

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 Council to process your application in time.
Type of application	<input type="checkbox"/> One off event <input type="checkbox"/> Reoccurring event (annual licence – this is valid from time of approval until the end of September)
Business details	Trading name _____ Address where activity will be carried out (NOT a post office box) _____ Suburb _____ State _____ Postcode _____ Business phone number _____ Email address _____ Date trading will start _____
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 name and number _____ Email address _____

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Markets/events trading from Complete if relevant	Name of markets/events _____ _____ _____ _____ _____ _____	How often? _____ _____ _____ _____ _____ _____
Nomination of food safety supervisor	<p>All licensed food businesses must have a food safety supervisor.</p> <p><input type="checkbox"/> I will nominate a food safety supervisor within 30 days of receiving the food licence. Note: A nomination form is available on Council's website.</p> <p><input type="checkbox"/> I will nominate a food safety supervisor with this application. Complete the food safety supervisor section below.</p> <p>Full name _____</p> <p>Contact phone number _____</p> <p>Email address _____</p> <p>Proof of specific food safety knowledge must be provided. Please specify what evidence is being provided:</p> <p><input type="checkbox"/> Statement of attainment course and institution Note: A copy of the certificate/s MUST be attached.</p> <p>OR</p> <p><input type="checkbox"/> Describe all specific food safety related experience</p> <p>_____ _____ _____ _____ _____</p>	
Applicant suitability statement	<p>Have you ever had a licence refused, suspended or cancelled, or been found guilty of an offence under the <i>Food Act 2006</i>, <i>Food Act 1981</i> or corresponding law in other states and territories?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (give details in an attachment)</p>	

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Applicant declaration	<p>I understand that the information provided in and accordance with this application may be disclosed publicly under the <i>Evidence Act 1977</i>. I am aware that it is an offence to knowingly provide false or misleading information.</p> <p>Signature _____</p> <p>Print name _____</p> <p>Position _____</p> <p>Date _____</p> <p>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.</p>
Food for Thought e-newsletter	<p>Would you like to subscribe to Council's electronic newsletter on food safety issues? This newsletter is published monthly via email. You may unsubscribe at any time.</p> <p><input type="checkbox"/> Yes, please email me the <i>Food for Thought</i> e-newsletter at the email address/es provided in the applicant/licensee details section, or to:</p> <p>(add alternate email) _____</p> <p><input type="checkbox"/> No</p>
Payment options For current fees, refer to the Regulatory Services Schedule of fees and charges on Council's website	<p><input type="checkbox"/> In person: I will pay any fees at a Council Customer Service Centre upon submission of my application</p> <p><input type="checkbox"/> By phone: Contact me for my credit card details.</p> <p>Contact phone number: _____ (Visa or MasterCard payments are subject to a 0.5% payment processing fee.)</p> <p><input type="checkbox"/> Cheque (must be received with application)</p>
Privacy collection statement	<p>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 <i>Information Privacy Act 2009</i> (Qld). We are collecting your personal information in accordance with the <i>Food Act 2006</i>. The information will be used to process this application form, update Council's records, and undertake any compliance-related activities where necessary. 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.</p>
Submit the form	<p>Email: enquiries@townsville.qld.gov.au</p> <p>Mail: Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810.</p> <p>In person: Customer Service Centres are located at:</p> <ul style="list-style-type: none">» 103 Walker Street, Townsville City» CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central.

APPLICATION FOR 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 _____

All ingredients must be sourced from a suitable food provider. Where will your ingredients/food be sourced?

Event checklist

Please tick to indicate you have the following:

- Digital probe thermometer which can accurately measure temperature to +/- 1°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

- Sink with hot water; OR
- Bowl/bucket with hot water

AND

- Food grade sanitizer
- Not applicable – washing-up not done at stall/event provides sinks

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Hand washing facilities

- 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

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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