

# Application for a temporary food stall

Food Act 2006



## Purpose

Use this form if you want to prepare food at a temporary food stall. Please ensure you submit this application at least 30 days before commencement of trade to allow enough time to process your application.

## Type of application

- One-off event - must have a Food Safety Supervisor before a licence can be issued
- Reoccurring event (annual licence - this is valid from time of approval until the end of September)

## Business details

Trading name \_\_\_\_\_

Date trading will start \_\_\_\_\_

Business phone number \_\_\_\_\_

Email address \_\_\_\_\_

## Address where activity will be carried out (NOT a post office box)

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

## Applicant details

Complete either individual or company as applicable

### Individual 1

Full name \_\_\_\_\_

Position \_\_\_\_\_

Postal address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact phone number \_\_\_\_\_

Email address \_\_\_\_\_

### Individual 2

Full name \_\_\_\_\_

Position \_\_\_\_\_

Postal address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact phone number \_\_\_\_\_

Email address \_\_\_\_\_

**Corporation / incorporated association**

Note: A copy of the company extract which lists the directors of the company **must** be attached (a company or business registration certificate cannot be accepted)

Legal entity name \_\_\_\_\_

Postal address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact phone number \_\_\_\_\_

Email address \_\_\_\_\_

**Markets/events trading from**

Complete if relevant

Name of markets/events	How often?

**Nomination of Food Safety Supervisor**

All licensed food businesses must have a Food Safety Supervisor

**Either**  Reoccurring events only: I will nominate a food safety supervisor within 30 days of receiving the Food Licence (nomination form available on Council’s website)

**Or**  One-off or reoccurring events: I will nominate a Food Safety Supervisor below:

**Food Safety Supervisor details**

Full name \_\_\_\_\_

Contact phone number \_\_\_\_\_

Email address \_\_\_\_\_

Proof of specific food safety knowledge must be provided. Please specify what evidence is being provided:

Statement of attainment course and institution (a copy of the certificate/s **must** be attached)

**Applicant suitability statement**

Have you ever had a licence refused, suspended or cancelled, or been found guilty of an offence under the *Food Act 2006*, *Food Act 1981* or corresponding law in other states and territories?

No

Yes (give details in an attachment)

## Applicant Declaration

I understand that the information provided in and accordance with this application may be disclosed publicly under the *Evidence Act 1977*. I am aware that it is an offence to knowingly provide false or misleading information.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

### Note

: If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

## Food for Thought e-newsletter

Would you like to subscribe to Council's electronic newsletter on food safety issues? This e-newsletter is published monthly via email. You may unsubscribe at any time.

Yes, please email me the Food for Thought e-newsletter at the email address/es provided in the applicant/licensee details section, or to:

(add alternate email) \_\_\_\_\_

No

## Payment options

For current fees, please refer to the Regulatory Services schedule of fees and charges on Council's website.

I will pay the applicable fee at Council's Customer Service Centre when submitting my application in person

I will pay by phone or online using details emailed to me (at the email address provided above) for payment of the applicable fee

I will pay the applicable fee by cheque when submitting my application via post

## Privacy Collection Statement

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009 (Qld)*. We are collecting your personal information in accordance with the *Food Act 2006*. The information will be used to process the request and update Council's records. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

## Submit the form

Email [enquiries@townsville.qld.gov.au](mailto:enquiries@townsville.qld.gov.au)

Post Return your completed form together with cheque/money order payable to  
Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810

In person **SERVE Centre - Townsville City**, 103 Walker Street, Townsville City - 8am to 5pm, Monday to Friday (cash, card, cheque, money order)  
**SERVE Centre - Citylibraries Riverway**, 20 Village Boulevard, Thuringowa Central - 9am to 5pm, Monday to Friday (card only)

# Application for a temporary food stall

Food stall design and details

## Type of food being sold at the stall

All foods must be prepared at the stall or licensed kitchen

## Describe the food you will be manufacturing/selling

**Note:** Due to the length of time required, smoke cookers are NOT suitable as a temporary food stall licence for pop-up events/markets

## Where will your ingredients/food be sourced from?

All ingredients must be sourced from a suitable food provider

## Event checklist

Please tick to indicate you have the following:

- Digital probe thermometer which can accurately measure temperature to  $\pm 1^{\circ}\text{C}$
- Food grade sanitiser
- Liquid soap and paper towel
- Potable water supply

## Stall details

### Stall structure

Please tick the boxes below to confirm the stall structure will conform to the standards:

- Smooth and impervious roof covering
- Smooth and impervious floor covering
- Three side walls

### Cooking equipment (please list)

### Equipment cleaning and sanitising

Either  Sink with hot water

Or  Bowl/bucket with hot water

And

Either  Food grade sanitiser

Or  Not applicable - washing up not done at stall, or event provides sinks

### Hand washing facilities

Either  Designated sink for hand-washing with a warm water supply

Or  Using the same sink for washing up, which will be thoroughly cleaned and sanitised between uses

And

Liquid soap and single use paper towels

And

Waste water bucket

### Dry food storage

Separate from personal items

In sealed containers and under cover

### Cold and frozen food storage

Designated refrigeration/freezer/coolroom units

Cooler-box

Not applicable

### Hot food storage/display

Food once cooked will be served immediately

Heated display cabinet which holds food at temperatures of 60°C or above

Bain Marie

Not applicable - not serving hot food

### Food transportation

**Note:** The vehicle and method of transportation must be kept in a clean condition to protect food from contamination and suitable to maintain temperature control.

Designated food transport vehicle

Food will be stored in cooler box and/or sealed containers for transport in personal vehicle

### Solid waste disposal

Adequately sized garbage bin with lid

### Waste water disposal

**Note:** Waste water **must not** be disposed of via stormwater system

Buckets provided to capture waste water from sinks

Water disposed to designated waste water disposal site

## Food stall plan

Please draw a floor plan in the area provided below (attach additional pages if necessary).

- Show the location of all equipment that will be used in the stall, including sinks and preparation benches
- All design information included on this application form is to be clearly indicated on the plans
- Any technical reports or other information such as brochures or photos can also be attached.

Refer to Council's "Temporary food stall guide" on our website for an example of a design/layout

### Front of stall/service area

