



Northern Grampians
Shire Council

Temporary Food Premises or Food Stall Application

Name of Organisation:			
Name & Location of the Event:			
Date/s of the Event:			
Time/Duration of the Event:			
Details of Food/Drink to be provided:	Pre-packaged Food Only _____	Details:	
	Food requiring refrigeration _____		
	Wine Tasting Only _____		
Name of Person in Charge of Stall:			
Mailing Address:			
Contact Number:		Email:	
Is the Organisation a Charity or Community Group?		Yes	No
Do you have a current Food Act Registration?		Yes (provide copy of Certificate)	No
Have you attached the summary details of your Food Safety Program?		Yes	No

Provide details of the facilities to be provided (refer to Temporary Premises Set Up For One Off Events – copy attached)

Dish Washing Facilities

Hand Washing Facilities

- Access to Hot & Cold Water

- Method of disposal of wastewater

- Sanitising method for benches or tables

- Vinyl cloths available

- Food Handling implements eg tongs, latex gloves

- Method of Temperature Control eg esky, cool room, bain marie

- Rubbish receptacles

- Protection from insects, pests etc

- Other

I, _____ have read all the enclosed information regarding the sale of food at a Temporary Food Premises and I agree to abide with all the requirements. I understand that on the day of the event an Environmental Health Officer may be present and reserves the right to stop the sale of food if I am not adhering to these requirements.

Signed: _____

Print Name: _____

Dated: _____

Office Use Only

Fee:	Receipt Number:	Date Paid:
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SECTION A 2

TEMPORARY PREMISES SET UP FOR ONE OFF EVENTS

If your event is to be held away from a permanent kitchen, at a premise set up purely for the event itself – you may be operating a sausage sizzle or a food stall, for example – special care must be taken to keep food safe. This involves protecting the food from sunlight, dust, insects and handling by customers.

When setting up a Temporary Premises for an event, the Event Coordinator needs to ensure the following:

- A Temporary Food Premises Permit is organised through the Local Council of where the event is to be held.
 - Benches or tables have surfaces that are smooth and easy to keep clean. Plastic tablecloths are ideal.
 - Hand washing facilities are near the temporary premises, with water, a basin, soap and paper towels. (Make your own hand washing facilities if there's nothing near the stall. A water supply can be set up using drums with taps from a camping store).
 - A place to wash up cooking equipment, dishes and utensils is available. You may have to make your own if there's nothing near the temporary premises.
 - Methods of disposing water from cooking, cleaning and hand washing are available. Don't just tip waste water onto the ground or down the drain.
 - A fridge is available to keep cold food cold and a freezer to keep frozen food frozen (if necessary). If you plan to hire a portable cool room, get one with a calibrated thermometer so you can check temperatures.
 - Where using a fridge is not possible, containers full of ice can be used to ensure food remains under 5°C.
 - Enough rubbish containers are available to collect and store all waste away from food.
- Note: After the event, all waste is to be removed from the venue.

Cleaning at Temporary Food Stalls

If there's no sink near the temporary premises, you'll have to provide your own temporary facilities.

Utensil washing facilities must include:

- A drum with taps filled with clean water, plus a water heater (such as an urn).
- A bucket or trough to collect dirty water.
- Detergent, sanitiser and disposable paper towels.

Also ensure the following:

- Wash utensils/dishes as soon as possible in hot soapy water and rinse thoroughly before and between uses.
- Put waste water from washing up into the sewers via a toilet. Do not tip down the drain.
- When you finish for the day, clean and sanitise all utensils and equipment before storing them.