



Townsville City Council
Environmental Health Services

FOOD ACT 2006 >> **APPLICATION FOR A TEMPORARY FOOD STALL LICENCE**

>>Please ensure you submit this application at least 30 days before commencement of trade to allow council to process your application in time.

>> Please call Environmental Health Services on 1300 878 001 for further information

PRIVACY COLLECTION NOTICE:

You are providing information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.



Application – Temporary Food Stall

Please read the application form carefully and complete all applicable sections.

1. What are you applying for? (Please tick one)

One off event

Annual licence (valid from time of licence issued until end of the current financial year)

2. Applicant Details (Please tick one – this must be the holder of the licence, either a person or a company)

Individual

Please Note:

It is the responsibility of the applicant/licensee to ensure all contact details and postal addresses are up-to-date and current. All official correspondence will be sent to the last known postal address.

INDIVIDUAL 1:	INDIVIDUAL 2:
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Last / Family Name: <input type="text"/>	Last / Family Name: <input type="text"/>
First / Given Name (s): <input type="text"/>	First / Given Name (s): <input type="text"/>
Postal Address: <hr/> <hr/>	Postal Address: <hr/> <hr/>
Postcode <hr/>	Postcode <hr/>
Phone: () _____ Mobile: 04 _____	Phone: () _____ Mobile: 04 _____

Corporation

<input type="text"/>	Postal Address: <hr/> <hr/>
<input type="text"/>	<hr/> <hr/>
Australian Company Number (mandatory) <input type="text"/> : <input type="text"/> : <input type="text"/> : <input type="text"/> : <input type="text"/> : <input type="text"/>	Postcode <hr/>
	Phone: () _____ Mobile: 04 _____



3. Applicant Declaration

Applicant suitability statement, declaration and signature

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 or Territories?

No Yes (Give details in an attachment)

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. 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.

Signature _____ Print Name _____

Position _____ Date _____

4. Business details

Trading Name: _____ _____
--

>> Date to start trade _____ >> Email address _____
>> Business Phone () _____

FOOD FOR THOUGHT NEWSLETTER
Would you like to receive the Townsville City Council monthly 'Food for Thought' newsletter distributed via email?
<input type="checkbox"/> No <input type="checkbox"/> Yes (ensure you have provided an email address in above details)

What event/s do you intended to trade at? (Include frequency and/or dates, if known)



5. Nomination of food safety supervisor

*****One off events MUST have a food safety supervisor nominated when submitting this form*****

All licensed food businesses must have a Food Safety Supervisor. An applicant applying for yearly licence is required to nominate the details of your food safety supervisor(s) either when initially applying for licence or alternatively no later than thirty (30) days after receiving your licence.

I wish to nominate a Food Safety Supervisor within (30) days* OR

I wish to nominate a Food Safety Supervisor now (details below):

INDIVIDUAL 1: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> Last / Family Name: <input type="text"/> First / Given Name (s): <input type="text"/> Contact number <input type="text"/>	PROOF OF FOOD SAFETY KNOWLEDGE (please tick one): <input type="checkbox"/> Certificate of attainment course & institution <i>>> Copy of certificates MUST be attached</i> OR; <input type="checkbox"/> Brief description of suitability / experience <hr/> <hr/> <hr/>
---	--

INDIVIDUAL 2: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> Last / Family Name: <input type="text"/> First / Given Name (s): <input type="text"/> Contact number <input type="text"/>	PROOF OF FOOD SAFETY KNOWLEDGE (please tick one): <input type="checkbox"/> Certificate of attainment course & institution <i>>> Copy of certificates MUST be attached</i> OR; <input type="checkbox"/> Brief description of suitability / experience <hr/> <hr/> <hr/>
---	--

*A nomination form is available at the following website: www.townsville.qld.gov.au/business/foodsafety/Pages/newbusiness.aspx in the "Application Forms" section.



6. Food stall design and details - This section must be completed

You will need to describe the fit out material, design, number and / or location in the boxes provided. All information included on this application form is to be clearly indicated on the submitted plans.

FOOD TO BE SOLD FROM THE STALL *** ALL FOOD MUST BE PREPARED AT THE STALL OR LICENCED KITCHEN***	
List the types of food that will be sold at your stall	
FOOD SOURCE	
All ingredients must be sourced from a suitable food provider Where will your ingredients / food be sourced?	
STALL STRUCTURE	
Ceiling Describe the roof/ceiling of your stall: <ul style="list-style-type: none"> • What material is it made from • How is it secured • Is all open food under cover 	
Walls Describe the walls of your stall: <ul style="list-style-type: none"> • How many sides does it have • What material is it made from • How are the walls secured 	
Flooring Describe the flooring in your stall <ul style="list-style-type: none"> • What area does it cover • What material is it made from • How is it secured 	
EQUIPMENT	
Specify all cooking equipment/kitchen appliances that you will be using to prepare & store your food	
Temperature measuring device (tick all that apply)	<input type="checkbox"/> Readily available at all times <input type="checkbox"/> Accurately measures temperature to +/- 1 °C <input type="checkbox"/> Digital display



FOOD STORAGE AND DISPLAY <i>(tick all that apply)</i>	
Food storage during transportation Describe how your food will be stored during transportation	<input type="checkbox"/> Refrigerated vehicle <input type="checkbox"/> Cooler-box/esky <input type="checkbox"/> Enclosed containers <input type="checkbox"/> Other (please list) _____
Dry goods must be protected from contamination Describe your dry food storage facilities in the stall	<input type="checkbox"/> Cupboard <input type="checkbox"/> Sealed plastic containers <input type="checkbox"/> Other (please list) _____
Hot food must be kept above 60°C. How will food be kept hot?	<input type="checkbox"/> Food to be served immediately following cooking <input type="checkbox"/> Heated cabinet <input type="checkbox"/> Bain Marie <input type="checkbox"/> Not Applicable - only serving cold food or non-perishable food
Cold food must be kept below 5°C. How will food be kept cold?	<input type="checkbox"/> Cooler-box/esky <input type="checkbox"/> Refrigerator/coolroom <input type="checkbox"/> Not Applicable - only serving hot food or non-perishable food

EQUIPMENT CLEANING <i>(tick all that apply)</i>	
All re-useable food contact items must be effectively cleaned How will equipment be washed	<input type="checkbox"/> Hot water, detergent & sanitiser (to be used after washing) AND <input type="checkbox"/> Bowl/bucket OR <input type="checkbox"/> Sink OR <input type="checkbox"/> Not applicable – washing up not done at stall/event provides sinks
HANDWASHING ***MUST BE SEPARATE FROM EQUIPMENT WASHING FACILITIES*** <i>(tick all that apply)</i>	
Hands must be kept clean to prevent food contamination How will hands be washed?	<input type="checkbox"/> Hand-washing sink – must be easily accessible <input type="checkbox"/> Water container with tap – must be easily accessible and at least 1 metre off the ground <input type="checkbox"/> Liquid soap & paper towels <input type="checkbox"/> Container for catching waste-water

WASTE DISPOSAL <i>(tick all that apply)</i>	
Sewerage and waste water must be disposed of appropriately How will you dispose of your waste water	<input type="checkbox"/> To sewer <input type="checkbox"/> Designated disposal site
Garbage and solid waste must be contained and disposed of appropriately How will you store and dispose of your solid waste	<input type="checkbox"/> Bin with lid <input type="checkbox"/> Council waste bin <input type="checkbox"/> Other _____

Other Comments regarding layout/food handling procedures i.e. transport of food to event, preparation of food at separate location



7. Food stall floor plan *****do not submit this application without a floor plan*****

Plans are required to be submitted with this application. Plans can be submitted in hard copy or an electronic version.

Floor plans and other details (as described below) have been included: Yes

>> Two copies of neatly drawn floor plans are required that include location of all equipment that will be used in the stall including sinks and preparation benches (a space is provided below or attached an additional page with the drawing)

>> Any technical reports or other information such as brochures or photos can be attached to accompany the plans

FRONT OF STALL/SERVICE AREA

Refer to council's 'Temporary Food Stall Guide' for an example of a design/layout >>

www.townsville.qld.gov.au/business/foodsafety/Documents/Fact%20Sheet%20-%20Guide%20for%20Applicants%20-%20Temporary%20Food%20Stalls.pdf



8. PAYMENT OPTIONS *(select one payment option ONLY)*

- IN PERSON** I have made payment in person at a council customer service desk upon submission of my application
- VIA PHONE** I wish to be contacted to pay over the phone via credit card (0.5% surcharge applies)

>> Contact number: () _____

- CHEQUE** (must be received with application)

CUSTOMER SERVICE USE ONLY			
Licence No.:		Fee:	
DWX Web Ref.:		Receipt	
Assessment No.:		Date:	



Application Checklist

Have you:

- Completed all sections of the application form
- Completed the 'Stall Details' table
- Included a clearly drawn and labeled floor plan.
- Included method of payment option (refer to section 8)

Event Checklist

- Probe Thermometer – at least one
- Utensil Washing Facility
- Detergent
- Sanitiser
- Cloths/wipes/sponges
- Broom/dustpan/cloth
- Buckets/containers
- Liquid Soap & Paper Towel
- Water For Hand Wash Basin
- Potable Water Supply
- Rubbish Bins & Liners
- Waste Water Disposal
- Oil/fat Disposal
- First Aid Kit (with coloured Band-Aids)
- Fire Safety Equipment

