
Townsville City Council
Environmental Health Services

FOOD ACT 2006 >>

NOT-FOR-PROFIT NOMINATION FORM (TEMPORARY FOOD STALLS)

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



Notification – Temporary Food Stall – Not for Profit.

***This application does not apply to not-for profit organisations that require a food licence. Please check with Environmental Health Services on 1300 878 001 prior to completing this form.

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

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

One off event

Re-occurring event

This application does not approve your attendance at any particular event. You will be required to contact the event coordinator in addition to making this application.

2. Incorporated Association details

NAME OF ORGANISATION

Postal Address: _____ _____ _____ Postcode	
Phone: _____	Mobile: _____

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

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.



3. Contact person(s)

INDIVIDUAL 1:

Mr Mrs Ms Other

Last / Family Name:

First / Given Name (s):

Postal Address:

Postcode

Phone: Mobile:

() _____ _____

INDIVIDUAL 2:

Mr Mrs Ms Other

Last / Family Name:

First / Given Name (s):

Postal Address:

Postcode

Phone: Mobile:

() _____ _____

4. Declaration of Not-for-Profit status

I/we declare thatis a community organisation which:

- Is locally managed
- Places their profits back into the community (a non-profit organisation)

Signed.....

Dated

Certificate of Incorporation attached; OR

Other supporting information attached (e.g. letter from Director Cultural Centre)



5. Intended events and/or dates

6. Applicant Declaration

We as a non-profit organisation agree to comply with the *Food Act 2006* and the Townsville City Council 'Temporary Food Stalls - Licence, Structure and Operation Guide'.

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"/> Position: <input type="text"/> Signature: <input type="text"/> Date: <input type="text"/>

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"/> Position: <input type="text"/> Signature: <input type="text"/> Date: <input type="text"/>



7. Stall 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*****

List the types of food that will be sold at your stall

STALL STRUCTURE

Ceiling

Describe the roof/ceiling of your stall:

- What material is it made from
- How is it secured
- Is all open food under cover

Walls

Describe the walls of your stall:

- How many sides does it have
- What material is it made from
- How are the walls secured

Flooring

Describe the flooring in your stall

- What area does it cover
- What material is it made from
- How is it secured

EQUIPMENT

Specify all equipment that you will be using in your stall

Temperature measuring device

- Readily available at all times
- Accurately measures temperature to +/- 1 °C
- Digital display

FOOD STORAGE AND DISPLAY

All ingredients must be sourced from a licensed food provider

Where are your ingredients sourced?

Food storage during transportation

Describe how your food will be stored during transportation

- Refrigerated vehicle
- Cooler-box/esky
- Enclosed containers
- Other (please list)

Dry goods must be protected from contamination

Describe your dry food storage facilities in the stall

- Cupboard
- Sealed plastic containers
- Other (please list)



FOOD STORAGE AND DISPLAY Cont.	
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	
All re-useable food contact items must be effectively cleaned How will equipment be washed	<input type="checkbox"/> Bowl/bucket <input type="checkbox"/> Sink <input type="checkbox"/> Hot water <input type="checkbox"/> Detergent <input type="checkbox"/> Sanitiser – following thorough cleaning <input type="checkbox"/> Not applicable – washing up not done at stall / sinks provided
HANDWASHING ***MUST BE SEPARATE FROM EQUIPMENT WASHING FACILITIES***	
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	
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.....



8. Food stall floor plan

>> Plans are required to be submitted with this application. Plans have been included : Yes No

>> Neatly drawn and labeled floor plan is required which includes location of all equipment that will be used in the stall including sinks and preparation benches

>> Plans can be drawn below, submitted in hard copy or an electronic version

>> 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/legislation/Pages/tempfood.aspx



Application Checklist

Have you:

- Completed all sections of the application form
- Included 'Certificate of Incorporation' or other proof of Not-for-Profit status
- Completed the 'Stall Details' table
- Included a clearly drawn and labeled floor plan.

Event Checklist

- Probe Thermometer – at least one
- Spare Utensils
- 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

