

Temporary Food Business Licence – Application Form

Food Act 2006

Section 1: Applicant Details (Please print)

Full Name			
Company Name			
Contact Person (for company)		Position	
ACN			
Postal Address			
Telephone		Mobile	
Email			
Is this stall to raise funds for a not for profit organisation?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If yes, please provide details:			

Section 2: Event Details

This application is for:	
<input type="checkbox"/> One event	<input type="checkbox"/> Annual licence (expires 30 June)
Location of event	
Event name	
Date(s) of event	
Duration of event (hours of operation)	

Section 3: Type of Food to be Handled

<input type="checkbox"/> Fish/ Seafood Products	<input type="checkbox"/> Milk/ Ice Cream/cheese	<input type="checkbox"/> Hot Dogs
<input type="checkbox"/> Cakes, Slices, Biscuits	<input type="checkbox"/> Allergy Free Foods	<input type="checkbox"/> Confectionary
<input type="checkbox"/> Sandwiches	<input type="checkbox"/> Hamburgers/sausage	<input type="checkbox"/> Cooked Meats
<input type="checkbox"/> Pre-packaged	<input type="checkbox"/> Pasta/ Rice	<input type="checkbox"/> Other
Please provide details on food if 'Other':		

Section 4: Suitability of Applicants

Please provide details of the skills and knowledge the applicant(s) has to sell safe and suitable food (include any food handler training undertaken):

Does the applicant(s) have a conviction (other than a spent conviction) for a breach of any food legislation? Yes No

Has the applicant(s) had a licence suspended or cancelled under any food legislation? Yes No

Has the applicant(s) ever been refused a licence under any food legislation? Yes No

If you answered 'Yes' to any part of Section 4 further details must be attached with this application.

Section 5: Nomination of Food Safety Supervisor

Full Name	
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Qualifications (attach a copy)	
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Please note: the food safety supervisor should be an individual that will be present for the duration of the stall operation hours.

Section 6: Offsite preparation and Transportation

Will food be (partially or fully) prepared offsite- prior to festival/function? Yes No

If yes please provide details (where, when, by whom):

How will this food be transported? (e.g. esky, refrigerated vehicle, packaging)



Section 7: Food Stall Details

Please provide construction and storage details

Roofing	
Walls	
Flooring	
Benches/Counters	
Food Storage (eg. Esky, cold room, large containers)	
Food Display (eg. Hotbox, bain marie, cold display). How will hot food be kept above 60°C and cold food below 5°C	
Thermometer (type):	
Hand washing facilities:	
Utensil washing facilities:	
Power Supply:	
Water Supply:	
Waste water disposal method	

Section 8: Stall Layout

On your site plan please ensure you have identified and provided details for the following:

<input type="checkbox"/> Walls, roof and floor (ie materials to be used)	<input type="checkbox"/> Food display areas
<input type="checkbox"/> Finish to benches, tables, etc (eg laminate, stainless steel)	<input type="checkbox"/> Food storage areas
<input type="checkbox"/> Hand washing facilities	<input type="checkbox"/> Utensil washing facilities

Please provide a sketched plan of the stall layout:

Section 9: Declaration and Lodgement

Declaration: I hereby apply for permission to operate a food stall as described above. I understand that should approval be granted that the approved stall will be changed unless prior approval in writing is obtained from Council’s Environmental Health officers. I, the above named applicant, do sincerely declare that the information shown above is true and correct.

I also have enclosed the non-refundable application fee. I understand that this fee does not guarantee licence approval.

Signature of Applicant		Date	
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Lodgement: This application must be accompanied by the specifications and drawings are required.

Please note: this application MUST be lodged with Council at least seven (7) days prior to the event.

Information Privacy Act 2009. Burdekin Shire Council is collecting the personal information you provide on this form in accordance with the Food Act 2006 for the purpose of assessing your application and monitoring compliance. This information may be given to Queensland Health. Your information will not be disclosed to any other third party without your consent unless required or authorised by law.

Office Use Only

Fee Paid	\$	Receipt No.		a) CSO Initials	b)	c) Application No.	d)
Date Paid	/ /			e) Action	f) LIC	g) Function ID No	h) 654

This information sheet is designed to give stall holders guidance on the minimum standards required to meet the legal obligation described in the *Food Act 2006* and the *Food Safety Standards Australia and New Zealand*.

Compliance with these standards may be inspected by an Environmental Health Officer before or during your event.

Please separate from the application form and keep this information for future use.

Structure and Setting

- ✓ Roof and three walls of durable plastic, vinyl or other approved material. Must be of sturdy construction with a minimum height of 2 metres. (This requirement is to reduce the risk of insects and other airborne contaminants such as dust or ash ending up in the food you are cooking, preparing or serving.)
- ✓ Floor to be constructed of easy to clean, impervious material. (Please note that flooring must be provided when operating on unsealed ground e.g. grass.)
- ✓ Wherever possible site your stall with the serving side away from the prevailing breeze on the day
- ✓ Tables and benches must have a smooth impervious surface (i.e. laminate, plastic or secured plastic covering) with all surfaces to be maintained in a clean and hygienic condition.

Washing Facilities

- ✓ Hand washing facilities are to be provided using a 20-litre container, with a tap, labelled 'Hand washing only'
- ✓ Liquid soap and paper towel are to be provided at the hand washing facility at all times food preparation/handling is being undertaken.
- ✓ Separate utensil washing facilities using a 20-litre container with tap and labelled 'utensil washing only'
- ✓ Liquid wastes stored in a sealable container and disposed of into an approved disposal outlet eg sewer.
- ✓ Paper towels are to be used for cleaning benches, equipment and other areas within the stall – tea towels or other material cloths are not to be used.

Cooking and Temperatures

- ✓ All heating and cooking equipment are to be located within the stall
- ✓ Walls must be protected from splash, heat and flames (from BBQs, grills etc). Contact the Qld Fire and Emergency Services for information on fire safety.
- ✓ Raw foods must not be displayed outside the stall and must be maintained at the correct temperature.
- ✓ Cold foods are to be kept at 5°C or below
- ✓ Hot foods are to be kept at 60°C or above

Food Preparation

- ✓ Cover all foods when not in use with plastic wrap or in containers with tight fitting lids.
- ✓ Provide adequate protection from contamination from customers via either a physical screen (eg Perspex or glass) or distance (at least 1.5 m away)

- ✓ Disposable utensils and single use items i.e. straws, plastic cutlery to be stored in a way as to prevent contamination (e.g. sealed plastic containers)
- ✓ Food is to be transported to the site in an enclosed vehicle and under temperature control.
- ✓ Utilise tongs, spatulas and spoons wherever possible to prevent unnecessary contact with the food by the food handlers.

Personal Hygiene

- ✓ Clean clothes must be worn and must be appropriate for food preparation
- ✓ Hair should be tied back, or caps worn
- ✓ Food handlers must wash their hands
 - Before beginning or resuming work
 - After visiting the toilet
 - After smoking
 - After handling rubbish
 - After handling raw food and before handling cooked or ready-to-eat foods
 - After using a tissue or handkerchief
- ✓ Smoking is not permitted within the food stall
- ✓ Personal effects are to be stored separately from food handling and preparation areas