



Health & Planning Division  
26- 28 Adelaide Street  
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## TEMPORARY EVENTS APPLICATION TO SELL FOOD

### PART A – BUSINESS DETAILS

Proposed Activity  Mobile Food Vending  Stationary Food Vending  Temporary Food Stall

Business/Trading Name

ABN/ACN

Date Business Started

Are you a not-for-profit organisation?

Yes

No

If yes, please provide certificate of incorporation as an attachment

Proprietor/Director Name

Proprietor/Director Mailing Address

Contact Phone No.

Email

Business Address

Business Phone No.

Home Phone No.

Mobile No.

Alternate Phone No.

Food Safety Supervisor (FSS) Name

FSS Contact No.

FSS Certificate No.

Date Certificate Issued

Date Certificate Expires

For non-New South Wales food businesses, please provide a copy of the following:

Most Recent Food Safety Report

Current Certificate of Registration

### PART B – EVENT DETAILS

Event Name

Street No.

Street Name

Town/Locality

Postcode

Hours of Operation

Date/s of event

What type of water supply does the property have:

Reticulated

Water from a water carter

Rain Water Tanks

Other

**PART B – EVENT DETAILS cont.**

Is the property connected to sewer?

Yes

No

Do you have approval from the event organiser? (provide evidence)

Yes

No

**PART C – FOOD PREPARATION**

Type of food/drink sold?

Is all food prepared at the event?

Yes

No

If no, please answer the following:

Address where food is prepared

Is there development consent to prepare food at this address?

Yes

No

Type of food/drink prepared at this address?

**PART D – FOOD TRANSPORT DETAILS**

Transport vehicle description

Vehicle registration number

Types of food being transported

Travel time (hours)

Does the vehicle have a refrigeration unit?

Yes

No

**PART E – INSURANCE DETAILS**

Please attach a copy of your certificate of currency ensuring the following details are included:

- Public liability insurance provider
- Policy No.
- Sum Insured
- Expiry Date

**PART F – TEMPORARY FOOD STALL CHECKLIST**

I have (tick the boxes)

- Received the necessary approvals for:
- Home based operations
  - Operating at the event from the event organiser
  - My food vending vehicle from my local Council
- Obtained public indemnity insurance
- Checked my stall will:
- Be located in a dust free area
  - Have a sufficient supply of potable water
  - Have adequate wastewater disposal facilities
  - Have adequate garbage bins

**PART F – TEMPORARY FOOD STALL CHECKLIST cont.**

- Have power (if required)
- Be suitably constructed – floor, walls and ceiling (3 sided marquee)
- Have food handling facilities for storage, cooking, hot/cold holding, preparation and serving
- Have cleaning and hand washing facilities
- Comply with safety requirements – fire control (current fire extinguisher and blanket) and WorkCover issues

A suitable vehicle and containers for transporting and storing the food

Addressed food handling operations adequately, including:

- Ensuring all food handlers have adequate skills and knowledge for their activities
- Checking if there are potentially hazardous food involved

If there are potentially hazardous foods involved, I can:

- Provide adequate hot or cold storage facilities (for example: portable coolrooms, adequate supply of ice and / or hot boxes
- Provide a digital thermometer
- Provide a food grade sanitiser for food contact surfaces and washing up
- Defrost frozen foods correctly at the event
- Organise designated staff to handle money only, while other staff serve ready to eat food using tongs or gloves
- Provide adequate measures to protect food from contamination until use
- Minimise the use of reusable dinnerware and tableware
- Ensure all foods are appropriately labelled
- Ensure adequate shelving so food is not stored on the ground
- Provide adequate hand washing facilities including a constant supply of warm water, soap and paper towels

If you answered no to any of these questions (except potentially hazardous foods), you may need to discuss these issues with Council and/or change your management plan before the event begins.

For further information on the safe handling of food at temporary events can be found in *the NSW Food Authority: Guidelines for businesses at temporary events (2016)* at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

**I have read and agree and understand that I must comply with the NSW Food Act 2003 and the Food Standards Code. I have filled in the checklist above and can comply with these requirements.**

**I understand that my vehicle/stall may be inspected by Council officers and a fee may apply.**

Name  Signature  Date

**PART G – LODGEMENT DETAILS**

**Applications must be lodged a minimum of four weeks prior to the event.** Council reserves the right to refuse an application that is lodged without sufficient notice.

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In Person: 26-28 Adelaide Street  
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