



Licence No. \_\_\_\_\_

Glenorchy City Council  
PO Box 103 Glenorchy Tasmania 7010  
Phone: (03) 6216 6800  
E-mail: gccmail@gcc.tas.gov.au  
**ABN 19 753 252 493**

TAX INVOICE

**SPECIAL EVENT FOOD BUSINESS/VENDOR APPLICATION**

\$...../DAY – POTENTIALLY HAZARDOUS FOODS (*Food Act 2003*)

GST NOT APPLICABLE

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**FOOD BUSINESS/VENDOR DETAILS**

Applicant (*organisation/business name*): .....

Date of Birth: .....

ABN/ACN: .....

Operator (*person - full name*): .....

Postal address: .....

..... Postcode: .....

Telephone: ..... Mobile Phone: .....

Facsimile: ..... Email: .....

Details of food safety qualifications, training or experience of the operator & food handlers:  
(*Please attach details if insufficient space.*) .....

.....  
.....

Registration with another Council (*please provide copy of registration*): .....

**COUNCIL NAME**

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**EVENT DETAILS**

Location of premises: .....

Proposed dates/hours of operation:

...../...../.....: ...../...../.....: .....

...../...../.....: ...../...../.....: .....

**Type of Food Outlet** (*please place ✓ in appropriate box*):

Open Trestle Table  Tent/Covered Stall  Other: .....

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**SKILLS & KNOWLEDGE**

Please ensure you complete the attached further information requirements and skills & knowledge questionnaire. In accordance with the *Food Act 2003* Council is required to assess your skills and knowledge prior to approving your Certificate of Registration. Failure to satisfactorily answer questions in the attached questionnaire may result in the refusal of your application.

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**PAYMENT**

Payment must accompany application. The current fee can be obtained by following this link [http://www.gcc.tas.gov.au/content/Schedule\\_of\\_Fees.GCC?ActiveID=1135](http://www.gcc.tas.gov.au/content/Schedule_of_Fees.GCC?ActiveID=1135)

The completed application form, together with the payment, should be posted to Glenorchy City Council, PO Box 103, Glenorchy, TAS, 7010. Payment may be made by: credit card (below); cheque (payable to Glenorchy City Council); or cash (in person at the Glenorchy City Council Customer Service Centre, 374 Main Road Glenorchy). If the event is within 5 working days, please contact Council on 6216 6797 as you may be required to bring the application into Council's Customer Service Centre.

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**FEE & SIGNATURE**

Application fee: \$ .....

Signature of applicant / operator: ..... Date: .....

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**PAYMENT BY CREDIT CARD (PLEASE NOTE PAYMENTS MADE BY CREDIT CARD WILL ATTRACT A 1% SURCHARGE)**

Please indicate card type:      MASTERCARD                            VISA     

Card Number:    ....    ....    ....    ....            ....    ....    ....    ....    ....            ....    ....    ....    ....            ....    ....    ....    ....

Expiry Date: ..... / .....

Amount: \$ ..... (fee + 1%)

Signature:.....

Name (as shown on card): .....

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**OFFICE USE ONLY**

Receipt No: ..... Date: ..... Registration No: .....

**ASSESSMENT REPORT**

- I STATE THAT the proposed food business situated at the above address complies satisfactorily with the requirements of the Food Act 2003 and relevant guidelines and standards for the type of business which will be conducted thereon and for the type of food that will be manufactured for sale or sold in/from the premises.
- I FURTHER STATE THAT in my opinion the proposed operator is a fit and proper person, competent to manufacture or sell food in accordance with any relevant guidelines and in such a manner as to adequately protect public health in respect of which the application relates.
- I RECOMMEND THAT the proposed food business situated at the above address be registered subject to the terms and conditions on the attached Certificate.
- I DO NOT RECOMMEND the granting of the proposed Certificate. My reasons are given in the attached report.

Conditions: .....

Approved: ..... Date: .....

**ENVIRONMENTAL HEALTH OFFICER**

## **FOOD INFORMATION**

### **FOOD TYPES**

List all food/drinks to be sold at your outlet *(include a copy of menu if applicable)*: .....

.....

.....

.....

.....

### **FOOD STORAGE**

Where will food be stored prior to & during the event? .....

.....

.....

.....

.....

### **TRANSPORTATION TEMPERATURE CONTROL**

Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) during transportation to the event: .....

.....

.....

.....

.....

### **FOOD PREPARATION**

What food preparation (i.e. cut, cooked, heated, etc) will be undertaken onsite during the event: .....

.....

.....

.....

.....

*(PLEASE NOTE THAT ALL FOOD HANDLING, OTHER THAN THAT UNDERTAKEN ONSITE DURING THE EVENT, IS TO BE CONDUCTED IN A FOOD BUSINESS REGISTERED UNDER THE FOOD ACT 2003. PLEASE INCLUDE A COPY OF THE CERTIFICATE OF REGISTRATION FOR THE FOOD BUSINESS.)*

### **TEMPERATURE CONTROL**

Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) during storage and sale at the event: .....

.....

.....

.....

.....

*(PLEASE NOTE THAT ALL FOOD BUSINESSES STORING/SELLING POTENTIALLY HAZARDOUS FOODS WILL BE REQUIRED TO UNDERTAKE REGULAR TEMPERATURE MONITORING & DOCUMENT THESE TEMPERATURES FOR THE DURATION OF THE EVENT.)*

# FOOD PREMISES OPERATOR SKILLS & KNOWLEDGE QUESTIONNAIRE

Each statement must be answered

Please tick the correct answer

## PERSONAL HYGIENE

1. Food handlers must wash his/her hands in an easily accessible hand wash basin with liquid soap, warm running water, and dry hands with paper towel (select all that apply)
- Before handling food
  - After using the toilet
  - Before handling food contact surfaces
  - After having a break
- 
2. To meet the requirements of the food standards code, food handlers must have access to:
- Running water for hand washing
  - Soap
  - paper towel
  - tea towel
- 
3. Do Hand sanitisers kill all germs and viruses?
- Yes
  - No
- 
4. All cuts, wounds and abrasions should be
- Left uncovered
  - Covered with a clean, brightly coloured bandaid
- 
5. Gloves should be changed as often as I wash my hands
- Yes
  - No
- 
6. Appropriate hair coverings should be worn when preparing uncovered food.
- True
  - False
- 
7. Food handlers must **NOT** go to work when suffering from symptoms of food poisoning. Symptoms include: (select all that apply)
- Diarrhoea
  - Vomiting
  - Stomach pains
- 
8. Food businesses are responsible for ensuring food handlers have appropriate skills and knowledge.
- True
  - False

## FOOD STORAGE

9. Cold food must be kept below 5°C
- True
  - False

10. Germs (bacteria) can double in numbers every 15-20 minutes in optimal conditions. Which following factors contribute to these conditions? (select all that apply)

- Food
- Moisture
- Warmth

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11. Hot food must be kept above 60°C

- True
- False

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12. Frozen food is best defrosted: (select all that apply)

- In the sink or hand basin
- On the bench
- In the fridge
- Microwave

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13. The 4-hour/2-hour rule means ready-to-eat high risk foods that have been stored at ambient temperature (e.g. not in refrigerator or heater) for a total of: (select all that apply)

- Less than two hours must be refrigerated or used immediately.
- Between 2 and 4 hours must be used immediately.
- More than 4 hours must be thrown out.

## CLEANING

14. A detergent is used to \_\_\_\_\_ whilst a sanitiser used with sufficient contact time \_\_\_\_\_. (Fill in the blank spaces from the options below)

- Kills germs
- Loosens grease
- Kills Viruses

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15. Diluting a sanitiser outside of manufacturer's specifications (higher concentration) is more effective

- True
- False

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16. Before inserting a thermometer into foods it is important to wash the probe and clean it with a sterile wipe.

- True
- False

## COMPLETED BY

NAME: .....

SIGNED: .....

DATE: .....

<i>Office Use Only</i>	
<i>Score</i>	<i>/ 16</i>
<i>Pass /Fail</i>	
<i>Approved/Refused</i>	
<i>Signed ( CSO )</i>	