



## Short Term Food Stall Licence Application

Food Act 2006

If you have any specific enquiries regarding how to complete this form or applicable fees please contact South Burnett Regional Council.

Please complete this application in BLOCK LETTERS and tick boxes where applicable.

If a question does not apply, please indicate by writing "n/a".

### APPLICANT/S DETAILS

Title    Mr     Mrs     Ms     Miss     Other (specify)

Family name

Given names

Signature:

Organisation:

Postal Address:

Telephone No:

Date     /  /

### EVENT DETAILS

Name of Event:

Location:

Date/s of Event

From \_\_\_\_\_ To \_\_\_\_\_

**Please note: Maximum of 3 consecutive days only**

Time of Event:

From

am/pm

To

am/pm

### LIST THE TYPES OF FOOD THAT WILL BE SOLD AT THE STALL (EG HOT PIES, BURGERS ETC)


<b>PROVIDE DETAILS OF THE FOLLOWING:</b>
Provision of handwashing facilities (ie running water, liquid soap & paper hand towels)
Provision of Equipment washing facilities
Protection of Food
Food Temperature Control (eg Pies will be stored in a pie warmer. A thermometer will be used to ensure that the temperature of the warmer does not allow the pie temperature to drop below 60 °C).
Cooking Equipment (type, location, provision of fire extinguisher). Please also attach a basic floor plan of the proposed activity showing location of equipment etc
Rubbish Disposal

## **SHORT-TERM FOOD LICENCE – CONDITIONS**

### **STRUCTURE**

- 1 The temporary food stall must be constructed to protect food from contamination. The stall should have a roof and three sides and be constructed of a durable easily cleanable material.
- 2 The floors, walls and ceilings must meet the following criteria:
  - Be able to be effectively cleaned; and
  - Unable to absorb grease, food or water; and
  - Able to protect food from contamination.
- 3 All tables and equipment are to be sturdy and surfaced with a smooth impervious material that can be easily cleaned.
- 4 All heating and cooking equipment shall be located within the stall or under cover. Adequate protection is to be provided from heat and flames during cooking.
- 5 A suitable dry chemical fire extinguisher and/or fire blanket shall be placed within the stall. Contact Queensland Fire and Rescue Service for details of suitable extinguishers.
- 6 All food being prepared or displayed must be protected from customer contact by a physical barrier such as a perspex screen, enclosed counters, etc or in a suitable location that is isolated from public access.
- 7 The stall must be located in a suitable position, away from open drains or sewer.
- 8 Ensure all gas cylinders are in sound condition and are not used past their expiry date.

### **TEMPERATURE CONTROL**

- 9 A thermometer must be used on site where potentially hazardous food is stored, prepared or displayed, to regularly monitor the temperature of food.
- 10 It is highly recommended that temperature records be kept for all potentially hazardous food transported, stored or displayed for sale at the stall. If kept, these records should be readily available to an authorized officer.
- 11 Adequate storage must be provided for all potentially hazardous foods, which shall be stored and displayed under temperature control. Cold food is to be kept at or below 5°C and hot food at or above 60°C.
- 12 Potentially hazardous food being transported is to be maintained at the correct temperature (<5°C for cold food and >60°C for hot food).
- 13 Potentially hazardous food reheated on site must be heated to above 60°C within an hour.
- 14 The cooking process must ensure potentially hazardous food reaches an adequate temperature throughout the food to reduce bacteria to safe levels.

### **STORAGE**

- 15 Food is not to be stored outside the stall.
- 16 All food must be covered to protect it from contamination. Unpackaged food is to be stored in containers with lids or covered with plastic wrap.
- 17 All unpackaged food must be stored off the floor.
- 18 Raw and cooked foods are to be stored separately.
- 19 Food preparation must be conducted solely within the approved stall.

### **FOOD PREPARATION AND HANDLING**

- 20 All food handlers are to prevent unnecessary handling of food by using implements such as tongs, spoons or gloves.
- 21 Ensure adequate processing of food to ensure protection from microbial, chemical and physical contamination.
- 22 Food preparation areas shall be used for the sole purpose of preparation and serving of food.
- 23 Use separate utensils for raw and cooked food.
- 24 Sound equipment and procedures must be used to prevent cross contamination of food.

## **SERVING**

- 25 Handle food and money separately to protect food from contamination.
- 26 Ensure self serve and food displays are supervised to prevent contamination of food.
- 27 Disposable eating and drinking utensils should be used at food stalls and wrapped in napkins or cellophane bags before distribution to the public. Returnable utensils may be used only if they can be cleaned and sanitised at a location fitted with approved dish washing facilities.
- 28 Drinking straws, paper cups, spoons and other implements are to be enclosed in suitable dispensers or otherwise protected from contamination.
- 29 Ensure the packaging material used to wrap food is appropriate to protect food from contamination.
- 30 Sauces and condiments must be served in squeeze type dispensers or sealed packs.

## **SAMPLING AND DISPLAY OF FOOD**

- 31 Ensure single use utensils are provided for taste testing of food.
- 32 If providing taste testing of food, place signs near food to prevent patrons double dipping food samples into products such as sauces and dips.
- 33 Ensure food provided for taste testing is protected from contamination and has been stored at the correct temperature.

## **PERSONAL HYGIENE**

- 34 A large container of clean potable water fitted with a tap must be provided for the stall for hand washing. The container must be clearly labelled 'Hand washing only'.
- 35 Food handlers must maintain high standards of personal hygiene at all times.
- 36 Food handlers must wash hands after using the toilet, smoking, touching body parts, handling refuse or touching contaminated items.
- 37 Liquid soap and single use paper towels are to be provided for hand washing and should be located close to the wash container to assist in easy usage.
- 38 Food handlers must wear clean protective clothing.
- 39 If a food handler has long hair, it must be tied back or covered to protect food.
- 40 Food handlers who have symptoms of, are suffering from or are carriers of a foodborne disease are not to handle food.
- 41 Smoking in food stalls is prohibited.
- 42 No animals are allowed in the food stall or in close proximity to the food preparation areas.

## **CLEANING**

- 43 A large container (approx 20 litres) of clean potable water fitted with a tap is to be provided for utensil washing. The container must be clearly labelled 'Utensil washing only'.
- 44 Hot water and/ or sanitiser is to be provided for use within the stall for emergency cleaning. The water may be heated on site or stored in an insulated container.
- 45 All equipment and utensils must be cleaned and sanitised before use.
- 46 At the close of trading each day, all cooking utensils are to be removed from the site, and cleaned and sanitised at a location fitted with approved dish washing facilities. No utensils are to be left at the site overnight.
- 47 All surfaces, supports and equipment shall be maintained in a clean and hygienic condition at all times.

## **WASTE MANAGEMENT**

- 48 All waste liquids are to be stored in a container fitted with a lid and clearly labelled 'Waste water only'. All waste water is to be disposed of to the sewer at the end of the day.
- 49 A refuse container fitted with a close fitting lid and bin liner is to be provided for the stall and clearly labelled 'Refuse only'. A refuse container is also to be placed adjacent to the stall for public use.
- 50 Waste storage should not cause a nuisance or contaminate food.

## **TOILET FACILITIES**

- 51 Staff must have access to toilet facilities that have soap and paper towels available.

**TRANSPORT**

52 All food must be transported to the point of sale in an enclosed vehicle. Food must be protected against contamination and deterioration while being transported.

**SKILLS AND KNOWLEDGE**

53 Staff must have skills and knowledge in food safety and hygiene commensurate with their work activities.

I have read and fully understand the above Conditions of Licence and agree to abide by these and any lawful directions given to me by an Authorised Officer of Council.

I will ensure that the premises and all equipment will be maintained to a standard of cleanliness where there is no accumulation of garbage, food waste, dirt, grease or other visible matter.

In the event that any of these conditions are not complied with, I understand that I may be required to cease operation of the food stall, and that no refund of Council fees will be given.

<b>Name of Applicant</b>	
<b>Signature</b>	
<b>Date</b>	□□ / □□ / □□□□

**PLEASE SUBMIT THIS APPLICATION IN FULL,  
DO NOT DETACH ANY PAGES.**

**OFFICE USE ONLY**

Application Fee:	\$32.00	Receipt Number:	
Receipt Code:		Cashier Initials:	
Date:	□□ / □□ / □□□□		
<b>Authorised by:</b>			
<b>Name of Authorised Officer:</b>			
<b>Signature of Authorised Officer:</b>			
<b>Date:</b>		□□ / □□ / □□□□	

South Burnett Regional Council is collecting the information on this form for the purposes of assessing the application. Council may give some or all of this information to relevant State Government entities. Your personal details will not be disclosed to any other third party without your consent unless required to do so by law.

**Lodged at:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Murgon Office</b>   | <input type="checkbox"/> <b>Nanango Office</b> |
| <input type="checkbox"/> <b>Kingaroy Office</b> | <input type="checkbox"/> <b>Wondai Office</b>  |