

Temporary Food Premises Registration Form



Food Act 2003 & Local Government Act 1993

About this form

Use this form to register a temporary food premises (i.e. temporary food stall, vendor, kiosk, mobile vendor, food/coffee cart etc.) with Bayside Council.

This form is to be completed and submitted to Council prior to operation of the temporary food premises, vendor or stall. This form only relates to the proposed temporary food stall, vendor or premises.

What you'll need

The following details must be provided with the registration:

- Site/Location plan
- Food Safety Supervisor (FSS) Certificate (unless exempt)
- Menu/List of food or drinks served
- Waste disposal details
- Copy of food premises registration from relevant Council for any off-site food preparation, and/or storage areas
- Floor plan of marquee/stall/vendor/vehicle or premises (Refer to checklist and submission requirements on pages 4 to 6)

Details of business owner/operator of temporary food stall/vendor

Title: Mr Mrs Ms Other:

Name:

Company Name:..... ABN:

Postal Address:

Suburb: Post Code:.....

Email:.....

Phone No(s):..... Mobile:.....

Signature: Date:.....

Premises / Stall details

Business / Trading Name:

Business Phone No: Unit / Shop & Street No:

Street:

Suburb: Post Code:.....

Postal address

PO Box 21, Rockdale NSW 2216
ABN 80 690 785 443

Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E council@bayside.nsw.gov.au

W www.bayside.nsw.gov.au

T 1300 581 299 | 02 9562 1666

Telephone Interpreter Services: 131 450

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Location and event details

- Single day/event
- Multiple days/events
- Located on Council Land
- Located on private land

(If the registration relates to an activity or event on Council/public land, approval must be obtained for the activity / event on the land prior to determination of the registration)

Name of Event: Date and times of Event:

Address of Event:

Name of Event organiser:..... Phone No:

Type of food premises

Stall:

- Marquee or tent
- Food/drinks cart

Outlet:

- Food truck/van – Vehicle registration number:

Type of food or drinks

- Coffee / Tea
- Alcohol / Licensed bar
- Pre-packaged food / drinks
- Ice cream / Snow cones
- Confectionery / Nuts
- Fresh fruit juices
- Food sampling only
- Baked goods / Cakes
- Barbeque / Sausage sizzle
- Food caterer
- Take away food
- Pop up restaurant/café
- Other type of food or drinks (please specify):

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Equipment Details

Type of equipment	List
Cold storage equipment (eg: providing own mobile coolroom / esky with ice bricks / organizer providing coolroom). Hot storage and cooking equipment (eg: 3 burner gas cooker, 4 compartment Bain-Marie). Floor covering (eg: rubber matting).	
Counter food protection / sneeze guards.	
Hand washing facilities (eg: warm running water, soap and paper towel must be provided).	
Overhead protection over all cooking / preparation areas.	

Further information

For further information contact Council's Environmental Health Team on 1300 581 299 Monday to Friday between 8.30am and 5pm; or visit one of Council's Customer Service Centre at Eastgardens and Rockdale; or visit Council's website at www.bayside.nsw.gov.au

Further information on food safety requirements and standards can also be obtained from the following websites: www.foodstandards.gov.au and www.foodauthority.nsw.gov.au

How to lodge this application

- Over the counter at one of Council's Customer Service Centre with payment made via cash, cheque, credit card or EFTPOS.
- By post together with payment (Cheque / Money order – do not send cash in the mail) to: PO Box 21, Rockdale NSW 2216.
- Make cheques payable to Bayside Council.

Fees

Registration fees are in accordance with Council's Fees and Charges Policy as follows.

- Application fee – outlet: \$263.50 (per event)
- Application fee – stall: \$131 (per event)

If lodging multiple Applications for separate events, a separate payment must be made for each application form.

V1 - Updated 5 April 2023

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Notes

Food Safety Requirements: The design, construction and operation of all permanent and temporary food premises, vendors and stalls must comply with the relevant requirements of the Food Act 2003, Food Regulation 2015, the Australia New Zealand Food Authority (ANZFA) Food Standards Code and NSW Food Authority Guidelines for food businesses at temporary events. These provisions include requirements relating to:

- The safe handling of food – skills, knowledge and controls
- Health and hygiene requirements
- Requirements for food handlers and businesses
- Cleaning, sanitising and maintenance
- Design and construction of food premises, fixtures, fitting and equipment

Inspections

Council's Environmental Health Officers may also carry out inspections of temporary food stalls, vendors or premises, to check compliance with relevant food safety requirements and standards. This will be based on the risk matrix of the event, including number and type of temporary food premises.

All operators are advised that any breaches of the Food Act 2003, the Food Regulation 2015, or Food Safety Standards may be liable to a Penalty Infringement Notice (PIN) provided under the relevant legislation. Council's Environmental Health Officers may issue Notices and Orders under the relevant legislation to ensure compliance with the Food Act 2003, the Food Regulation 2015 and Food Safety Standards.

For Official Use Only – Account Number: RC 15050

OFFICE USE ONLY # APPLICABLE REGISTRATION FEE MUST BE ACCOMPANIED WITH THIS FORM #

Registration received by: Date:

Referred to: Date:

Receipt No: Date:

Fee: \$

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Information sheet for temporary food stalls, vendors and vehicles – Minimum requirements

Design and construction requirements

Food stall/s which are not located within a marquee or tent will be provided with a suitable clean roof cover and the stall/s will be enclosed on 3 sides (i.e. with plastic or vinyl sheeting) or, be provided with other suitable barriers, to prevent public access and potential contamination (unless only pre-packaged food or drinks are to be provided).

Cooking equipment, food preparation and storage areas are required to be located within the stall area and be suitably protected from contamination.

Open flame barbeque cooking plates, char grilles and cooker that use hot coals can be located externally and adjacent to the food stall and must be barricaded to prevent public access. A roof cover, fire extinguisher and fire blanket must also be provided.

Food transportation and storage

Food items will be stored at least 150mm off the floor within the food stall.

Food items will be transported and stored in enclosed smooth and impervious containers (i.e. plastic food grade containers).

Perishable food (i.e. meat products, dairy products, milk, seafood, poultry etc.) will be transported and stored in refrigerated containers, coolers or appliances.

Cleaning

All surfaces, equipment, appliances, containers, crockery, utensils, food preparation, storage and cooking areas will be kept in a clean condition at all times. All food contact surfaces has to be kept in a clean and sanitary condition.

Cooking and preparation areas are to be kept free from potential contamination i.e. wind-blown dust, dirt and by the public or customers touching, coughing and sneezing on or near the food or equipment.

The area will be kept in a clean condition, free from dirt, grease, dust, insects, vermin and cockroaches etc. at all times.

A sealed container of potable water (minimum capacity of 20/25 litres) with a tap and suitable bowl (waste container) for waste water should be provided for washing and rinsing utensils/equipment on-site. Equipment used with potentially hazardous foods must be cleaned frequently.

Prevention from contamination

Raw food items to be cooked (i.e. meat, poultry and seafood) will be kept in sealed food grade containers until being prepared and cooked.

Food items which are ready for consumption (i.e. cold meats, dairy products etc.) will be kept in sealed food grade containers until being prepared and served to customers.

Raw food items to be cooked (i.e. meat, poultry and seafood) will be kept clear and separate from food items which are ready for consumption (i.e. cooked food, cold meats, dairy products, sandwiches, bread, fruit and vegetables etc.), to prevent potential 'cross-contamination' of food.

All food items will be prepared on the day, within the temporary food stall or venue, for consumption on the same day.

Food temperature control

Food that is to be served cold (i.e. dairy products, milk, eggs, cold meats, cold seafood, cold poultry and cooked food ready for consumption will be maintained at or below 5o C (i.e. in refrigerated containers, coolers or appliances).

Food that is to be served hot (i.e. cooked meat/seafood/poultry etc., pies, sausage rolls and other heated food ready for consumption) will be maintained at or above 60o C (i.e. in heated food display appliances)

Digital probe thermometer which must be accurate +/- 1 degree & alcohol wipes within stall

Note: After cooking food, it must be maintained at or above 60o C (if it is to be kept hot or warm) or, after cooling the cooked food (and within 2 hours) the food must be maintained at or below 5o C.

Food display

All foods on display must be either whole fruits, vegetables, wrapped or packaged, or completely enclosed in a suitable display cabinet, or protected by a physical barrier such as (bain-marie, sneeze guard, perspex, glass etc. to the stall) or located so as not to be openly accessible to the public.

Drinking straws, paper cups, disposable cutlery etc. will be provided in suitable dispensers. Condiments such as sauce, mustard etc. will be provided in squeeze-type dispensers or individual sealed packs.

Council may exempt pre-packaged and low-risk foods from certain construction requirements due to a reduced risk in food safety. Open food stalls consisting of tables only or tables and trestles, shall be used only for the sale of pre-packaged and low-risk foods for example: pre-bottled or sealed jams, honey, pickles and drinks; pre-wrapped and sealed cakes, toffees and biscuits; whole fruit, vegetables and nuts intended to be washed or peeled before eating. Contact Council to enquire about exemptions.

Hand washing facilities

A sealed container of potable water (minimum capacity of 20 Litres) with a tap and suitable bowl of containers should be provided for hand washing. Clean towels and detergent must also be provided. For pre-packaged and low-risk foods, there may be exemptions from certain facility requirements due to the reduced food safety risk. Contact the Council for details.

Waste disposal

All waste materials will be kept in suitable waste receptacles provided in or near the stall. Arrangements have been made for the collection and disposal of waste materials (i.e. a trade waste contractor or Council's trade waste service). Waste receptacles and bins will be kept covered with lids and be emptied regularly so as not to overflow.

SIGNATURE: I confirm I have read, understood and will fully comply with the abovementioned requirements and the NSW Food Authority Guidelines for food businesses at temporary events and must be satisfied at all times:

Signature: Date:

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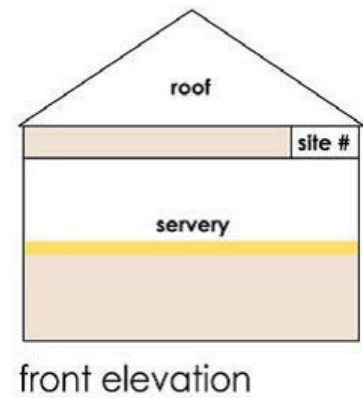
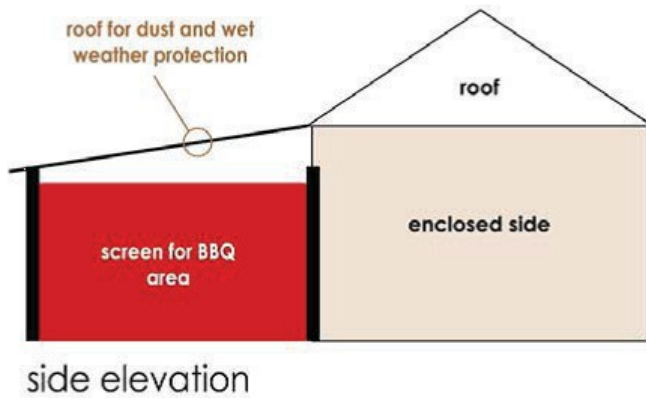
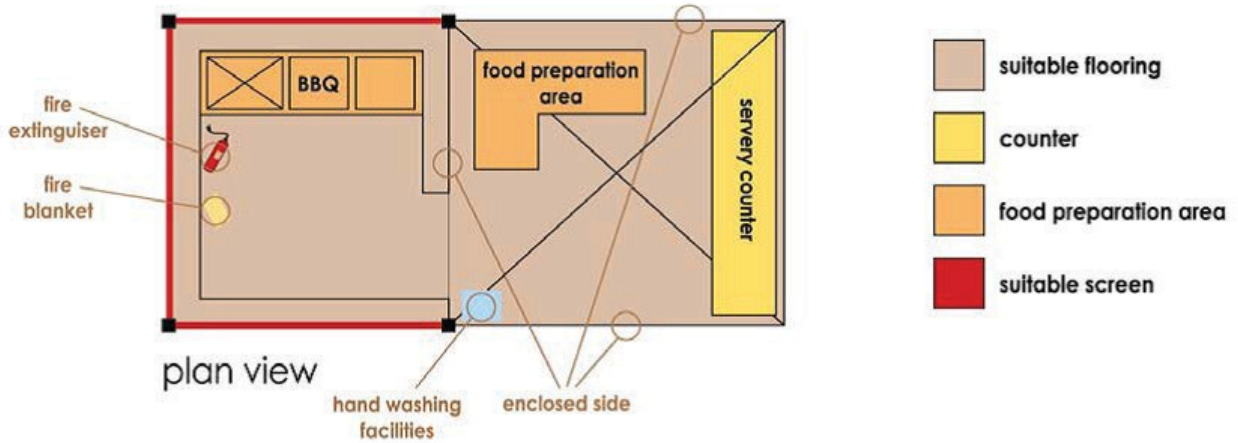
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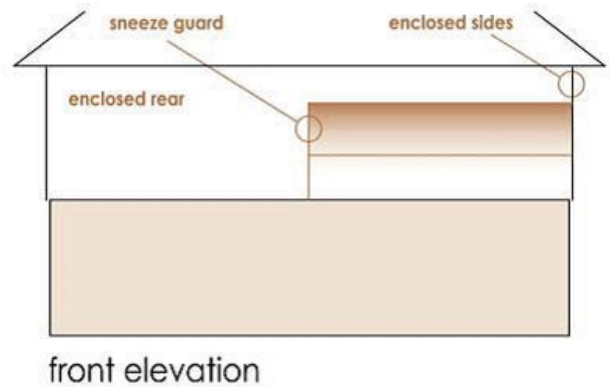
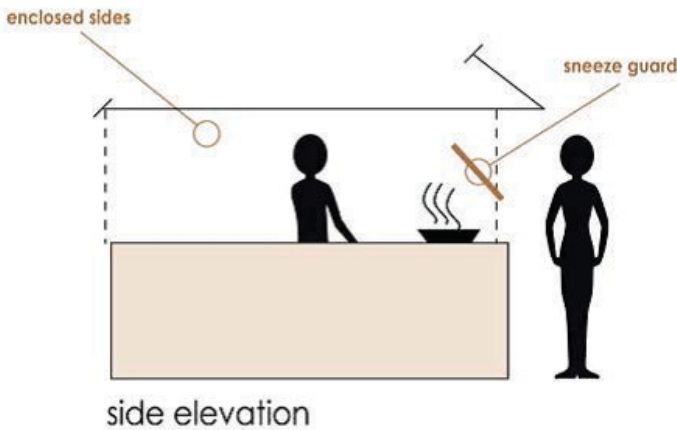
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Example floor plan of a temporary food stall



Cooking or food storage areas



Guide for the design and operation of a temporary food premises (stall)



1. Provide walls and a ceiling where they are needed to protect food - made of easy to clean, impervious material.
2. Keep potentially hazardous food under temperature control (see over).
3. Protect displayed food (see over).
4. Flooring must be unlikely to pose any risk of food contamination.
5. Prevent food being contaminated by people, animals, pests, chemicals and foreign matter during food storage, preparation and display.
6. Protect food preparation areas (e.g. walls, away from customers).
7. Ensure food handlers have skills and knowledge (see over).
8. Provide hand washing and utensil and food washing facilities (see over).
9. Waste storage must have ability to be enclosed (lids) if necessary to keep pests and animals away.
10. Protect stored food (e.g. off the ground and well covered).

This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) - seek advice from your local enforcement agency.

(Image provided courtesy of City of Gold Coast)

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Hand washing facilities and utensil and food washing facilities

1. Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency).
2. Liquid soap and paper towels.
3. Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways).
4. Provide separate washing and rinsing containers for food and for utensils as needed.
5. Hot water and/or food grade chemical sanitiser for sanitising if needed.



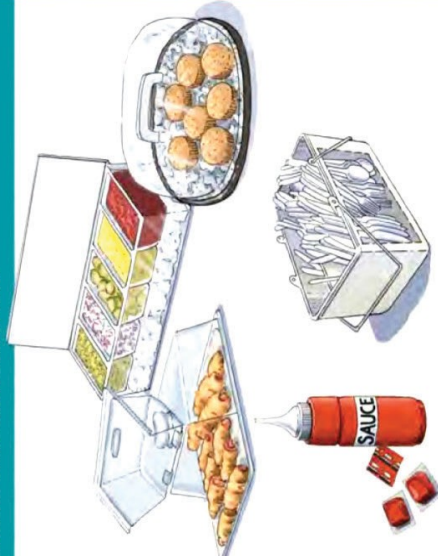
Food handlers

- Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.
- Clean person, attire and habits.
- No smoking in stall.
- Money and food handled separately.
- Must have skills and knowledge in food safety and food hygiene matters.
- Exposed wounds covered with waterproof covering.
- Avoid unnecessary contact with food by using



Food display, single use items and condiments

- Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers).
- Provide separate serving utensils for each self-serve food.
- Protect single serve utensils from contamination (e.g. store handle up) and do not reuse.
- Clean the outside and top of dispenser bottles and do not top-up bottles.



Temperature control of potentially hazardous food

- Check food temperature with **thermometer** (accurate to +/- 1°C)
- Cold food - ensure 6°C or below
- Hot food - ensure 60°C or above

Note: Please seek advice from your local enforcement agency if planning to use an alternative method of temperature control for the storage and display of potentially hazardous food.



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