

Application for a Temporary Food Business / Stall Licence

(Food Act 2006)

Privacy Collection Notice

You are providing information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure required by law.

About this form

You may use this form to apply for a Temporary Food Business Licence or Temporary Food Stall.

1. What are you applying for? (Please tick one).

One off event Annual Licence (valid from time of licence issued until 31 October each year)

2. Applicant Information: *It is the responsibility of the applicant/licensee to ensure all contact details and postal addresses are up-to-date and current. All official correspondence will be sent to the last known postal address.*

1 st Applicant Surname:	Given Name:
2 nd Applicant Surname:	Given Name:
Business Trading Name (if applicable)	
Postal Address:	
Residential Address:	
Day Contact Phone:	Mobile:
Email Address:	

3. Applicant Declaration

Have you ever had a licence refused, suspended or cancelled, or been found guilty of an offence under the Food Act 2006, Food Act 1981 or corresponding law in other States or Territories? Yes No

I understand that the information provided in and accordance with this application may be disclosed publicly under the *Evidence Act 1977*.

I am aware that it is an offence to knowingly provide false or misleading information. If the application is made by a corporation or incorporated association, the person signing this form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

Signature:	Print Name:
Position:	Date: Click here to enter a date.

4. Trading

Trading Name:

Date to start trading:

Hours of operation:

What event/s do you intend to trade at? *(include frequency and/or dates, if possible)*

5. Nomination of food safety supervisor

One off events MUST have a food safety supervisor nominated when submitting this form

All licensed food businesses must have a Food Safety Supervisor. An applicant applying for a yearly licence is required to nominate details of your food safety supervisor(s) either when initially applying for a licence or alternatively no later than thirty (30) days after receiving your licence.

- I wish to nominate a Food Safety Supervisor within thirty (30) days OR
 I wish to nominate a Food Safety Supervisor now (details below)

Person 1 details

Name

Address:

Day Contact Phone:

Mobile:

Email Address:

Brief description of skills and knowledge (suitability / experience) of applicant to prepare, sell safe and suitable food

- Certificate of attainment course and institution – copy is attached

Person 2 details

Name

Address:

Day Contact Phone:

Mobile:

Email Address:

Brief description of skills and knowledge (suitability / experience) of applicant to prepare, sell safe and suitable food

Certificate of attainment course and institution – copy is attached

6. Food stall design and details – this section must be completed

You will need to describe the fit out material, design, number and/or location in the boxes provided. All information included on this application form is to be clearly indicated on the submitted plans.

FOOD TO BE SOLD FROM THE STALL

****ALL FOOD MUST BE PREPARED AT THE STALL OR LICENCED KITCHEN****

List the types of food that will be sold at your stall

FOOD SOURCE

All ingredients must be sourced from a suitable food provider. Where will your ingredients / food be sourced?

STALL STRUCTURE

<p>Ceiling Describe the roof/ceiling of your stall:</p> <ul style="list-style-type: none"> • What material is it made from • How it is secured • Is all open food under cover 	
<p>Walls Describe the walls of your stall:</p> <ul style="list-style-type: none"> • How many sides does it have <input type="checkbox"/> What material is it made from • How are the walls secured 	
<p>Flooring Describe the flooring in your stall: <input type="checkbox"/> What area does it cover</p> <ul style="list-style-type: none"> • What material is it made from • How is it secured 	

EQUIPMENT

<p>Specify all cooking equipment / kitchen appliances that you will be using to prepare and store your food</p>	
<p>Temperature measuring device <i>(tick all that apply)</i></p>	<p><input type="checkbox"/> readily available at all times <input type="checkbox"/> Accurately measures temperature to +/- 1' C <input type="checkbox"/> Digital display</p>

FOOD STORAGE & DISPLAY *(tick all that apply)*

<p>Food storage during transportation Describe how your food will be stored during transportation</p>	<p><input type="checkbox"/> Refrigerated vehicle <input type="checkbox"/> cooler-box/esky <input type="checkbox"/> enclosed containers <input type="checkbox"/> other (please list) _____</p>
<p>Dry goods must be protected from contamination Describe your dry food storage facilities in the stall</p>	<p><input type="checkbox"/> Cupboard <input type="checkbox"/> sealed plastic containers <input type="checkbox"/> other (please list) _____</p>
<p>Hot food must be kept above 60'C How will food be kept hot?</p>	<p><input type="checkbox"/> food to be served immediately following cooking <input type="checkbox"/> heated cabinet <input type="checkbox"/> bain marie <input type="checkbox"/> N/A – only serving cold food / non-perishable food</p>
<p>Cold food must be kept below 5'C How will food be kept cold?</p>	<p><input type="checkbox"/> cooler-box/esky <input type="checkbox"/> refrigerator / coolroom <input type="checkbox"/> N/A – only serving hot food / non-perishable food</p>

EQUIPMENT CLEANING (tick all that apply)

All re-useable food contact items must effectively cleaned.

How will equipment be washed?

Hot water, detergent & sanitiser (to be used after washing)

AND

bowl / bucket **OR**

Sink **OR**

N/A – washing up not done at stall/event provides sinks

HANDWASHING ****MUST BE SEPARATE FROM EQUIPMENT WASHING FACILITIES**** (tick all that apply)

Hands must be kept clean to prevent food contamination

How will hands be washed?

hand-washing sink – must be easily accessible

water container with tap – must be easily accessible and at least 1 metre off the ground

liquid soap and paper towels

container for catching waste-water

WASTE DISPOSAL (tick all that apply)

Sewerage and waste water must be disposed of appropriately

How will you dispose of your waste water?

to sewer

designated disposal site

Garbage and solid waste must be contained and disposed of appropriately

How will you store and dispose of your solid waste?

bin with lid

council waste bin

Other _____

Other Comments regarding layout/food handling procedures? i.e. transport of food to event, preparation of food at separate location

7. Food stall floor plan – *do not submit this application without a floor plan*

Plans are required to be submitted with this application. Plans can be submitted in hard copy or an electronic version.

Yes - Floor plans and other details (as described below) have been included

>> Two (2) copies of neatly drawn floor plans are required that include location of all equipment that will be used in the stall including sinks and preparation benches (a space is provided below or attach as an additional page with the drawing)

>> Any technical reports or other information such a brochures or photos can be attached to accompany the plans

Draw floor plan here

Lodgement of your application

MAIL Post to 'PO Box 191, Barcaldine QLD 4725'
Email to council@barc.qld.gov.au

IN PERSON Visit any BRC Administration Office from 8.00am to 4.30pm Monday to Friday with cash, cheque or EFTPOS

Alpha	43 Dryden Street
Aramac	35 Gordon Street
Barcaldine	71 Ash Street

OFFICE USE ONLY

Date received _____ CSO _____ Licence No.: _____

Approved Not approved Permit number _____ Date issued _____

Full name of approving BRC Officer _____

Signed _____ Date _____

Application Checklist

Have you:

- Completed all sections of the application form
- Completed the "Stall Details" table
- Included a clearly drawn and labelled floor plan

Event Checklist

- Probe Thermometer – at least one
- Utensil Washing Facility
- Detergent
- Sanitiser
- Cloths/wipes/sponges
- Broom/dustpan/cloth
- Buckets / containers
- Liquid Soap & Paper Towel
- Water for Hand Wash Basin
- Potable Water Supply
- Rubbish Bins & Liners
- Waste Water Disposal
- Oil / Fat Disposal
- First Aid Kit (with coloured Band-Aids)
- Fire Safety Equipment