

# Temporary Food Licence - Events

## Application Checklist

TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL  
 TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL  
 TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL

This checklist has been designed to assist operators in the set up and operation of a temporary food stall. Environmental Health Officers use this form when inspecting your stall.

|   |   |
|---|---|
|   | ✓ |
| <b>Type of Food Product Sold</b>  |   |
| Pre-packaged Food Product only (no taste testing)   |   |
| Unpackaged Food Product (incl. taste testing)   |   |
| <b>Registration and Licence</b>   |   |
| Copy of current food hygiene licence for temporary food stall   |   |
| <b>Fee paid</b>   |   |
| (only required if involving unpackaged food product including taste testing)  |   |
| <b>Structure</b>  |   |
| Enclosed Stall (Roof and three sides) – easy to clean, impervious material eg vinyl sheeting  |   |
| <b>Note:</b> Roofing may not be required where:   |   |
| <ul style="list-style-type: none"> <li>• Adequate roofing is provided when located within an existing structure; or</li> <li>• All food product is prepackaged (not taste testing)</li> </ul> |   |
| Barrier between stall and public  |   |
| Floor covering – easy to clean, impervious material eg vinyl sheeting.  |   |
| <b>Note:</b> Must be provided if located on unsealed ground   |   |
| Cooking equipment located to protect food from contamination  |   |
| Dry chemical fire extinguisher  |   |
| <b>Temperature Control</b>  |   |
| Temperature control for potentially hazardous and perishable foods  |   |
| Thermometer in use  |   |
| Temperature records kept  |   |
| Temperature control during transport. How?  |   |
| <b>Storage</b>  |   |
| Separate raw and cooked foods   |   |
| Food covered  |   |
| No food stored directly on the ground   |   |
| <b>Preparation</b>  |   |
| Time taken to prepare food at the stall kept to a minimum. ie within 2 hours  |   |
| All food prepared inside stall  |   |
| Raw and cooked food prepared separately   |   |
| Food protected by a physical barrier  |   |
| All food prepared on tables with approved surfaces  |   |

|  |
|--|
| ✓  |
| <b>Serving</b>   |
| Money and food handled separately  |
| Tongs, spoons, spatulas, gloves used to handle food  |
| Disposable eating and drinking utensils used & enclosed in suitable dispensers to protect from contamination |
| Sauces, condiments are in squeeze type dispensers or sealed packs  |
| <b>Taste Testing/Displaying</b>  |
| Single Serve Utensils  |
| Signs stating 'No double dipping, single serve only'   |
| <b>Personal Hygiene</b>  |
| Clean person, attire and habits  |
| No smoking in food stall   |
| No cuts, illness, sores on food handlers   |
| 20 litre water container with tap labelled 'Hand Washing Only' and bucket to catch water                     |
| Liquid soap and paper towels supplied for staff use  |
| <b>General Cleaning</b>  |
| Walls, floors, ceilings are clean  |
| Utensils and equipment cleaned and sanitised daily   |
| Hot water and/or sanitiser available for emergency cleaning  |
| 20 litre water container with tap labelled 'Utensil Washing Only' and bucket to catch water                  |
| Two (2) dishes of sufficient capacity for adequate cleaning of utensils                                      |
| Overall stall clean  |
| <b>Waste Management</b>  |
| Refuse bins with lid and liner supplied  |
| Waste water stored in container labelled 'Waste Water Only'  |
| Waste water disposed into sewer under a trade waste approval, refer to Trade Waste guide                     |
| Waste oil stored and disposed of correctly   |

| To be completed by Council's Environmental Health Officer |                 |                        |
|---|-----------------|------------------------|
| Event: _____  | Location: _____ | Applicant: _____       |
| Temporary Food Premises Name: _____                       |                 |                        |
| Comments:   |                 |                        |
| _____   |                 |                        |
| _____   |                 |                        |
| _____   | _____           | _____                  |
| EHO   | Date            | Manager/Representative |

## GENERAL FOOD STALL REQUIREMENTS – ONE TO FOUR DAYS

Demountable covered stalls shall be permitted to operate for 1 day only. Prior to the issuing of the 2-4 day permits, it shall be necessary for prospective proprietors to contact the Environmental Health Services to discuss in detail the relevant standards.

### 1 PROTECTION OF FOOD

- 1.1 A 2-4 day food stall shall have a roof and three sides, which are fixed and of a material approved by an Environmental Health Officer. The walls must be smooth, impervious, free from cracks and crevices and light coloured.
- 1.2 A 2-4 day stall shall have a smooth, impervious, non-slip, easily cleanable flooring, approved by an Environmental Health Officer.
- 1.3 All pre-packaged foods are to be prepared in premises licensed under the Food Act 2006.
- 1.4 All food stored inside the stall shall be stored 150mm above the ground and covered or in closed containers.
- 1.5 Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of sandwich display type counters, sneeze guards or clear plastic siding to the stall.
- 1.6 All condiments such as sauce, mustard, etc shall be contained in squeeze type dispensers or in individual sealed packs.
- 1.7 All disposable-eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- 1.8 Drinking straws, paper cups, spoons, etc, shall be enclosed in suitable dispensers or otherwise protected from contamination.
- 1.9 Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.
- 1.10 Prevent all unnecessary contact with food.
- 1.11 Ensure that hair, jewellery, clothing does not contaminate food.
- 1.12 Ensure that clothing is clean and aprons are worn as appropriate.
- 1.13 Ensure that any bandages/bandaids are covered with waterproof dressings.
- 1.14 Wash their hands whenever they are likely to be a source of contamination (eg between handling raw and ready-to-eat foods, after smoking, after using toilets etc).
- 1.15 Change their gloves whenever they are likely to be a source of contamination (eg between handling raw and ready-to-eat foods, after smoking, after using toilets etc).
- 1.16 Handle food and money separately.

### 2 WASHING FACILITIES

- 2.1 Separate washing facilities for hands and utensils shall be provided within the stall.

For a 2-4 day stall, running warm water from a common outlet is to be provided.

- 2.2 Disposable paper towels, liquid soap and detergent shall be provided in each food stall.
- 2.3 Disposal of liquid waste is to be to Council's satisfaction. Disposal of liquid waste onto the ground is **not permitted**.

### 3 TEMPERATURE CONTROL

- 3.1 All takeaway foods prepared at the stall shall be for **immediate sale and consumption** unless a suitable food warmer or food display, maintaining the food at a temperature of a least 60°C (hot foods), or below 5°C (cold foods), is provided.
- 3.2 A thermometer is provided at the stall to check that **cold food** is being stored **below 5°C** and **hot food above 60°C**.
- 3.3 All raw food and perishable food such as steaks, hamburger patties, frankfurts etc, shall be stored in a portable cooler together with an adequate supply of ice or a cooling medium.

### 4 COOKING

- 4.1 All heating and cooking equipment including open flame barbeques and cooking plates shall be located within the stall or otherwise suitably protected from contamination.
- 4.2 Deep fryers are not permitted **unless** in a mobile food vehicle.
- 4.3 Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall except in enclosed containers providing cooking conditions are in accordance with this Code.
- 4.3 The cooking area shall be kept free of dust contamination and droplet infection. (coughing, sneezing by the public)
- 4.4 Any cooking and heating equipment shall not be within reach of the public.
- 4.5 A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.
- 4.6 Where cooking is carried out adequate provisions shall be made to protect the walls of the stall from heat, flame and splashing.

### 5 RUBBISH DISPOSAL

- 5.1 Suitable garbage receptacles shall be provided near the stall for the public to dispose of used takeaway food containers and the like.
- 5.2 Adequate arrangement shall be made for the storage and daily or more frequent removal of garbage generated inside and outside the food stall.

### 6 TRANSPORT OF FOOD (preparation area to retail display)

- 6.1 Food is to be protected from contamination (in sealed containers)
- 6.2 Keep cold food below 5°C
- 6.3 Keep hot food above 60°C

6.4 If food is transported between 5°C and 60°C the following must apply:

Times include preparation time.

- Maximum of 4 hours.

Food exceeding this time limit must be **thrown out**.

### *Need further information?*

For further specific information about lodging an application for a temporary food licence – events requirements and procedures contact the Environmental Health Officer on 131 872; or visit [www.toowoombaRC.qld.gov.au/toolbox](http://www.toowoombaRC.qld.gov.au/toolbox)