



APPLICATION FOR TEMPORARY FOOD STALL

Form EH_F_007

Applicant's Name:

If Applicant is a Company, ACN/ARBN/ABN:

Names of Company Directors: (attach a separate sheet if insufficient space):

Address of Company's Registered Office under the *Corporations Act*:

Applicant's Postal Address:

Phone No:..... Mobile No: Fax No:

List the event/s at which you intend to conduct your food stall (attach a separate sheet if insufficient space):

Event	Date/s	Operating Times	Intended location of the stall at the event	Function Organisers, Property Owner/Occupier's Details

Food Handler's Names:

Food Safety Supervisor Name:.....

Food Safety Supervisor's Address:

Electronic version current. Uncontrolled Copy current only at time of printing

Form Number: Form EH_F_007

Authorised By: Manager Environmental Health Services

Document Maintained By: Environmental Health Services

Version No: 4

Current Version Date: November 2010



Is ALL food being prepared within the stall? No Yes

If not, what is the name and address of the registered kitchen where food will be prepared?

.....
.....

If the registered kitchen is located in a Local Government Area other than Hinchinbrook, attach a copy of the licence.

THIS APPLICATION MUST BE ACCOMPANIED WITH A SET OF PLANS OF PORTABLE STALLS.

Refer to Stall Design Information Section of this Application.

I require Food Operators Licence for a single event: \$36.40

I require Food Operators Licence for multiple events: \$78.00

Please note: Any event/s added to a multi-event licence already issued will incur a single event charge. Where the dates of future event are unknown, multi-event licences are applicable for listed events that take place prior to the licence expiry date.

Signature of Applicant: Date:

COMMUNITY AND CHARITABLE ORGANISATIONS

Community and Charitable Organisations May Apply for Exemption of Fees

Fees for licensing and registration of food businesses operated by community and charitable organisations are set at nil. Community and charitable organisations are defined as:-

1. An Incorporated Association; and
2. One which is locally managed; and
3. Events that raise funds solely for community and charitable causes and not for personal financial gain.

Do you wish to apply for exemption of fees on the grounds of being a community or charitable organisation:

No Yes – You must provide proof of Not For Profit status.

Address all communications to: Environmental Health Services
Hinchinbrook Shire Council
PO Box 366, INGHAM QLD 4850
Phone No.: 4776 4607
Fax No.: 4776 3233
Email: hschealth@hinchinbrook.qld.gov.au
www.hinchinbrook.qld.gov.au

PLEASE NOTE THAT ALL APPLICATIONS ARE REQUIRED TO BE ACCOMPANIED BY DETAILED PLANS.*

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STALL DESIGN INFORMATION

All information included on this application form is to be clearly indicated on plans. This application is to be completed with reference to the document "Operational and Structural Guidelines for Temporary Food Stalls"

FOOD TYPE AND INGREDIENTS

Food and Ingredients List

WALLS

Material	Indicated on Plans?

FLOORS

Material	Indicated on Plans?

CEILINGS

Material	Indicated on Plans?

FOOD TRANSPORT

Vehicle Type & Storage Facilities	Indicated on Plans?

WATER SUPPLY (Water to be used in the stall for the preparation of food)

Source of Water & Storage On Site	Indicated on Plans?

WASTE WATER

Storage & Disposal Details	Indicated on Plans?

GARBAGE AND WASTE STORAGE

Type of Bins & Location of Storage	Indicated on Plans?

FIXTURES FITTINGS AND EQUIPMENT (ie. Tables, cooking rings, fridges etc)

Equipment & Fit-out Material	Indicated on Plans?

WASHING FACILITIES (for Preparation and Cleaning purposes)

Details of Sinks	Indicated on Plans?

STORAGE & FOOD DISPLAY FACILITIES (ie. Bain Marie, Pie Warmer)

Equipment & Fit-out Material	Indicated on Plans?

TEMPERATURE MEASURING DEVICE/S (ie. Probe thermometer)

Details / Specification	Indicated on Plans?

CLEANING AND SANITATION

Type & Usage	Indicated on Plans?

HAND WASHING FACILITIES

Type	Indicated on Plans?

Office Use ONLY:

Amount Paid: Receipt Number: Date:

- | | | |
|------------------------------|------------------------------|-----------------------------|
| Plans OK | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Further Information Required | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Further Information Supplied | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Licence Required | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Licence Granted | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Licence Number:

PRIVACY CLAUSE

The information collected on this Form will be used by the Hinchinbrook Shire Council in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Information Privacy Act 2009*) or as required by the Queensland State Government. This information will be retained as required by the *Public Records Act 2002*.