



## Temporary food premises or food stall application

<b>Name of organisation:</b>		
<b>Name and location of the event:</b>		
<b>Date/s of the event:</b>		
<b>Time/duration of the event:</b>		
<b>Details of food/drink to be provided:</b>	Pre-packaged food _____ Wine tasting _____ Other _____ (eg. Sausage Sizzle)	Details:
<b>Name of person in charge of stall (Event Coordinator):</b>		
<b>Mailing address:</b>		
<b>Contact number:</b>		
<b>Email:</b>		
<b>Is the organisation a charity or community group?</b>	Yes	No
<b>Do you have a current Food Act Registration?</b>	Yes (Provide copy of Certificate)	No
<b>Have you attached the summary details of your Food Safety Program?</b>	Yes	No

**For further information please contact:**

Public Health Services  
PO Box 476  
Greensborough VIC 3088  
**Phone:** 9433 3340 **Fax:** 94333777 **Email:**  
[health.services@nillumbik.vic.gov.au](mailto:health.services@nillumbik.vic.gov.au)



## Step by step guide to obtain a Temporary Food Premises Permit

These requirements are specifically for one day events only. Stalls that operate for more than one day or on a weekly basis must seek further approval in writing from the Public Health Services at Nillumbik Shire Council.

### *What do I do?*

**Step 1.** Download a copy of the **Food Safety Program Template for Food Events** from the Internet: <http://www.health.vic.gov.au/foodsafety/templates> or call our office for a copy on 9433 3340.

**Step 2.** Nominate your Event Coordinator. (This is the person who is at the stall to ensure all food handlers understand the relevant food safety practices and undertakes any temperature monitoring and records for the stall.)

**Step 3.** Fill in Council's application form and refer to the sections you have ticked **yes** to on the application. Put these sections together to make your food safety program. (You must keep a copy of this onsite at all times.)

**Step 4.** If you are registered with another Council please provide a copy of your registration and Food Safety Supervisor training certificate; submit these with this application.

**Step 5.** Attach a fee of:

One day operation	Wine tasting - \$25 Any other - \$40
Two to six day operation	Wine tasting - \$45 Any other - \$60
Seven to twelve operation	Wine Tasting - \$60 Any other - \$80

made payable to Nillumbik Shire Council with your application. Mobile food businesses registered with Nillumbik Shire Council **do not** need to pay a fee.

**Step 6.** Read all the information carefully and ensure application form is fully completed. Once you have understood all the requirements, sign and date the application form.



**A copy of pages 2 (Event Details) and 3 (What happens at your event) from my Food Safety Program are included with my application.**

I \_\_\_\_\_ (Name of operator) have read all the enclosed information regarding the sale of food at a Temporary Food Premises and I agree to comply with all the relevant requirements. I understand a permit will be issued and I must comply with any conditions issued on the permit. I also understand if my Temporary Food Premises is not operating in compliance with the permit conditions and the requirements of the Food Act 1984 I can be directed to close the premises by Council officers, which I will duly comply with.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Temporary premises set up for one off events  
Please read the following carefully**

If your event is to be held away from a permanent kitchen at a premise set up purely for the event itself, for example - you may be operating a sausage sizzle or a food stall – special care must be taken to keep food safe. This involves protecting the food from sunlight, dust, insects and handling by customers.

When setting up a Temporary Premises for an event, the Event Coordinator needs to ensure the following:

- A Temporary Food Premises Permit is organised through the local council of where the event is to be held.
- Benches or tables have surfaces that are smooth and easy to keep clean. Plastic tablecloths are ideal. Also sanitise the surface before use.
- Hand washing facilities are near the temporary premises, with water, a basin, soap and paper towels. (Make your own hand washing facilities if there's nothing near the stall. A water supply can be set up using drums with taps from a camping store).
- A fridge is available to keep cold food cold and a freezer to keep frozen food frozen (if necessary). If you plan to hire a portable cool room, get one with a calibrated thermometer so you can check temperatures.
- Potentially hazardous foods, including meat, poultry, dairy, eggs and cooked rice must be stored or displayed under temperature control. Food to be kept cold must be 5°C or below and food to be kept hot must be 60°C or above.



- Ensure rubbish containers are available to collect and store all waste away from food. Note: After the event, all waste is to be removed from the venue.

### **Protection of Food**

All food must be stored off the ground. Food should remain packaged, covered or in containers as much as practicable. Uncovered foods must be suitably protected from contamination and must not be stored or displayed in areas accessible to the public. Ensure there is no direct hand contact with ready to eat food.

### **Labelling**

All pre-packaged food intended for sale must be correctly labelled and include the following information:

- Product description
- Full ingredient list
- Name & street address of the manufacturer
- Country of origin
- Use by date or best before date
- Weight of product

Other details on the label may also be required depending on the food type being sold. For further information on labelling please contact Public Health Services or visit the Food Standards Australia New Zealand website: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

You need to ensure that all relevant records are available on the day of the event for the council Environmental Health Officer.

### **Washing up at a Temporary Food Premises**

If there's no sink near the temporary premises, you'll have to provide your own temporary facilities. Utensil washing facilities must include:

- A drum with taps filled with clean water, plus a water heater (such as an urn).
- A bucket or trough to collect dirty water and plastic tub to wash dishes.
- Detergent, sanitiser and disposable paper towels.

Also ensure the following:

- Utensils/dishes to be washed as soon as possible in hot soapy water and rinsed thoroughly before and between uses.
- Methods of disposing water from cooking, cleaning and hand washing are available. Don't just tip waste water onto the ground or down the drain. (Must be disposed to sewer.)
- When you finish for the day, clean and sanitise all utensils and equipment before storing them.