



|  |   |  |                 |                          |
|--|---|--|-----------------|--------------------------|
| If you need help lodging your form, contact us |   | Office use only  |                 |                          |
| Email  | council@northernbeaches.nsw.gov.au                            | Form ID  | 2046            |                          |
| Phone  | 1300 434 434  | TRIM Ref   |                 |                          |
| Customer Service Centres                       | <b>Manly</b><br>Townhall, 1 Belgrave Street<br>Manly NSW 2095 | <b>Dee Why</b><br>Civic Centre, 725 Pittwater Road<br>Dee Why NSW 2099 | Last Updated    | Feb 2020                 |
|  | <b>Mona Vale</b><br>1 Park Street<br>Mona Vale NSW 2103       | <b>Avalon</b><br>59A Old Barrenjoey Road<br>Avalon Beach NSW 2107      | Business Unit   | Environmental Compliance |
|  |   |  | Application No. |                          |
|  |   |  | Receipt No.     |                          |

|                           |   |
|---------------------------|---|
| Privacy Protection Notice |   |
| Purpose of collection:    | For Council to provide services to the community  |
| Intended recipients:      | Northern Beaches Council staff  |
| Supply:                   | If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek |
| Access/Correction:        | Please contact Customer Service on 1300 434 434 to access or correct your personal information                                |

|  |
|--|
| About this form  |
| You may use this form to apply for Temporary Food Premises approval in Northern Beaches Council. This form is for individual stall holders to complete.<br><br>Note: Approval of a food stall is subject to compliance with Council's requirements for temporary food stalls, which can be found on <a href="http://northernbeaches.nsw.gov.au">northernbeaches.nsw.gov.au</a><br><br>How to complete this form<br>1. Ensure that all fields have been filled out correctly.<br>2. Complete the Temporary Food S68 Checklist and attach to this form.<br>3. Application must be submitted at least 28 days prior to the first event at which you intend to operate. Urgency fees apply to applications received within 10 days of the event.<br>4. Pay the associated fee. |

### Part 1: Type of Application

|   |   |
|---|---|
| Urgency Fee: \$110 Inclusive with                                     |   |
| Either One-off Event Approval Fee: \$95                               | Or Multi Year New Approval Fee/Renewal Approval Fee: \$205  |
| Provide current or past Council Food Licence number, if renewing. FP: | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

## Part 2: Applicant Details

|                |  |     |  |
|----------------|--|-----|--|
| Business Name  |  |     |  |
| Trading Name   |  |     |  |
| ABN/ACN        |  |     |  |
| Postal Address |  |     |  |
| Legal Address  |  |     |  |
| Phone          |  |     |  |
| Mobile         |  | Fax |  |
| Email          |  |     |  |
| Contact Person |  |     |  |

## Part 3: Van Details (if applicable)

|  |                         |  |  |
|--|-------------------------|--|--|
| Type of Vehicle                                  |                         |  |  |
| Vehicle registration number                      |                         |  |  |
| How will food and equipment be brought to site?  |                         |  |  |
| Car  | Van                     |  |  |
| Refrigerated Van                                 | Other (please describe) |  |  |
| What is the approximate travel time to the site? |                         |  |  |
| How will food temperature be maintained?         |                         |  |  |

## Part 4: Food Stall Details

|   |                           |                          |
|---|---------------------------|--------------------------|
| Do you hold a current approval for a food stall with another Sydney Metropolitan Council?   | <input type="radio"/> Yes | <input type="radio"/> No |
| Are potentially hazardous foods sold/prepared?<br>(Further information about what constitutes potentially hazardous food can be obtained from Council's Environment Health Team). | <input type="radio"/> Yes | <input type="radio"/> No |
| Description of what foods/drinks will be sold   |                           |                          |
| Name of main event/s you will trade at, if known  |                           |                          |

## Part 5: Details of off-site storage/Food Preparation Premises

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 and storage area must meet food hygiene requirements set out in the Food Standards Code.**

Evidence of the business registration with a council or NSW Food Authority must be submitted with this application. If you are preparing potentially hazardous food then you must also have had a recent inspection by a Council or appropriately qualified person (EHO) or organisation. Attach a copy of your certification documentation to this application.

|                      |  |               |  |
|----------------------|--|---------------|--|
| Location of Premises |  |               |  |
| Unit Number          |  | Street Number |  |
| Street               |  |               |  |
| Suburb               |  | Postcode      |  |

## Part 6: Food Safety Supervisor (if required)

|                                   |  |             |  |
|-----------------------------------|--|-------------|--|
| Food Safety Supervisor Name       |  |             |  |
| Certificate Identification Number |  | Expiry Date |  |

## Part 7: Application Declaration

I have read, understood and will fully comply with the health conditions.

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.

|                     |  |
|---------------------|--|
| Applicant Name      |  |
| Applicant Signature |  |
| Date                |  |



This form outlines the requirements which must be met when operating a food stall within the Northern Beaches Council Local Government area. This information should be read in conjunction with the following forms:

- |  |                                |
|--|--------------------------------|
| • Temporary Food Stalls Event Register | • Temporary Food Stall Details |
|--|--------------------------------|

**Please Note: Off-site preparation and storage of food must be within an approved kitchen as registered with Council or NSW Food Authority.**

## STALL REQUIREMENTS

- A temporary food stall must have a roof and three sides designed to maintain adequate ventilation and protection of food. The stall shall be of plastic or vinyl type sheeting and care must be taken to ensure the stall is stable and secure.
- An overhead cover must be provided to all cooking areas or food storage areas outside of the stall. This may be achieved by providing a sun shade structure or open sided stalls.
- A durable dust and moisture cover must be laid over the entire floor area of the stall. A suitable material would be an impervious membrane such as rubber matting.
- All stall counter surfaces shall be smooth, durable and impervious. Surfaces can be covered with plastic or plastic table cloths to meet this requirement. Surfaces that cannot be easily cleaned, such as wood, will not be accepted.
- All power and gas service leads must be secured.

## COOKING EQUIPMENT

- Heating and cooking equipment must be located within the food stall. The equipment must be located so that the public are protected from hot appliances.
- The food stall 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 stall.
- Open flame barbecue cooking plates, char grilles and cookers that use hot coals can be located externally and adjacent to the food stall and must be barricaded to prevent public access. An overhead cover must also be provided.
- A fire extinguisher of adequate size must be provided in a convenient and accessible location.
- Ensure that all BBQ residues are collected in drip trays and portable BBQs are elevated to prevent damage to any grassed areas.

## FOOD DISPLAY AND PROTECTION

- All food on display must be either:
  1. whole fruit, vegetables;
  2. wrapped or packaged; or
  3. completely enclosed in a suitable display cabinet; or
  4. be protected by a physical barrier such as perspex glass sneeze guard or clear plastic siding to the stall or
  5. located so as not to be openly accessible to the public.
- All food must be stored inside the stall and must be raised approximately 750mm above the ground. All food must be kept wrapped, packaged or in enclosed containers. Food should be protected from damage and direct sunlight.
- 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 away for the furtherance of trade is deemed to have been sold pursuant to the Food Act 2003 Definitions).
- All food deliveries to the stall must be kept wrapped, packaged or in enclosed containers to protect from contamination.
- Single use eating and drinking utensils, straws, etc, shall be pre-wrapped or adequately protected from contamination.
- All condiments such as sauce, mustard, etc, must be kept in squeeze type dispensers or in individual sealed packets.
- Smoking is not permitted inside or at the rear of the food stall.
- All food handlers must be appropriately dressed with at least head covering, clean apron and enclosed shoes.
- All food for retail sale must comply with the labelling requirements of the General Food Standard Chapter 1, part 1.2 - labelling and other information requirements.

## RUBBISH DISPOSAL

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

| WASHING FACILITIES   |
|--|
| <ul style="list-style-type: none"> <li>Separate hand-washing facilities must be provided within the food stall. Warm potable water is to be dispensed by tap with a single spout into a hand bowl for washing. The waste water is to be disposed of into a waste water container.</li> <li>Alternatively, a maximum of 2 stalls may share a hand wash (station) basin as long as it is located within 5 metres of each stall and it is not obstructed.</li> <li>An adequate supply of warm running potable water (approximately 40°C), liquid soap and disposable paper towels must be provided at each hand wash (station) basin.</li> </ul>  |
| FOOD TEMPERATURE CONTROL   |
| <ul style="list-style-type: none"> <li>All hot food must be kept above 60°C. All cold food must be kept below 5°C/ or documented evidence of 4/2 hour rule.</li> <li>Chilled food intended to be served hot must be rapidly reheated.</li> <li>All frozen food must be kept below (minus) -18°C.</li> <li>All takeaway food prepared at the food stall must be sold immediately unless there is a suitable food warmer or display cabinet in which to keep the food either hot or cold.</li> <li>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 for a period of less than 4 hours.</li> <li>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 displayed in a refrigerated unit at a temperature below 5°C.</li> <li>Provide a thermometer that is able to measure the core temperature of food.</li> <li>For events that will last 4 hours or longer, a Coolroom (walk in refrigerator) MUST be provided to ensure all potentially hazardous food can remain under temperature control. A maximum of two stalls to share a coolroom within 5 metres of entry point of stall.</li> <li>No drinks to be placed in food coolroom.</li> </ul> |
| HAZARDOUS PROCESS  |
| <p>Hazardous processes including, but not limited to, sushi, cryovacking, sous vide, the use of raw or lightly cooked egg products, smoking or curing are not permitted without the specific prior approval of the Environmental Health Team Leader or Manager. Documented processes outlining controls for the hazardous processes must be submitted.</p> <p>Please note: Any food stall selling food that is ready-to-eat, potentially hazardous and not sold and served in its package must have a Food Safety Supervisor.</p>  |
| MORE INFORMATION   |
| <ul style="list-style-type: none"> <li>The NSW Food Act 2003</li> <li>The Food Standards Code</li> <li>The Food Authority 'Guidelines for Food Businesses at Temporary Events'</li> </ul>  |

Please complete this self-assessment checklist (Mandatory) (please tick where appropriate)

| STALL REQUIREMENTS  |  |
|---|--|
| At least three sides to the stall   | Overhead cover to all cooking, preparation or food storage areas       |
| Durable dust and moisture cover to the floor  | Stall counter surfaces will be smooth, impervious and easily cleanable |
| All cooking and preparation within temporary premises   |  |
| LIST ALL FOOD THAT YOU WANT TO VEND (PLEASE NOTE: THE APPROVAL MAY BE LIMITED TO THOSE ITEMS SPECIFIED) |  |
|   |  |
| COOKING EQUIPMENT   |  |
| The cooking/reheating equipment will be located within the stall  | A fire extinguisher will be available in the stall (if required)?      |
| What cooking/reheating equipment will be available?   |  |
| BBQ   | Grill  |
| Microwave   | Oven   |
| Other (please specify below)  | Hot Plate  |
|   |  |

| FOOD DISPLAY AND PROTECTION  |   |
|--|---|
| How will food on display be protected?   |   |
| Whole fruit and/or vegetables  | Protected by physical barrier (e.g. sneeze guard)       |
| Wrapped or packaged  | Located so as not to be openly accessible to the public |
| Other (please specify below)   | Enclosed in a display cabinet                           |
|  |   |
| How will potentially hazardous food be kept under temperature control?   |   |
| Bain Marie   | Refrigerator  |
| Pie warmer   | Esky  |
| Other (please specify below)   | Cool room   |
|  |   |
| A thermometer capable of measuring the core temperature of food will be available for use at the stall (if required) |   |
| WASHING FACILITIES   |   |
| Hand washing facilities capable of dispensing warm running potable water will be provided to the stall               |   |
| Liquid soap and paper towel will be provided to the hand wash basin  |   |
| Separate washing facilities will be provided for the cleaning of equipment   |   |
| Provide a food grade chemical/commercial sanitiser   |   |
| WASTE DISPOSAL   |   |
| Please outline your waste disposal practices for rubbish, recycling and liquid waste                                 |   |
|  |   |
| HAZARDOUS PROCESS  |   |
| Do you propose to sell or prepare any of the following hazardous processes at the stall? (Please circle)             |   |
| Sushi sell/prepare   | Cryovacking sell/prepare                                |
| Sous vide sell/prepare   | Raw or lightly cooked egg products sell/prepare         |
| Hot or cold smoking of potentially hazardous food sell/prepare   | Curing sell/prepare                                     |
| Other (please specify)   |   |
| If you answered yes to the above, please outline what controls you have in place                                     |   |
|  |   |
| Print name   |   |
| Signature  |   |
| Date   |   |

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| Credit Card Details |                                  |                            |  |
|---------------------|----------------------------------|----------------------------|--|
| Please charge my    | <input type="radio"/> Mastercard | <input type="radio"/> Visa | <input type="radio"/> American Express |
| Amount              | \$                               |                            |  |

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| Card Number             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Signature            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Daytime Phone Number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Please note: All credit card payments are subject to a 0.7% service fee**

| Office Use Only |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Application No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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