

Application for Temporary Food Stall / Premises Permit

Application must be lodged at least seven (7) days prior to event



APPLICANT DETAILS			
Name of Applicant			
Organisation			
Postal Address			
Phone (Home)		Phone (Mobile)	
Email Address			

Are you a Not for Profit, Charity or Community Organisation?	Yes		No	
Are you a Registered Food Business?	Yes		No	

All food businesses must be registered by their local government authority (LGA), unless exempt. If the Shire of Manjimup is not your LGA, please attach a copy of your Certificate of Food Business Registration.

EVENT / LOCATION DETAILS

EVENT DATES & TIMES

DETAILS OF TEMPORARY FOOD PREMISES						
Food Van		BBQ		Tent/Marquee		Other (Please Specify)
Type of Food being sold / provided						

NOTE Food prepared at a non-commercial kitchen can only be low risk i.e. biscuits, jams, cakes without cream and the like and/or food which is thoroughly cooked onsite for immediate consumption (e.g. sausage sizzle).

Food is being prepared	On site		Commercial Premises		Residential Premises	
Food is being stored	On site		Commercial Premises		Residential Premises	

SIGNATURE		DATE	
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A fee applies and must be paid prior to approval being issued, unless you are an exempt from paying fees. Please refer to the Shire's current Fees and Charges Schedule which is reviewed on an annual basis.

BASIC CHECKLIST – TEMPORARY FOOD PREMISES



TEMPORARY PREMISES	YES	NO
Will the premises and all components be kept in clean conditions?		
Will the food preparation area be roofed and adequately enclosed to stop dust?		
Will there be sufficient food handling and serving equipment?		
Will all preparation benches be smooth and impervious?		
Will an adequate power supply be provided?		
Will all power cords be tagged and made safe?		
Will there be safety barricades around hot surfaces to prevent the public from endangering themselves?		
Will there be hot water provisions with a dedicated dishwashing facility?		
Will there be procedures in place to regularly remove rubbish?		

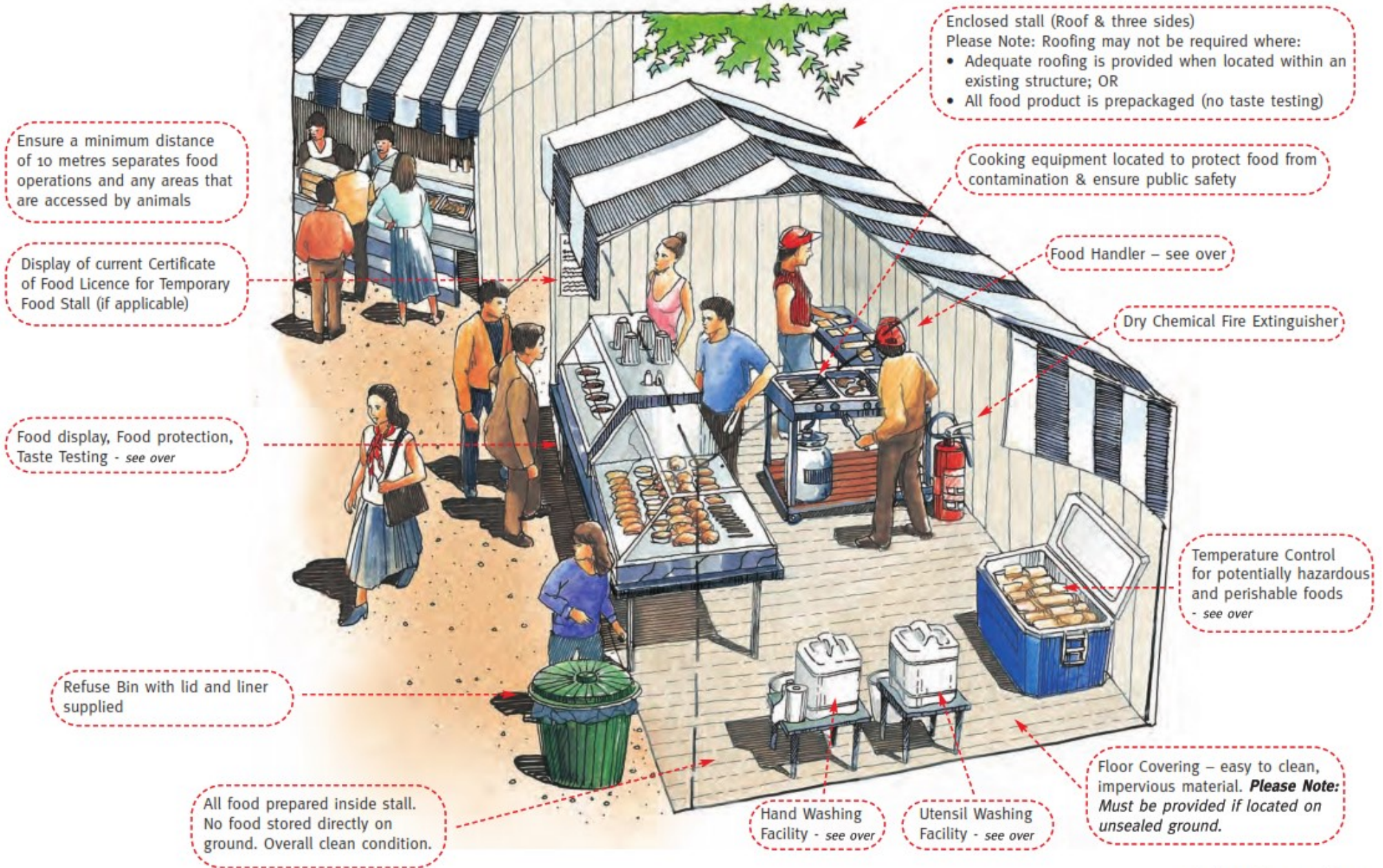
CROSS CONTAMINATION	YES	NO
Will food be adequately protected from dust, contamination, flies, sunlight, touch, etc.?		
Will all sauces be served in individual squeeze type dispensers?		
Can the public access or serve themselves unprotected food?		
Will different types of food be packaged separately?		
Are disposable utensils available for the public to use?		
Will raw foods be kept separate from all other foods?		
Are separate cutting boards available for each food type?		

PERSONAL CLEANLINESS	YES	NO
Will staff / volunteers be clean and wearing clean clothing?		
Are hand washing and drying facilities available – including soap?		
Will disposable gloves be used?		
Will staff / volunteers have their hair adequately covered?		
Will wounds be covered with waterproof, coloured bandages as required?		
Will you have a liquid waste container to capture all waste water?		

LABELLING	YES	NO
Will prepared food be clearly labelled outlining ingredients used?		
**Please discuss labelling requirements with an Environmental Health Officer as required.		

TEMPERATURE CONTROL	YES	NO
How will raw and perishable food be kept at less than 5°C? (Please note: ice and eskies are not permitted for storing food for more than 4 hours)		
How will hot foods be kept over 60°C?		
Will you have a thermometer on site?	YES	NO

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals

Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

Food display, Food protection, Taste Testing - see over

Refuse Bin with lid and liner supplied

All food prepared inside stall. No food stored directly on ground. Overall clean condition.

Enclosed stall (Roof & three sides)
Please Note: Roofing may not be required where:
• Adequate roofing is provided when located within an existing structure; OR
• All food product is prepackaged (no taste testing)

Cooking equipment located to protect food from contamination & ensure public safety

Food Handler - see over

Dry Chemical Fire Extinguisher

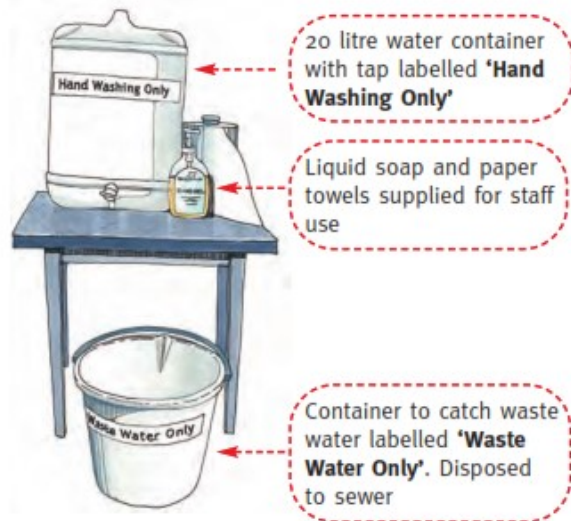
Temperature Control for potentially hazardous and perishable foods - see over

Floor Covering - easy to clean, impervious material. **Please Note:** Must be provided if located on unsealed ground.

Hand Washing Facility - see over

Utensil Washing Facility - see over

Minimum hand washing facilities



Minimum utensil washing facilities



Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food Handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



For further information on this topic, please contact Council

Temperature control of potentially hazardous food

