

# Application and Registration of Temporary Food Stall, Vendor or Premises

Food Act 2003 and Local Government Act 1993



REFERENCE NUMBER:

Effective 1 July 2019 to 30 June 2020

## 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 Randwick City Council. This form is to be completed and submitted to Council in advance at least **14 days prior to operation** of the temporary food premises, vendor or stall.

*This form only relates to the proposed temporary food stall, vendor or premises. A separate application must be submitted to and approved by Council for any proposed activity or event in a park, reserve, beach or any public place, in accordance with section 68 of the Local Government Act 1993. For further information, or a copy of the application, please contact Council on 1300 722 542.*

## WHAT YOU'LL NEED

The following details must be provided with the application:

- |   |  |
|---|--|
| <input type="checkbox"/> Site/Location plan   | <input type="checkbox"/> Food Safety Supervisor (FSS) Certificate (unless exempt)  |
| <input type="checkbox"/> Menu/List of food or drinks served   | <input type="checkbox"/> Waste disposal details  |
| <input type="checkbox"/> Copy of recent food premises inspection report from relevant Council for any off-site food preparation, and/or storage areas | <input type="checkbox"/> Floor plan of marquee/stall/vendor/vehicle or premises (Refer to checklist and submission requirements on pages 5 to 7) |

## SUBJECT PREMISES

Business/Trading Name: .....	Business Phone No: .....
Unit/Shop & Street No: .....	Street: .....
Suburb: .....	Post Code: .....
Company Name: .....	ABN: .....

## DETAILS OF BUSINESS OWNER/OPERATOR OF TEMPORARY FOOD STALL/VENDOR

Title:       Mr       Mrs       Ms       Other: .....

Name: .....

Postal Address: .....

Suburb: ..... Post Code: .....

Email: .....

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

Signature: ..... Date: .....

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## LOCATION AND EVENT DETAILS

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

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

Name of event: .....

Address of event: .....

Date and times of event: .....

Name of event organiser: ..... Phone No: .....

## TYPE OF FOOD PREMISES

*(Please tick applicable premises)*

- Marquee or tent  Food/drinks cart  
 Food truck/van - vehicle registration number: .....

## TYPE OF FOOD OR DRINKS

*(Please tick most relevant type of food business)*

- 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/cafe  
 Other type of food or drinks (please specify): .....

Please provide further details of the temporary food premises, vendor or stall as specified on page 1 and complete the attached checklist.

## 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 2010*, 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. The relevant fee is required to be paid to Council for any inspections carried out by Council's Environmental Health Officers, in accordance with Council's Pricing Policy.

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.

Other information:

The written approval of Council must be obtained for the proposed overall event or activity to be held in a public place and all of the conditions of the approval must be complied with.

The application must be submitted to Council at least 14 days prior to the proposed event or activity and the written approval of Council must be obtained for all temporary food stalls, vendors or premises prior to the activity or event.

## FURTHER INFORMATION

For further information contact Council's Health, Building & Regulatory Services on 1300 722 542 Monday to Friday between 8.30am and 5.00pm, or visit Council's Customer Service Centre at one of the addresses below. Or visit Council's website at [www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

Further information on food safety requirements and standards can also be obtained from the following websites:

[www.foodstandards.gov.au](http://www.foodstandards.gov.au)

[www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

## HOW TO LODGE THIS APPLICATION

**EMAIL:** [council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au) **OR**

**BY MAIL** with a cheque attached **OR**

**OVER THE COUNTER** at Council with payment made via cash, cheque, credit card or EFTPOS.

Address the Application to: Randwick City Council

Post: 30 Frances Street, Randwick NSW 2031

DX: DX 4121 Maroubra Junction

Courier or Personal Delivery to our Customer Service Centre:

*Randwick City Council*

30 Frances Street Randwick

Open 8:30am – 5:00pm, Monday – Friday

## FEES

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays at lodgement, please contact us to obtain a fee quote prior to lodging your application.

Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

Make cheques payable to Randwick City Council.

If lodging multiple applications, a separate payment must be made for each application.

FEE TYPE	RECEIPT CODE	FEE	GST
Assessment and registration fee for food and /or drink stalls, vendors and vans etc - per stall/vendor			
<input type="checkbox"/> Single day/event - low-risk food business (i.e. confectionery, health food, pre-packaged foods/drinks)	LC	\$45.00	N/A
<input type="checkbox"/> Single day/event - medium/high-risk food business	LC	\$87.50	N/A
<input type="checkbox"/> Multiple days/events - low-risk food business (i.e. confectionery, health food, pre-packaged foods/drinks) (valid for 2019/20 and subject to no changes to the operation of the business, facilities, fit-out, equipment or type or extent of food services)	LC	\$65.00	N/A
<input type="checkbox"/> Multiple days/events - medium/high-risk food business (valid for 2019/20 and subject to no changes to the operation of the business, facilities, fit-out, equipment or type or extent of food services)	LC	\$130.00	N/A

## PRIVACY NOTIFICATION

The personal details requested on this form are required under the *Food Act 2003 and the Local Government Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

## OFFICE USE ONLY

Application/Request received by: .....

Date: .....

Referred to: .....

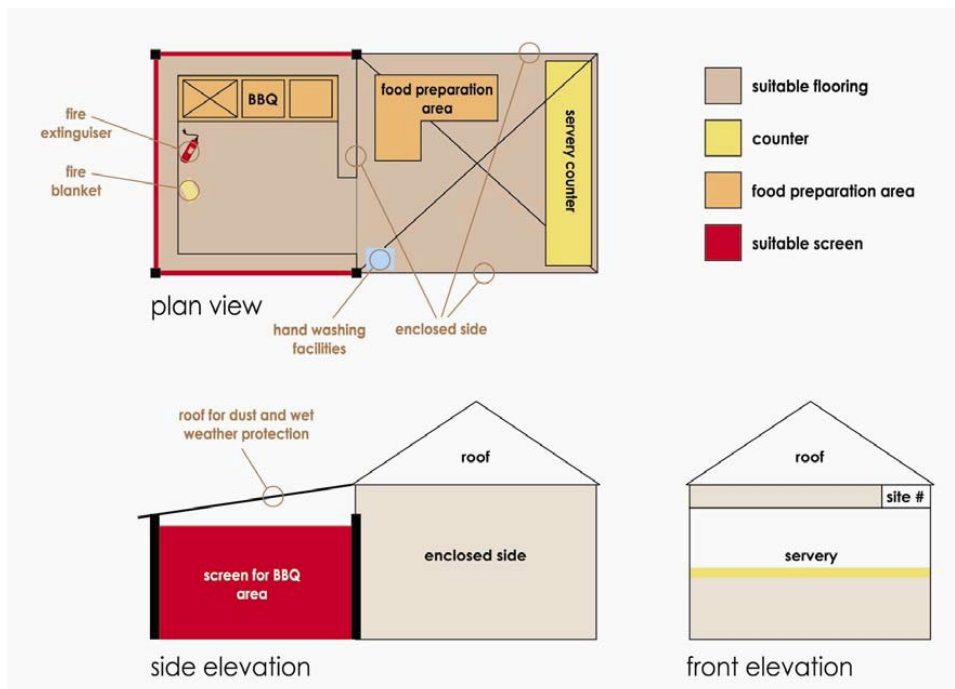
Date: .....

Receipt No: .....

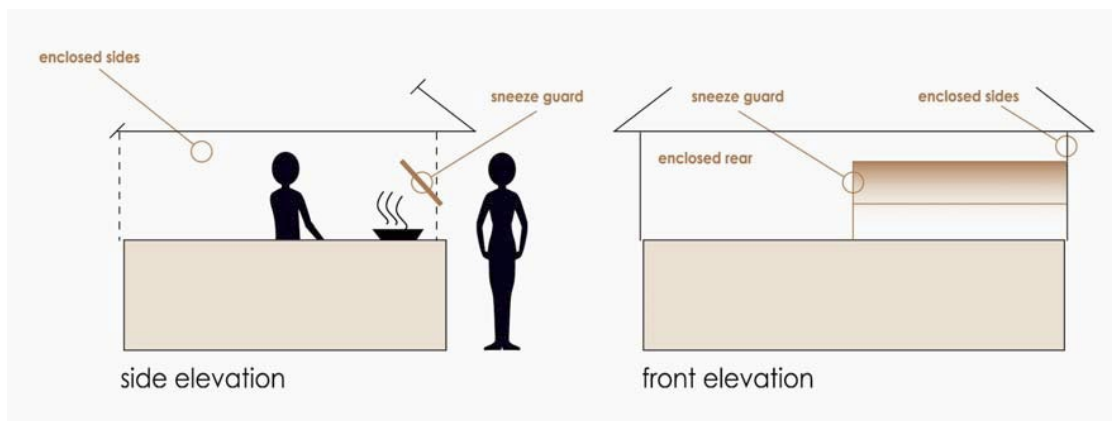
Date: .....

Fee: \$ .....

## EXAMPLE FLOOR PLAN OF A TEMPORARY FOOD STALL



## COOKING OR FOOD STORAGE AREAS



## CHECKLIST FOR TEMPORARY FOOD STALLS, VENDORS & VEHICLES

Checklist (minimum requirements - please tick as applicable)

	Yes	NA
<b>Design and construction requirements:</b>		
<ul style="list-style-type: none"> <li>The design, installation and operation of the temporary food premises or stall/s will satisfy the relevant requirements of the <i>Food Act 2003</i>, the Australia New Zealand - Food Standards Code and the NSW Food Authority Guidelines for food businesses at temporary events</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Details of the design and construction of the food stall/vehicle/premises (including construction details, cooking equipment, refrigeration, freezers, food storage, food preparation area, display cabinet, hand-washing facilities, waste bins etc.) have been provided with this application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Cooking equipment, food preparation and storage areas are required to be located within the stall area and be suitably protected from contamination.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Food transportation and storage</b>	Yes	NA
<ul style="list-style-type: none"> <li>Food items will be stored at least 150mm off the floor within the food stall.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Food items will be transported and stored in enclosed smooth and impervious containers (i.e. plastic food grade containers).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Perishable food (i.e. meat products, dairy products, milk, seafood, poultry etc.) will be transported and stored in refrigerated containers, coolers or appliances.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cleaning</b>	Yes	NA
<ul style="list-style-type: none"> <li>All surfaces, equipment, appliances, containers, crockery, utensils, food preparation, storage and cooking areas will be kept in a clean and sanitary condition at all times.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The area will be kept in a clean condition, free from dirt, grease, dust, insects, vermin and cockroaches etc. at all times.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Prevention from contamination</b>	Yes	NA
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>All food items will be prepared on the day, within the temporary food stall or venue, for consumption on the same day.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Food temperature control</b>	Yes	NA
<ul style="list-style-type: none"> <li>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 5° C (i.e. in refrigerated containers, coolers or appliances).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For events that will last 3 hours or longer, a Cool room (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 cool room within 5 metres of entry point of stall.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Digital probe style thermometer &amp; alcohol wipes within stall</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Note:</i>  <i>After cooking food, it must be maintained at or above 60° 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 5° C. Food should not be re-heated after being cooled.</i></p>		
<b>Food display</b>	Yes	NA
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Drinking straws, paper cups, disposable cutlery etc. will be provided in suitable dispensers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Condiments such as sauce, mustard etc. will be provided in squeeze-type dispensers or individual sealed packs.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>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.</i></p>		
<b>Hand washing facilities</b>	Yes	NA
<ul style="list-style-type: none"> <li>Hand-washing facilities (with hot and cold water, liquid soap and disposable towels) will be provided within the stall. For pre-packaged and low-risk foods, there may be exemptions due to the reduced food safety risk, written consent must be obtained from Council prior to commencement of the event.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Washing facilities</b>	Yes	NA
<ul style="list-style-type: none"> <li>A sealed container of potable water (minimum capacity of 10 Litres) with a tap and suitable bowl of containers should be provided for cleaning and sanitising. 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste disposal</b>	Yes	NA
<ul style="list-style-type: none"> <li>All waste materials will be kept in suitable waste receptacles provided in or near the stall.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

• Arrangements have been made for the collection and disposal of waste materials (i.e. a trade waste contractor or Council's trade waste service).	<input type="checkbox"/>	<input type="checkbox"/>
• Waste receptacles and bins will be kept covered with lids and be emptied regularly so as not to overflow.	<input type="checkbox"/>	<input type="checkbox"/>

**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: .....