

NON-PROFIT ORGANISATION NOMINATION FOR TEMPORARY FOOD STALL

Food Act 2006



Purpose	Use this form if you are a non-profit organisation preparing food at a temporary food stall that does not require a licence. ALL sections must be completed. This application is for notification <u>only</u> .
Type of notification	<input type="checkbox"/> One off event <input type="checkbox"/> Reoccurring event
Non-profit organisation details	<p>I/we declare that _____ is a community organisation that: » is locally managed; AND » returns their profits back into the community.</p> <p>Please attach a certificate of incorporation or other supporting documentation as evidence of the non-profit status.</p>
Business details	<p>Trading name _____</p> <p>Address where activity will be carried out _____ (NOT a post office box)</p> <p>Suburb _____ State _____ Postcode _____</p> <p>Business phone number _____</p> <p>Email address _____</p>
Applicant details Complete either individual or company as applicable	<p>Individual 1: Full name _____</p> <p>Position _____</p> <p>Postal address _____</p> <p>Suburb _____ State _____ Postcode _____</p> <p>Contact phone number _____</p> <p>Email address _____</p> <p>Individual 2: Full name _____</p> <p>Position _____</p> <p>Postal address _____</p> <p>Suburb _____ State _____ Postcode _____</p> <p>Contact phone number _____</p> <p>Email address _____</p> <p>Corporation/ incorporated association</p> <p>Legal entity name _____</p> <p>Postal address _____</p> <p>Suburb _____ State _____ Postcode _____</p> <p>Contact name and number _____</p> <p>Email address _____</p>

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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 <input type="checkbox"/> Yes (give details in an attachment)</p>
Applicant declaration	<p>I declare that the particulars provided on this form are true and correct in every detail. I am aware that it is an offence to knowingly provide false or misleading information.</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> <p>Signature _____</p> <p>Print name _____</p> <p>Position _____</p> <p>Date _____</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 nomination 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>Submit via email: enquiries@townsville.qld.gov.au</p> <p>Submit by mail: Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810.</p> <p>Submit in person: Townsville City Council Customer Service Centres located at:</p> <ul style="list-style-type: none">» 103 Walker Street, Townsville City; or» CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central.

NON-PROFIT ORGANISATION NOMINATION FOR TEMPORARY FOOD STALL – APPLICANT CHECKLIST

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Application checklist									
Type of food being manufactured	<p>Describe the food you will be manufacturing/selling _____</p> <p>_____</p> <p>_____</p> <p>Will your food contain uncooked potentially hazardous ingredients, e.g. milk, cheese, eggs, cream or other foods that need to be kept under temperature control to prevent the growth of pathogenic micro-organisms?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>								
Markets/events trading from	<table border="1"> <thead> <tr> <th>Name of event</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name of event	Frequency	_____	_____	_____	_____	_____	_____
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Event checklist	<p><input type="checkbox"/> Digital probe thermometer which can accurately measure temperature to +/- 1°C</p> <p><input type="checkbox"/> Food grade sanitiser</p> <p><input type="checkbox"/> Liquid soap and paper towel</p> <p><input type="checkbox"/> Potable water supply</p> <p><input type="checkbox"/> First aid kit (with coloured plasters)</p>								
Stall details	<p>Stall structure</p> <p><input type="checkbox"/> Smooth and impervious roof covering</p> <p><input type="checkbox"/> Smooth and impervious floor covering</p> <p><input type="checkbox"/> Three side walls</p> <p>Cooking equipment (please list)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Equipment cleaning and sanitising</p> <p><input type="checkbox"/> Sink with hot water; OR</p> <p><input type="checkbox"/> Bowl/bucket with hot water</p> <p>AND</p> <p><input type="checkbox"/> Food grade sanitiser</p>								

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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