

FOOD BUSINESS AT MARKETS AND TEMPORARY EVENTS REGISTRATION AND MOBILE FOOD VENDOR REGISTRATION

THIS REGISTRATION FORM IS TO BE USED BY ALL COMMUNITY GROUPS AND BUSINESSES SELLING FOOD FROM
A MOBILE VAN, TRUCK, CART, TEMPORARY FOOD STALL, OR SIMILAR OUTLET

THIS FORM MUST BE RECEIVED BY COUNCIL AT LEAST SEVEN (7) DAYS PRIOR TO OPERATING

APPLICATION TYPE: (PLEASE TICK ONE OF THE FOLLOWING)

☐ **ONE OFF EVENT**

☐ **ANNUALLY** (EXPIRES 30 JUNE EACH YEAR)

Are you a not-for profit organisation

☐ Yes

☐ No

PLEASE ENSURE YOU READ THE FOLLOWING DEFINITIONS

MARKETS AND TEMPORARY EVENTS

Temporary food stalls include any structure set up for an occasional event such as a fairs, festivals, markets or shows. Mobile structures such as coffee carts who sell at temporary events should read the 'Mobile Food Vendors' section below.

The minimum standard for temporary food stalls is included in the NSW Food Authority's '**Guidelines for food businesses at temporary events**' and includes:

- Located in a dust free area.
- Away from toilets and garbage bins.
- Supplied with sufficient potable water.
- Is suitably constructed (ie floor, walls and ceiling).
- Fitted with food handling facilities for storage, cooking, hot/cold holding, preparation and serving, including handwashing facilities.

A copy of the above guidelines can be obtained from the NSW Food Authority webpage

<http://www.foodauthority.nsw.gov.au>.

MOBILE FOOD VENDORS

Mobile food vendors are those vehicles used for on-site food preparation (eg hamburgers, hot dogs and kebabs), one-step food preparation (eg popcorn, fairy floss, coffee and squeezing juices), and the sale of any type of food including pre-packaged food. There are minimum requirements for mobile food vending vehicles selling only prepackaged, low risk food. It does not include food vending machines or food transport vehicles.

Mobile food vendors are considered retail food businesses, as they sell food to the public and need to comply with a range of requirements. Please refer to the NSW Food Authority '**Guidelines for mobile food vending vehicles**'
<http://www.foodauthority.nsw.gov.au>.

PLEASE COMPLETE THE APPLICABLE SECTION FOR

(a) **TEMPORARY EVENT/MARKET REGISTRATION (Sections 1–10) OR**

(b) **MOBILE FOOD VENDOR REGISTRATION (Sections A-H)**

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

TEMPORARY EVENT/MARKET OPERATORS TO COMPLETE THE FOLLOWING SECTIONS

Section 1 Applicant details	
Contact Name:
Company Name: (if applicable)
Postal address:
Suburb: State: P/Code
Contact Nos:	Mobile: Work Home
	Email:
ABN/ACN:

Section 2 Food Safety Supervisor	
Food Safety Supervisor name:
Certificate Identification number: Expiry date:
<p>NOTE: A copy of the Food Safety Supervisor Certificate is to be available for perusal on demand by an authorised officer <u>AT ALL</u> times the food outlet is operating.</p>	

Section 3 Public liability insurance – <b style="color: red;">A COPY OF YOUR CURRENT INSURANCE MUST BE ATTACHED	
<p>Council requires a copy of your <u>CURRENT</u> Certificate of Currency confirming your public liability insurance to accompany this application. Use the following checklist to ensure the following details are clearly shown on the policy provided:</p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	the name of the insured; the address of the insured property; the policy number; the insurance period (ie expiry date) of the policy; the sum insured for <u>NOT LESS THAN \$20 million</u> ; and

Section 4 Temporary event details	
Stall name:
Name of event(s), date and times expected to attend (if known):

Type of equipment	List
Refrigeration/storage units/ice bricks/ice <i>If cool room is <u>not</u> provided by organiser you must provide your own refrigeration (powered refrigeration is preferred)</i>	
Location of cooking/heating equipment	
Type of floor covering	
Counter food protection/sneeze guards	
Handwashing facilities <i>Minimum of warm running water, liquid soap and paper towel to be provided</i>	

Type of equipment	List
Overhead protection over all cooking/preparation areas including BBQs	
<u>Temperature control</u> Explain how potentially hazardous food will be kept either cold (not more than 5°C) or hot (not less than 60°C): a) during transportation to the event b) during storage, display and sale at the event	
<u>Food storage</u> Explain how food will be stored: a) prior to transport to event/transport to event; and b) during the event	

Section 5 List of food <i>Please provide a copy of the menu or minimum details of type of food to be sold</i>
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Section 6 Off site food preparation area(s) <i>Please provide details of the location(s) of any off-site food preparation areas and/or food storage including partial preparation such as chopping and cutting of ingredients must be listed below. Each preparation area must meet food hygiene requirements. Provide written evidence from the Council where the premises are located indicating the premises have been approved for the preparation of food for sale.</i>
Facility location 1: Suburb State P/Code Facility location 2: Suburb State P/Code

Section 7 Transportation details
<input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Registered van <input type="checkbox"/> Other

Section 8

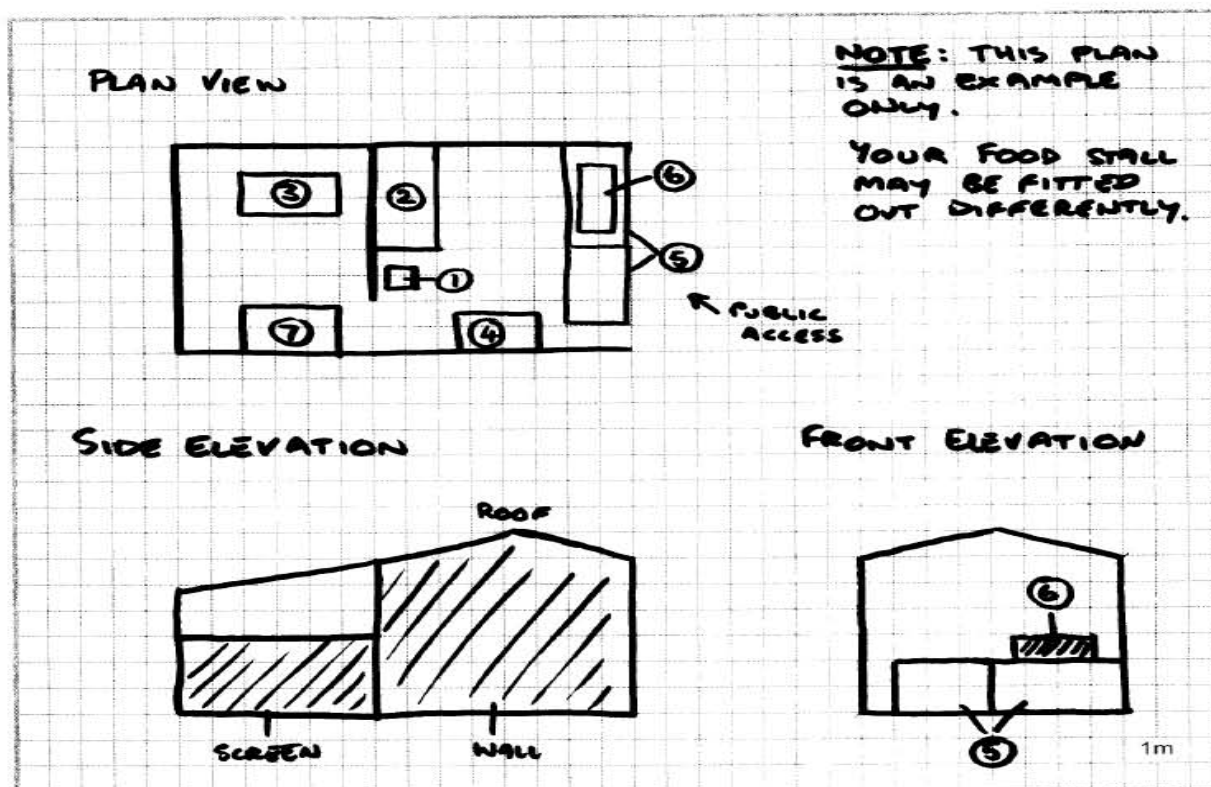
Food stall construction and layout

Please draw a plan of your stall on the grid below. Label each area with the corresponding numbers from the legend below. Please feel free to add any additional areas/items that you may have in your stall. An example is provided to assist you.

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

- | | | | |
|----|------------------------------|-----|-------|
| 1. | Hand washing | 6. | |
| 2. | Food preparation area | 7. | |
| 3. | Fridge or cold storage | 8. | |
| 4. | Equipment washing facilities | 9. | |
| 5. | | 10. | |

EXAMPLE



1	Hand washing	6	Hot / Cold Display
2	Food preparation area	7	Equipment Washing Facilities
3	Barbecue	8	
4	Fridge or cold storage	9	
5	Customer service benches	10	

Section 9 Indemnity

The Permit holder indemnifies and holds harmless Council against all suits, actions, proceedings, judgments, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the Mobile Food Vehicle business, whosoever arising, except to the extent that Council is negligent.

Section 10 Applicant declaration

I have read, understood and will fully comply with the NSW Food Authority "Guidelines for food businesses at temporary events" (<http://www.foodauthority.nsw.gov.au/retail/retail-business-types/markets-temporary-events/#.VVIDWmccTGg>). I declare that the information provided on this form is accurate, complete and correct. I understand that this is an application and approval of this application is not guaranteed.

Name: Signature: Date:

MOBILE FOOD VENDORS TO COMPLETE THE FOLLOWING SECTIONS

Section A Applicant details			
Contact Name:		
Company Name: (if applicable)		
Postal address:		
	Suburb:	State:	P/Code
Contact Nos:	Mobile:	Work	Home
	Email:	
ABN/ACN:		

Section B Food Safety Supervisor			
Food Safety Supervisor name:		
Certificate Identification number:	Expiry date:
NOTE: A copy of the Food Safety Supervisor Certificate is to be available for perusal on demand by an authorised officer <u>AT ALL</u> times the food outlet is operating.			

Section C Vehicle details	
Vehicle registration No:	Vehicle colour:
Vehicle make/model:
Garaged address:
	Suburb State P/Code

Section D Site location details	
<u>Proposed site location</u> (if required provide additional sites on separate paper)	
1.
2.
3.
<u>Trading days and times</u>	
Days:	Times:

Section E List of food <i>Please provide a copy of the menu or minimum details of type of food to be sold</i>	
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Section F Off site food preparation area(s)

Please provide details of the location(s) of any off-site food preparation areas and/or food storage including partial preparation such as chopping and cutting of ingredients must be listed below. Each preparation area must meet food hygiene requirements. Provide written evidence from the Council where the premises are located indicating the premises have been approved for the preparation of food for sale.

Facility location 1:

Suburb State P/Code

Facility location 2:

Suburb State P/Code

Section G Indemnity

The Permit holder indemnifies and holds harmless Council against all suits, actions, proceedings, judgments, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the Mobile Food Vehicle business, whosoever arising, except to the extent that Council is negligent.

Section H Declaration

I/We have read and fully understand and agree to comply with Council's Mobile Food Vehicles Guidelines for Operation and Sale of Food. I/ we have notified the owner about this application. I/we understand that my/our licence may be revoked by Council for any breach of these conditions. I/we are authorised to sign on behalf of the applicant organisation.

Name (print names)

Signature

Date

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