispensers or sealed packs

Temperature control of potentially hazardous food



Cold food - ensure 5°C or below

Hot food - ensure 60°C or above

Thermometer in use

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