

Temporary Food Stall Application Form

This application form is required to be completed by vendors wishing to provide food at events and markets, including road-side stalls and fetes.

EVENT DETAILS				
Event Name				
Event Organiser Name		Contact Number		
Event Date/s				
Event Location				
Suburb		Postcode		
PROPOSED ACTIVITY				
<input type="checkbox"/> Food stall <input type="checkbox"/> Mobile food vending vehicle* <input type="checkbox"/> Trailer/caravan* <input type="checkbox"/> Other (please specify): _____				
*Vehicle registration number				
BUSINESS DETAILS				
Trading Name				
Are you a not-for-profit organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide a certificate of incorporation as an attachment				
Proprietor/Company Name				
Business ABN				
Postal Address				
All correspondence will be sent to this address				
Business Contact Person				
Mobile Number				
Email Address				
FOOD FOR SALE AND PREPARATION				
Type of food/drink sold (please list):				
Is all food prepared at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If NO, Address where food is prepared				
Suburb		Postcode		State

Types of food prepared at this address (please list)			
FOOD SAFETY SUPERVISOR (Not required if you do not handle/prepare potentially hazardous food and businesses licensed by the NSW Food Authority)			
Food Safety Supervisor Name			
Certificate Number		Certificate Expiry	

APPLICANT DECLARATION	
I declare that to the best of my knowledge, the information provided in this application is accurate and correct. I understand that my vehicle/stall may be inspected by Council officers and a fee* may apply.	
Proprietor Name	
Proprietor Signature	
Date	

Note 1 – Fees charged for inspections are in accordance with the most recent Snowy Valleys Council's Fees and Charges Schedule.

HOW TO RETURN THIS FORM	
You can return the completed temporary food stall application form via:	
Email	info@svc.nsw.gov.au
Mail	Tumbarumba Office PO Box 61, Tumbarumba, NSW 2653
	Tumut Office 76 Capper St, Tumut NSW 2720
In Person	Tumbarumba Office Cnr Bridge & Winston St, Tumbarumba
	Tumut Office 76 Capper St, Tumut

Our offices are open to the public Monday to Friday 8:30am - 4:30pm (excluding public holidays)

NEED MORE INFORMATION?	
For further information regarding your application, or if you need help with this form, please contact us by:	
Telephone	1300 ASK SVC (1300 275 782)
Website	http://www.snowyvalleys.nsw.gov.au
For more information regarding food stalls at temporary events, please refer to our ' Temporary Food Stall Operation Checklist ' document which can be obtained on the Snowy Valley's Council website.	

PRIVACY STATEMENT

Snowy Valleys Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.

Temporary Food Stall Operation Checklist

This checklist outlines the requirements for temporary food stalls as per the Food Act 2003 and Food Standards Code

FOOD STALL CONSTRUCTION / LAYOUT		✓
1	Roof covering (made from canvas, plastic sheet, or vinyl) provided	
2●	Walls – food preparation and server area are enclosed on three sides with 'polytarp'	
3	Floor – covered by suitable material such as non-slip plastic sheet or vinyl	
4	Counters/tables/benches are smooth and impervious (clean plastic material or a plastic tablecloth may be used to meet this requirement). Surfaces that are not able to be effectively cleaned, such as wood are not acceptable.	
5●	Food preparation and storage areas – sufficient space is provided within the confines	
6●	Food preparation and storage areas (including but not limited to, cooking equipment/hot surfaces) are separated from the public by an effective barrier	
7♦	Electrical equipment /appliances (such as hot display units and refrigerators) are secured, connected to power points and in good working condition	
FOOD DISPLAY/PROTECTION AND HANDLING CONTROLS		
8	All food on display are either: <ol style="list-style-type: none"> 1. whole fruit, vegetables; 2. wrapped or packaged; or 3. completely enclosed in a suitable display cabinet (or dome); or 4. be protected by a physical barrier such as Perspex glass sneeze guard; or located so as not to be openly accessible to the public	
9	Any food provided as 'samples' to customers are given out in a supervised manner, off a tray or plate by a staff member, and not left out for self service	
10●	Condiments, (eg. sauces, salt, sugar) shall be provided in squeeze bottles or dispensers, or provided as individual packets	
11●	Single use eating and drinking utensils are provided pre-wrapped or adequately protected from contamination	
12	Food and equipment (including cooking utensils) are stored above the ground (eg. on shelves or tables)	
13♦	A working digital probe thermometer is provided, and is easily accessible	
14♦	Cold food storage/display – potentially hazardous foods (PHF) are stored/displayed at or below 5°C in the cold fridge display cabinet/cool room/refrigerator/esky or similar and temperatures are checked using an appropriate thermometer	
15♦	Hot food storage/display – PHF are stored/displayed at or above 60°C in the display unit/warmer or similar and temperatures are checked using an appropriate thermometer	
16	There is no preparation or storage of food outside of the food stall/marquee	
17●	A staff member has been designated to handle money only, while other staff serving ready-to-eat food are using tongs or gloves	
CLEANING AND SANITISING		
18●	Adequate supply of potable water in a sealed container (minimum capacity 10 Litres) with a tap and suitable bowls or containers is provided for handwashing, cleaning and sanitising	
19●	Food grade sanitiser provided in a spray bottle (Note: household bleach (4% chlorine) diluted with the correct amount of water, may be used in accordance with Table 1)	
20●	Adequate detergent and cleaning wipes/towels	
21	Counter/tables/benches are clean or covered by clean tableware	
HAND WASHING FACILITIES		
22●	A separate hand washing facility that provides warm running water (provided within the food stall	
23●	A container for the collection of waste water (placed under the hand washing facility)	
24●	Liquid soap and disposable paper towel are at the hand wash basin	
GENERAL		
25	Labelling – All pre-packaged food for sale are adequately labelled	
26♦	A copy of the Food Safety Supervisor (FSS) certificate is available for Council's inspection upon request	
27	Garbage bins – adequate and properly located within the stall	
28●	Wastewater disposal facilities are available for the collection of liquid waste	

- ◆ Not applicable – if you do not handle/prepare potentially hazardous food, including but not limited to, meat; dairy products, seafood; prepared salads; cooked rice and pasta; processed soya bean products; raw-egg products, and products containing beans and nuts; or other protein-rich foods.
- Not applicable – if you sell only packaged food products such as bottled/sealed drinks, jam, honey, sweets, biscuits

If you were unable to ✓ any of the above checklist items, then you may need to take immediate action to ensure that outstanding items are addressed prior to commencement of business.

Diagram 1: Temporary food stall layout

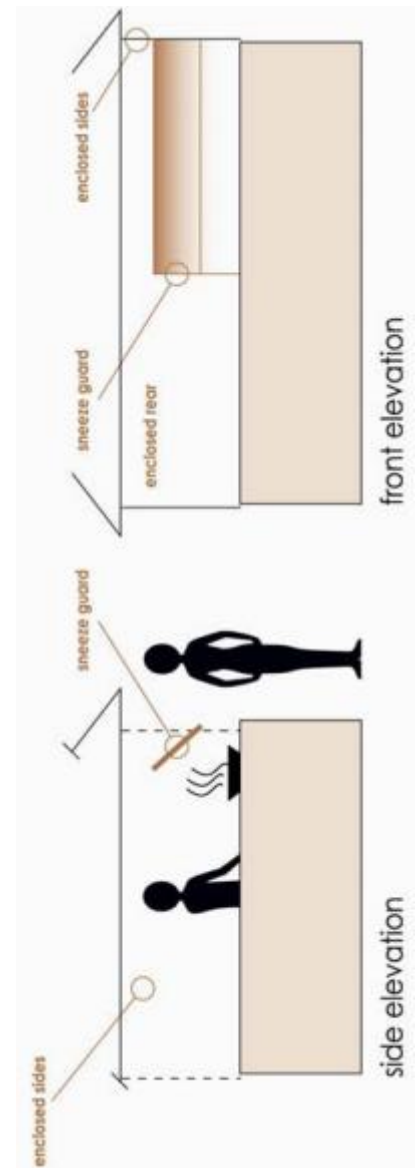
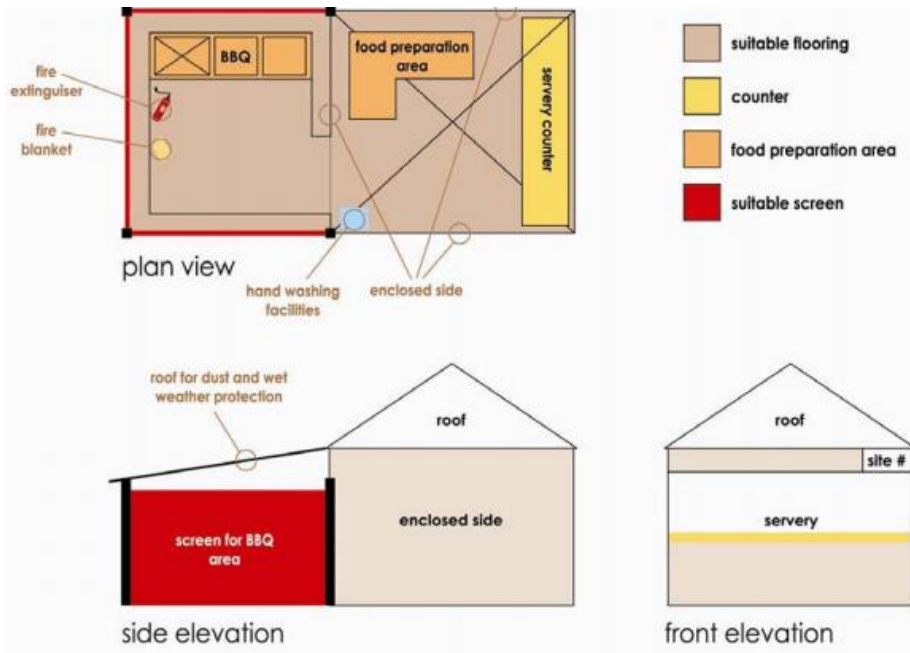


Table 1. Correct bleach dilution for a sanitiser

How much water?	How much bleach?					
	Household (4% chlorine)		Strong domestic (6% chlorine)		Commercial (10% chlorine)	
Concentration required (ppm)	50 ppm	100 ppm	50 ppm	100 ppm	50 ppm	100 ppm
Water temp	Warm	Cold	Warm	Cold	Warm	Cold
1 litre	1.25 ml	2.5 ml	0.85 ml	1.7 ml	0.5 ml	1 ml
10 litres	12.5 ml	25 ml	8.5 ml	17 ml	5 ml	10 ml
50 litres	62.5 ml	125 ml	42.5 ml	85 ml	25 ml	50 ml

NEED MORE INFORMATION?

For further information regarding temporary food stall operation requirements, please contact us via:

Telephone 1300 ASK SVC (130 275 782)