

TEMPORARY FOOD EVENT - FOOD VENDOR NOTIFICATION FORM



This form is to be completed by all food vendors trading at the event and **returned** to the event organiser. Under the Food Act 2003 the proprietor of a food business, including a temporary food stall, must not conduct the food business unless the proprietor has given written notice, on the approved form that is to be notified to the appropriate enforcement agency before the business is conducted.

The event organiser must submit completed forms to the City of Canada Bay at least fourteen (14) days prior to the event.

Details

Event name:	<input type="text"/>		
Event date:	<input type="text"/>	Approval number: (N/A for private land events)	<input type="text"/>
Type of application:	<input type="checkbox"/> Private Land	<input type="checkbox"/> Public land (i.e. Council)	
Address where event will be held:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Type of vendor:	<input type="checkbox"/> Temporary stall	<input type="checkbox"/> Mobile van	
	<input type="checkbox"/> Permanent premises	<input type="checkbox"/> Not for profit organisation	
Vendor trading name:	<input type="text"/>		
ABN:	<input type="text"/>		
Proprietor's name:	<input type="text"/>		
Proprietor's phone (w):	<input type="text"/>	Phone (m):	<input type="text"/>
Proprietor's email:	<input type="text"/>		
Address of business:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Mailing Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Proposed hours of operation:	<input type="text"/>		

Food vendor details

Please indicate the type of foods sold at the stall:

Is food pre prepared prior to day of markets? Yes No

If yes, please provide address of where food is prepared:

(A copy of the most recent Food Authority or Council inspection report is to be submitted with this application)

Food Safety Supervisor name: Certificate number:

(A copy of the certificate must be submitted with this form and kept onsite at all times)

Your temporary food stall must comply with the Food Safety Standards. Please complete the checklist overleaf with a **tick** ✓ indicating your stall complies or **N/A** if the item is not applicable to ensure your stall meets the requirements for a temporary food stall under the Food Act and Regulations.

Administration

Food Safety Supervisor is appointed and certificate kept onsite at stall

Construction

- Stall is fitted with a roof and three sides
- A smooth and impervious floor cover has been supplied as flooring and is able to be cleaned
- A physical barrier i.e. sneeze guards are installed in front of all cooking and preparation areas
- Hand wash basin is provided and located within the stall
- Hand wash basin is supplied with warm running water, liquid soap and paper towels
- Utensil/equipment washing facilities are provided and located within the stall
- Utensil/equipment washing facilities are provided with warm water, and detergent

Food handling

- Potentially hazardous food (PHF) is under temperature control: food receipt, storage, display and transport; cold food at or less than 5°C, Hot food at or above 60°C.
- Digital Probe Thermometer provided to stall, readily accessible – accurate to +/- 1°C
- Food is stored a minimum of 150mm off the floor
- Food is stored in food grade containers
- Disposable eating utensils, straws etc. are stored in dispensers and protected from contamination
- Food handlers wash and dry hands thoroughly using hand wash facilities regularly
- Food handlers avoid unnecessary contact with ready to eat food or food contact surfaces by use of utensils, a gloved hand, food wraps etc.
- Procedures in place for staff when handling food and money etc.
- Food safe sanitiser available for food preparation surfaces and equipment

Other

- Premises, equipment and food contact surfaces are kept in a clean and sanitary condition
- Equipment in a good state of repair and working order
- Suitable garbage and recycling receptacles are provided and arrangements made for frequent removal of garbage and recyclable materials
- Food labelling complies with Food Standards Code

Declaration

I declare that to the best of my knowledge, the information provided in this application is accurate and correct.

Occupier/Proprietor name:

Occupier/Proprietor signature:

Date:

Important information

Please return your completed form and a copy of your Food safety Supervisors Certificate to the Event Organiser for submission to Council.

For further information, please contact Councils Environmental Health Team on 9911 6555 during business hours or visit www.canadabay.nsw.gov.au