

**AUBURN CITY COUNCIL**  
**APPLICATION TO OPERATE A TEMPORARY FOOD OUTLET**

**1. EVENT DETAILS**

Name of Event:	
Date of Event:	
Location of Event:	

**2. ORGANISER ADDRESS & CONTACT DETAILS**

Organiser company / Body Name:	
Contact Name:	
Office Address:	
Phone number:	
Fax number:	
E-mail:	

**3. FOOD OUTLET DETAILS**

Outlet Holder Details		Food types sold (Tick boxes that apply)	Yes
Name of Outlet:		Bakery products	<input type="checkbox"/>
		Confectionery or Snack Food	<input type="checkbox"/>
Number of outlets:		Cooked Chilled or Frozen Meals	<input type="checkbox"/>
Outlet Holders ABN:		Dairy products	<input type="checkbox"/>
		Fermented meat products	<input type="checkbox"/>
Proprietor / Company Name:		Grocery / pre-packaged foods	<input type="checkbox"/>
		Infant or baby foods	<input type="checkbox"/>
Trading Name of Business:		Nut & seed kernel products	<input type="checkbox"/>
		Prepared ready-to-eat table meals	<input type="checkbox"/>
Address of Business:		Prepared Salads	<input type="checkbox"/>
		Processed cereal products	<input type="checkbox"/>
		Processed fruit & vegetables	<input type="checkbox"/>
Contact Name:		Processed meat, poultry or seafood	<input type="checkbox"/>
		Raw fruit & vegetables	<input type="checkbox"/>
Mailing Address:		Raw meat, poultry or seafood	<input type="checkbox"/>
		Raw ready-to-eat seafood or shellfish	<input type="checkbox"/>
Phone Business Hours:	Phone after Hours:	Self service ready-to-eat food	<input type="checkbox"/>
		Alcoholic / Soft drinks / Juices / Beverages	<input type="checkbox"/>
Facsimile:	E-mail:	Water, non-reticulated supply	<input type="checkbox"/>
		Other, please specify below	<input type="checkbox"/>

**4. EQUIPMENT LIST**

Equipment / Surfaces	List of Equipment being used
Food warming devices:	
Refrigeration:	
Floor surface:	
Bench surfaces:	
Food protection:	
Hand washing:	
Overhead protection:	
Safety equipment:	
Waste facilities:	
Other, please specify:	

**5. REQUIREMENTS**

Requirements		Yes	No
Notification	Have you notified NSW Food Authority of your proposed activity? *Notify on-line <a href="http://www.foodnotify.nsw.gov.au">www.foodnotify.nsw.gov.au</a>	<input type="checkbox"/>	<input type="checkbox"/>
Notification Number:		N/A	N/A
Staff Training	Have staff received food handler training?	<input type="checkbox"/>	<input type="checkbox"/>
Thermometer	Do you have a probe thermometer for measuring temperature of perishable foods?	<input type="checkbox"/>	<input type="checkbox"/>

**6. DECLARATION**

I declare that all information supplied on this form is true and correct and there are necessary records and / or documentation to support this application form.

**Print name here:**

**Signature:**  **Date:**

**7. FEE DETAILS**

Application Fee for a high risk temporary food outlet is \$99.00 (GST Inclusive) per outlet per day and/or \$35.00 (including GST) per outlet per day		
Outlet type	Number of Food outlet/s:	total
High and Medium Risk Outlets (Outlets used for the preparation, handling, storage and sale of Potentially hazardous foods, or as determined by Council)		
Low Risk outlet (e.g. Lemonade carts, slushies, outlets not handling/preparing potentially hazardous foods, or as determined by Council)		
Total payable = [number of high risk outlets x \$99.00 x number of days operating at an event] + [number of low risk outlets x \$35.00 x Number of days operating at the event]		

OFFICE USE ONLY		CASHIER CODE No. 408
Amount Paid:	Receipt No:	Date:

## **AUBURN CITY COUNCIL**

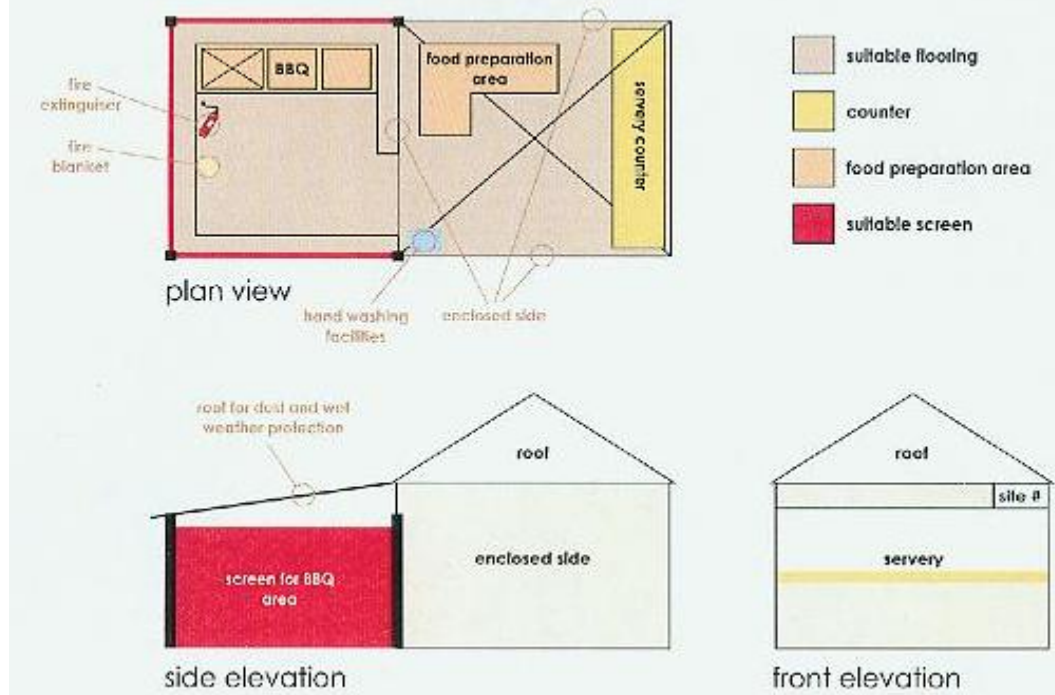
### **REQUIREMENTS TO OPERATE A TEMPORARY FOOD OUTLET**

- Note:
1. A temporary food outlet includes any structure, food outlet or mobile food outlet, erected in or located on a public place or public reserve which is used for the sale of food for the duration of any fete, fair, festival, carnival, community market or similar event.
  2. A food outlet includes any structure used for the purpose of selling any article of food that is built or designed to enable it to be dismantled and removed from the site when required.
  3. A mobile food outlet includes any van, truck, trailer or movable module, used for the purpose of selling any article of food.
  4. Where the Environmental Health Officer (EHO) is satisfied that any requirement of these criteria is inappropriate, or is not reasonably practicable in any particular case, the EHO may vary the requirement provided that there is no significant reduction in construction or hygienic requirements and the general intent of this Policy.

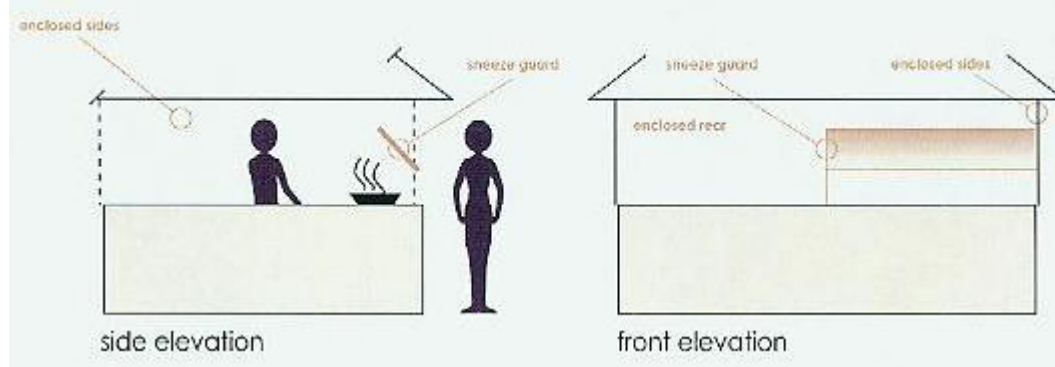
#### **1. METHOD OF CONSTRUCTION**

- 1.1 A temporary food outlet must be constructed to minimise contamination of food.
- 1.2 All temporary food outlets must have a roof covered with canvas or heavy-duty opaque plastic sheeting or similar. Where food is being prepared inside the outlet three sides must be enclosed to full height with similar material as for the roof. Shade cloth may be used as an alternative for the sides. Food must not be prepared or displayed outside the outlet.
- 1.3 Overhead cover must be provided to all cooking areas or food storage areas outside of the outlet. This may be achieved by providing sunshade structures or open sided outlets.
- 1.4 A durable dust and moisture cover must be laid over the entire floor area of the outlet. A suitable material would be an impervious membrane such as rubber matting.
- 1.5 All outlet counter surfaces shall be smooth, durable and impervious. Surfaces can be covered with plastic or plastic tablecloths if desired. Surfaces that cannot be easily cleaned will not be accepted.
- 1.6 All power and gas service leads must be secured.

**typical temporary event food stall**



**typical temporary event food stall**



**2. PROTECTION OF FOOD**

- 1.1 All food on display must be wrapped or packaged or completely enclosed in a suitable display cabinet.
- 1.2 No food shall be displayed without being protected by a physical barrier from the public or other sources of contamination – display counters with Perspex or clear plastic sneeze guards must be provided. Food protection may be dispensed with if food is completely enclosed.
- 1.3 All food must be stored inside the outlet and must be raised approximately 750mm above the ground. All food must be kept wrapped, packaged or in enclosed containers in covered or sealed containers. Food should be protected from damage and direct sunlight.

- 1.4 Any food which is given away as “samples” must be distributed in a supervised manner that is given out off a tray or plate by a staff member. It must not be left out for self service on any counter, bench or top or food display unit (please note that food which given way for the furtherance of trade is deemed to have been sold pursuant to Food Act 2003 Definitions).
- 1.5 All food deliveries to the outlet must kept wrapped, packaged or in enclosed containers to protect from contamination.

### 3. COOKING FACILITIES

- 3.1 Heating and cooking equipment must be located within the food outlet. However the equipment must be located so that the public are protected from hot appliances.
- 3.2 The food outlet must be of adequate size and height to provide a safe and comfortable work area. Appliances that produce heat and flame must be located away from the walls and lower roof area of the outlet.
- 3.3 Open flame barbecue cooking plates, char grilles and cookers that use hot coals can be located externally and adjacent to the food outlet and must be barricaded to prevent public access. Every attempt must be made to protect such cooking area from dust contamination and droplet infection, i.e. coughing or sneezing by the public.
- 3.4 Wherever cooking is carried out, adequate provision must be made to protect the outlet walls from heat, flame and splashing.
- 3.5 A fire extinguisher of adequate size must be provided in a convenient and accessible.

### 4. WASHING FACILITIES

- 4.1 Separate washing facilities, one for washing hands and another for cleaning utensils and articles must be provided within the temporary food outlet.
- 4.2 Disposable paper towels, liquid soap **and** dishwashing detergent must be provided in each temporary food outlet.
- 4.3 No common or community hand washing water will be permitted. A supply of hot water will assist in properly cleaning hands.

### 5. REFUSE DISPOSAL

- 5.1 The outlet is to be provided with a garbage bin for the storage of the outlet’s wastes. Separate storage of paper, cardboard or other recyclable material is encouraged.
- 5.2 Suitable garbage bins must be provided near the food outlet for the public to dispose of used takeaway food containers, drink containers and other refuse.
- 5.3 Provision must be made for the storage of waste water and cooking oils generated within the outlet. Waste water and oils must not be disposed of into the stormwater system. Fines can be imposed by Council’s Officers for incorrect disposal of liquid waste.

## 6. FOOD TEMPERATURE CONTROL

- 6.1 All hot food must be kept above 60°C. All cold food must be kept below 5°C.
- 6.2 All takeaway food prepared at the food outlet must be sold immediately unless there is a suitable food warmer or display cabinet in which to keep the food either above 60°C or below 5°C.
- 6.3 All raw and perishable foods such as steaks, hamburger patties, seafood and other meat products must be kept in a refrigerated unit such as a portable coolroom. Small amounts of these foods can be stored in a portable cooler together with an adequate supply of ice or other cooling medium.
- 6.4 Pre-prepared food products or pre-cooked foods which contain fresh cream, custard, cheese or any similar food that promotes bacterial growth must be stored and/or displayed in a refrigerated unit at a temperature below 5°C.
- 6.5 Hazardous foods such as pre-cooked chicken, pre-cooked chicken pieces or pre-cooked rice must not be sold from a one day food outlet.
- 6.6 A probe thermometer that is readily accessible is required where perishable food is being sold.
- 6.7 All perishable foods must be transported under temperature control, i.e. above 60°C or below 5°C and must be kept wrapped, packaged or in enclosed containers to protect from contamination.

## 7. GENERAL REQUIREMENTS

- 6.1 All condiments such as sauce, mustard etc., must be contained in squeeze type dispensers with resealable caps or in individual sealed packs.
- 6.2 Only disposable utensils including knives, forks, spoons, chopsticks and disposable bowls and plates are to be provided to the public.
- 6.3 All disposable eating utensils must be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- 6.4 Drinking straws, paper cups, spoons etc., must be enclosed in suitable dispensers.
- 6.5 Beverages must be dispensed from an enclosed receptacle equipped with a tap or spout.

## 7. OPEN TEMPORARY FOOD OUTLETS

- 7.1 Only canned or bottled soft drinks and pre-packaged non-perishable foods, such as potato chips and confectionary, may be sold from open temporary food outlets.