



Fraser Coast Regional Council

1300 79 49 29

PO Box 1943, Hervey Bay QLD 4655

Fraser Coast
REGIONAL COUNCIL

Email: enquiry@frasercoast.qld.gov.au

Website: www.frasercoast.qld.gov.au

Food Act 2006	<h2 style="text-align: center;">Short Term Temporary Food Stall Licence</h2> <h3 style="text-align: center;">Application for a Licence for a Short Term Food Stall</h3> <p>If you have any specific enquiries regarding how to complete this form or applicable fees please contact Environmental Health & Regulation on 1300 794 929 or SmartLicence on 1300 36 37 11. Please complete this application in BLOCK LETTERS and tick boxes where applicable. If a question does not apply, please indicate by writing "n/a".</p>																																
<p>The applicant/s is/are to be the person/s in charge of the stall.</p> <p style="text-align: center;">Fee</p> <p>Please see current Fees & Charges Schedule for relevant fees</p> <p>Not payable if the applicant meets the A.T.O. definition of a 'non profit organisation' and they have not prepared or sold sit down meals on 12 or more days in the financial year. For further information please contact Council.</p>	<h3>Applicant/s Details</h3> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Title</td> <td style="width:50%;">Title</td> </tr> <tr> <td>Family Name</td> <td>Family Name</td> </tr> <tr> <td>Given Names</td> <td>Given Names</td> </tr> <tr> <td colspan="2">Name of company / organisation If a non profit organisation, attach verification from the ATO</td> </tr> <tr> <td colspan="2"> <p>I / We hereby <i>make application</i> for a licence to operate a temporary food stall as detailed below / Notify Council of a food event. Please cross out whichever statement does not apply.</p> <p>and declare the information provided to be true and correct.</p> </td> </tr> <tr> <td>Signature</td> <td>Signature</td> </tr> <tr> <td>Position</td> <td>Position</td> </tr> <tr> <td>Date □□ / □□ / □□□□</td> <td>Date □□ / □□ / □□□□</td> </tr> </table>	Title	Title	Family Name	Family Name	Given Names	Given Names	Name of company / organisation If a non profit organisation, attach verification from the ATO		<p>I / We hereby <i>make application</i> for a licence to operate a temporary food stall as detailed below / Notify Council of a food event. Please cross out whichever statement does not apply.</p> <p>and declare the information provided to be true and correct.</p>		Signature	Signature	Position	Position	Date □□ / □□ / □□□□	Date □□ / □□ / □□□□																
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	<h3>Food Stall Details</h3> <p>What is the general set-up of the stall (eg tent on concrete floor):</p> <table style="width:100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>																																

Background information:	How are potentially hazardous foods (including meat, milk, cheese, hot food) going to be stored during the event?
	How will utensils and food be protected from contamination? (storage of utensils and dry goods)
	How will you provide hand washing facilities?
	What provisions have you made for dishwashing and cleaning?
	How will you ensure the food is maintained at the correct temperatures? (eg probe thermometer)
	How will food be delivered to the food stall?
	How many workers on the stall have completed food hygiene training: _____
	Was it with Fraser Coast Regional Council? Yes <input type="checkbox"/> No <input type="checkbox"/> How many? _____

Failure to supply required information will delay the processing of your application	Site Plan
	<div style="border: 2px solid black; width: 100%; height: 100%;"></div> <p style="text-align: center;">Front of Stall</p>

Lodgement:
This application must be accompanied by the application fee and registration fee fixed by Council, and specifications and drawings as required. Please forward your application to the address on the front of this form.
Please note: This application MUST be lodged with your Council at least seven (7) days prior to the event.

Office use only	
Receipt Number:	Licence Number:
Fees Paid:	Date of Issue: <input type="text"/> / <input type="text"/> / <input type="text"/>

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used for the purpose of processing your application as required under the *Food Act 2006*. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Structural & Operational Requirements For Temporary Food Stalls

Introduction

The following information has been prepared to assist persons or organisations involved in the operation of a temporary food premises to ensure that:

- only safe and suitable food is sold to the public;
- that stalls are operated safely; and
- that the relevant food standards are not compromised

This information defines the health requirements for temporary food premises within Fraser Coast Regional Council (FCRC) local government area.

Definitions

A temporary food premises is defined in the *Food Act 2006* as a “premises **other than** fixed premises or mobile premises, and includes, for example, a stall or a tent”.

The Food Safety Standard (3.2.2) states that temporary premises can be categorised into two groups and treated independently:

- Regular temporary premises, whether commercial markets stalls or fundraising stalls which operate at regular intervals (weekly, fortnightly, monthly, quarterly); and
- Single event or annual event temporary premises, whether fundraising or commercial

Fraser Coast Regional Council has adopted the following definitions for temporary food stalls:

A market food stall means temporary food premises:

- at a designated, approved market site; and
- that is operated on a regular basis

A temporary food stall means temporary food premises:

- at a single event (e.g. fete, festival, carnival) and approved for use as a one (1) day food stall only.

A mobile food vehicle is **not** a temporary premises. The term is used to mean permanent food premises that can be moved to new locations and might return to a base overnight (FSS 3.2.2.)

A non profit organisation means an organisation that:

- (a) is not carried on for the profit or gain of its individual members; and
 - (b) is engaged in activities for a charitable, cultural, educational, political, social welfare, sporting or recreational purpose.
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Structural & Operational Requirements For Temporary Food Stalls

Approval

The use of **any** temporary food premises without the prior approval of Council is strictly prohibited.

The application must be submitted fourteen (14) days prior to the proposed market or temporary event.

All temporary food stalls must be

- constructed in compliance with Council requirements
- approved, with or without conditions; and
- operated in accordance with the Food Safety Standards

An approved market or temporary food stall may **only** operate within the Fraser Coast region.

Fees

Note: Temporary food stall application fees may be charged in addition to any site fee payable to a market stall or temporary event coordinator.

Exemptions:

- Non licensable food businesses as defined by the *Food Act 2006*
- Not for profit organisations are exempt

All temporary food stall operators are required however to complete a licence application so that Council has contact details for all approved temporary food stalls operating within its local area.

Market food stalls are required to pay the relevant annual fee.

Temporary food stalls are required to pay Council's short-term licence fee for each and every event that they wish to attend

Please note that approval to operate at any temporary event will also require the approval of the relevant event coordinator.

Mobile food vehicles licensed by Fraser Coast Council pay an annual food business licence fee.

Note: This licence permits the mobile food vehicle to operate anywhere in Queensland, subject to any requirements of the relevant local government authority.

Mobile food vehicles licensed by other local government authorities are permitted to operate within the Fraser Coast Regional Council area, subject to the approval of the relevant event coordinator, and may be subject to payment of an inspection fee to Council.

Out of area mobile food vehicles must display a current food business licence where it easily visible to the public

Structural & Operational Requirements For Temporary Food Stalls

Stall Standards

These requirements are outlined in two (2) parts:

- Part A Stall Standards
 - Part B Operational Procedures**
-

PART A - STALL STANDARDS

1. Walls, Floors, Roof

Temporary food stalls are to be provided with:-

- a. Three walls;
- b. Roof; and
- c. Floor

All floor, walls, roofs and fixtures in the stall shall comply with the Food Safety Standards (3.2.3). Generally this standard requires that all surfaces be non-absorbent, easily cleaned, and free from cracks and crevices and other such defects.

Note: Flyscreen mesh walls are not acceptable unless otherwise approved due to operational considerations

2. Benches, Tables and Utensil Storage

Bench tops and tables are to be:-

- a. free of cracks and crevices
- b. smooth and impervious
- c. capable of being easily cleaned
- d. Eating utensils and drink containers are to be single service disposable items.

Utensils are to be stored so that they are protected from contamination from flies, dust, insects, animals or other means (e.g. enclosed containers)

3. Food Storage

- a. General

Food is to be displayed, wrapped or stored in containers, storage cabinets and boxes, which are to be:

- i. kept above ground
- ii. maintained in a clean condition

Structural & Operational Requirements For Temporary Food Stalls

- iii. free of cracks, crevices or chips
 - iv. constructed of smooth and impervious materials
 - v. easily cleaned
 - vi. protected from contamination from any sources
- b. **Cold** Perishable foods are to be stored at **5°C** or less
 - c. **Hot** Perishable goods are to be stored at **60°C** or more
 - d. Probe thermometers must be used for checking of the above temperatures.

NOTE: Food not stored within the prescribed temperature may be seized by an Environmental Health officer of the Fraser Coast Regional Council, in accordance with the provisions of s.186 of the Food Act 2006.

4. Cooking Appliances

- a. Cooking appliances if required must be located within the food stall
- b. A suitable fire extinguisher and/or fire prevention equipment e.g. a fire blanket will be required in close proximity to any gas operated or exposed flame type cooking appliance.

Note: Council may approve flyscreen mesh windows or similar measures to improve ventilation requirements for gas appliance requirements.

5. Washing Facilities

- a. Utensils/Appliances

If washing of utensils and equipment is to occur at the stall, a suitable wash up area must be designated. If the stall is not connected to a reticulated water supply and a Council sewerage system the following is required for the cleansing of utensils: -

- i. access to clean potable warm water; via enclosed containers, an urn, thermos, kettle or combination of the same,
- ii. provisions to collect and store all waste water until it can be disposed to sewer
- iii. suitable detergent and sanitisers must be provided

Structural & Operational Requirements For Temporary Food Stalls

b. Hand Washing

The stall must have a designated hand wash area with the following minimum requirements:-

- i. Hands are to be washed with warm water.

An urn or thermos (with tap fitting) of hot water and a large sealed container with a tap at its base for cold water is suitable for this purpose

- ii. All waste water is to be collected in another container to keep the site dry and clean

- iii. Collected waste water to be disposed to sewer (see note below)

- iv. Liquid soap & single use paper towels are to be provided.

c. Water Supply:

- i. The drawing of water from sanitary or toilet facilities for use in food preparation is prohibited

- ii. All waste water generated from the stall is to be disposed to sewer.

Note: Disposal of wastewater to the stormwater system is strictly prohibited

d. Waste Disposal

- i. The stall must have an appropriate waste disposal bin with a close fitting lid to ensure all wastes are protected from vermin

- ii. Waste storage and disposal must not cause an environmental nuisance

- iii. **WASTE OILS/FATS** cannot be disposed to sewer. It is the stall holder's responsibility to dispose of their oils/fats. Collecting large quantities of oils/fats into a container for subsequent disposal off site is the preferred method.
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PART B - OPERATIONAL PROCEDURES

6. Personal Cleanliness

Persons engaged in the handling, preparation, wrapping and serving of food for sale should:

- a) not spit or smoke
- b) be clean in their personal habits and clothing
- c) wear a clean apron
- d) be free of infection or illness
- e) not handle food for sale if wearing a bandage or dressing which may come in contact with or contaminate food

Note: waterproof dressings and coloured bandaids are suitable to use with gloves

Structural & Operational Requirements For Temporary Food Stalls

- f) keep hands clean by regular washing with soap and clean water (Note: gloves may be worn but must be changed between different activities (e.g. handling food and money) or otherwise on a regular basis (e.g. every 30 mins)
- g) not sit on food preparation benches or storage surfaces (e.g. eskis)

7. Food Handling

- a) Utensils, tongs and other suitable implements are to be used to handle food
- b) As far as practicable food is to be wrapped or bagged at the point of preparation
- c) All pre-cut foods are to be stored in enclosed containers
- d) Cooked and uncooked foods are to be stored separately
- e) Animals are to be excluded at all times from temporary food stalls
- f) Food and utensils are to be stored separately from all other materials
- g) Refuse bins with sealed lids are to be provided

8. Food Labelling

The wrapping or packaging of food must be labelled in accordance with the Food Standards Code. The "label busters" guide is a good reference. Please contact Queensland Health Public Health Unit on (07) 4184 1800 for information regarding your specific labelling requirements.