

## Application for Temporary Food Stall

**\*\*Not for Profit Organisations Only\*\***

Food Act 2006

Please read the Application Guidelines and the Food Premises Licensing Guide before completing and submitting your application. Applications that are incomplete will not be accepted.

This application MUST be accompanied with two (2) sets of plans of the stall and the appropriate fee. Applications should be submitted at least ten (10) business days prior to the stall operating.

### Part A – Application Information

#### Applicant

Individual's full name (Person/s applying to be the new licensee)

Title		
Surname		
First Name		
Middle Name		

Or

#### Organisation's Full name

(Organisation applying to be the new licence)

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#### Name of Corporation/ Incorporated Association

e.g Queensland Best Pty Ltd or My Company Ltd

Australian Company Number (ACN)	Australian Business Number (ABN)

#### Contact Person

Postal Address	PO Box		
Contact Details	(h)	(b)	(m)
Email Address			

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**Event Details**

PLEASE NOTE: This application may be used for multiple events in the same financial year, provided the same layout/ setup as indicated in this application is used for each event

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**Name of Event/s****Date/s**

1.	
2.	
3.	

**Operating times**

1.
2.
3.

**Location and address**

Name of property/ park where stall is to be held

1.
2.
3.

**Function/Event organisers/ property owners details****Organisers Contact details**

1.	
2.	
3.	

**Recognised food handler's details**

Name of recognised food handler/s

1.
2.
3.

**Signature**

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

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## Part B – Stall Information

This application MUST be accompanied with two (2) set of plans of the stall (not required for permanent structures)

### Is ALL food being prepared within the stall

Yes

No If not, please complete the following table (Location of food preparation)

### Location of food preparation

Address of where food is to be prepared	Dates food is to be prepared (at each location)	Times food is to be prepared (at each location)
1.		
2.		
3.		

### Do you have a current Food Licence?

Yes - Attach a copy of your licence with Application

No - I require a licence

N/A - Please tick one of the following. Please note that you will be required to demonstrate that you fulfill the requirements of AND are affiliated with these organisations.

Community Group

Charity

Not for Profit organisation

Exempt under Food Act 2006

### List all foods that will be used/ sold:


Please ensure all foods being utilised are sourced from an accredited supplier.

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<b>Stall Make up/ construction</b>	
Floor (e.g.) Concrete, tarpaulin	
Ceiling (e.g. tarpaulin, umbrella, marquee)	
Walls (e.g. Tent, tarpaulin)	

<b>Storage facilities</b>	
Method of transportation of food	
Utensils	
Cold food storage (must be below 5°C)	
Hot food storage (must be above 60°C)	

<b>Washing facilities</b>	
Hand Washing <i>(must be separate from equipment washing facilities)</i>	
Equipment washing	
Sullage disposal details	
Water sources (where water is being obtained from and where it will be stored)	

<b>Garbage and waste storage and disposal</b>	
Method of storage of waste	
Method of disposal of waste	

<b>Equipment</b>	
Provide details of equipment (e.g. tables, cooking devices, cooling devices)	

<b>Cleaning and sanitation</b>	
Provide details of cleaning and sanitation methods and products	

<b>Temperature measuring device</b>	
Type if thermometer used	

Lodgement of completed applications, together with relevant fees, should be made either

**By post:** Weipa Town Authority, PO Box 420, Weipa QLD 4874

**In Person:** Weipa Town Authority, Hibberd Centre Building, Hibberd Drive, Rocky Point.

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# Food Stall Guidelines

There are requirements under the Food Act 2006 that all persons operating food stalls at markets, bazaars and the like must comply with. All enquiries about selling food at these particular types of places are to be lodged through the Weipa Town Authority.

## Licensing Requirements

The Food Act does not apply to the following:

- State food businesses, for example QLD Rail, public hospitals and state school tuckshops
- Food given away for charitable purposes either from home or a food business
- Private residence – home support/boarder/employee

The Food Act's main purpose is to ensure food for sale is safe and suitable. Please note that the definition of sell is quite extensive and includes, but is not limited to, barter, offer as a prize and give away. One means of ensuring compliance with the Food Act is through Licensing.

A Licensable food business means a food business that –

- a. involves the manufacture of food; or
- b. is carried out by an entity other than a non-profit organisation and involves sale of **unpackaged** food by retail; or
- c. is carried out by a non-profit organisation and involves sale, on at least 12 days each year, of meals (sit down eating) by the organisation.

There are a number of activities that are exempt from holding a Licence BUT they are required to comply with all other areas of the Food Act. Licensing exemptions are as follows:

- Certain very low risk activities which include retailers of :
  - a. unpackaged 'snack food'(snack food means any of the following that is not potentially hazardous)
    - i. biscuits or cakes;
    - ii confectionary, corn chips, potato chips or nuts;
    - iii dried or glazed fruit;
  - b. whole fruit or vegetable;
  - c. beverages (other than fruit or vegetable juices processed at the place of sale);
  - d. seeds, spices, dried herbs, tea leaves, coffee beans, ground coffee; and
  - e. businesses that only grind coffee.
- Food businesses currently regulated under other laws such as:
  - a. accredited holders under the *Food Production (Safety ) Act 2000*, and
  - b. the processing or sale of fisheries resources under a buyer licence issued under the *Fisheries Regulation 1995* (processing does not include cooking, if seafood is cooked and sold a licence will be required under the *Food Act 2006*).
- Not for profit organisations that provide food in the following circumstances:
  - a. storing and heating meals pre-prepared by another food business,
  - b. the provision of sit down meals on not more than 12 days each year
  - c. sale of unpackaged take away food e.g. sausage on bread.

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### Packaged Foods

1. All products **must** have been previously prepared and wrapped in an approved and licensed kitchen. Written consent from the licensed kitchen is required to be lodged at the Weipa Town Office.
2. Cakes are to be sold whole, unless sliced and wrapped at the point of preparation.
3. No fresh cream fillings are to be used unless appropriate refrigeration facilities are available.
4. All foods are to be suitably labelled.

### Unpacked Snack Food

1. All products must be manufactured in an approved and licensed kitchen. Receipts for purchase or written confirmation from the licensed kitchen that products were made on site.
2. Potentially hazardous food includes, but is not limited to, cakes or biscuits with fresh cream, egg custard or cream cheese.

### Fresh Fruit and Vegetables

No objection will be raised to the sale of fresh **whole** fruit and vegetables.

1. No cutting is to be carried out on the stall.
2. Any pre-cut foods should be cut in a licensed kitchen and adequately wrapped.

### All other Foods

No other food shall be sold unless:-

1. There is a current Licence and it is on display at the stall.
2. A temporary food stall permit has been completed and the approval is available at the stall. (Please note there is no charge for this permit if the organisation is entitled to an exemption from Licensing under the Food Act).
3. The stall or outlet from which the food is sold is to be constructed and equipped in accordance with the requirements of the Weipa Town Authority, commensurate with the type of food sold, please see a guide below.

## Stall requirements

### Structure

1. Food stall shall have a roof and three sides consisting of plastic sheeting, vinyl or other approved material. Or Food stall shall provide overhead protection (e.g. umbrella/tarp) and public must be prevented from accessing that area where food is being stored and prepared by some form of barrier.
2. Where food stalls are erected on unsealed ground a suitable ground cover must be provided.

### Food Protection

1. Only disposable eating utensils may be used
2. Food and equipment must be stored a minimum of 750mm above the ground.
3. All food must be appropriately covered (with non-porous material) or stored in closed containers.
4. Public must not have direct access to displayed food. Food must be protected by a physical barrier – Perspex glass, sneeze guards, clear plastic covers.
5. All condiments shall be contained in either squeeze type dispensers (not allowed to touch product) or individual sealed packets.
6. All disposable-eating utensils shall be pre-wrapped.
7. Drinking straws and cups shall be enclosed in suitable dispensers that prevent items from being contaminated.

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### Washing facilities

1. Separate hand washing facilities and utensil washing facilities shall be provided.
2. Hand Washing – a minimum of 20 litres of fresh potable water that is accessible via a tap. Warm water is required for hand washing. Soap and single use towel must be provided. Waste water must be captured in a separate container that is labelled as such and disposed of into the sewerage system (not thrown onto ground). Should you wish to request approval for the exclusive use of antibacterial hand wash, contact is to be made with Weipa Town Authority and a risk assessment will be undertaken.
3. Utensil Washing – a minimum of 20 litres of fresh potable water and adequate hot water and two dishes of sufficient capacity for adequate cleaning of utensils that are being used. Waste water is to be labelled as such and disposed of into the sewerage system (not thrown onto ground).

### Food Temperature Control

1. Hot foods must be held at 60°C or above and chilled foods at 5°C or below or prepared as only as they are ordered by the customer.
2. A probe thermometer that is accurate to 1°C must be available and used on each site to determine if food is being stored at the correct temperature.

### Waste Disposal

1. Suitable waste receptacles shall be provided near the stall for public to dispose of used containers.
2. Adequate waste receptacles shall be provided within each stall for food scraps etc. generated by the stall.

### Food Handlers

1. Should be in clean attire.
2. Utensils and gloves should be used to handle food. Gloves must be changed regularly (as often as hands should be washed and whenever they are likely to contaminate food)
3. Hands must be washed frequently (whenever they are likely to contaminate food)
4. No smoking within the food stall
5. Money and food handled separately
6. No cuts, illness sores on food handlers.

It is recommended that if deep frying is undertaken or gas cylinders are to be used within the stall that some form of fire protection is made available (fire extinguisher/blanket).

Persons preparing and selling foods should have appropriate skills and knowledge.

### Accredited Suppliers (examples)

Eggs must be sourced from businesses accredited with EggSafe.  
Ensure fruit and vegetables are not contaminated e.g. pesticides, fertilisers.  
All products used/displayed need to be appropriately labelled.

If you have any questions or concern, please don't hesitate to contact Weipa Town Authority on 07 4030 9400.

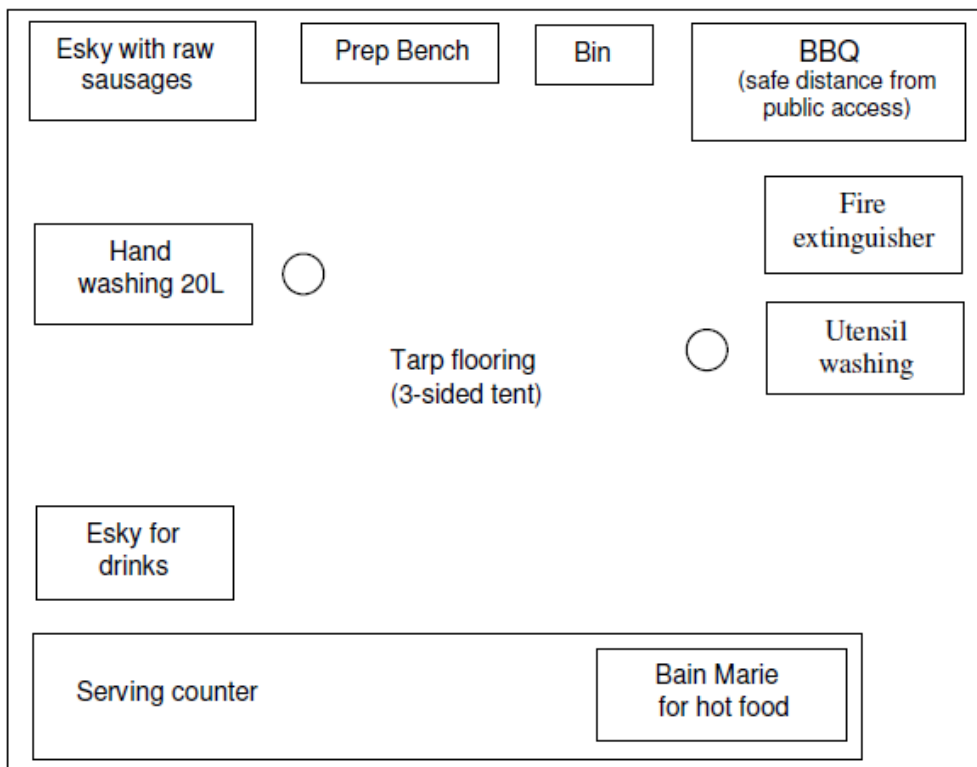
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The following Diagrams shows typical temporary food stalls including examples of required plans.

When applying for a Temporary Food Licence, you will be required to submit one rough floor plan with your application. The floor plan is not required to be to scale but must include the following:

- Location of equipment (such as BBQs)
- Location of hand washing and utensil washing facilities
- Floor, walls and roof material
- Specifications on benches and other equipment

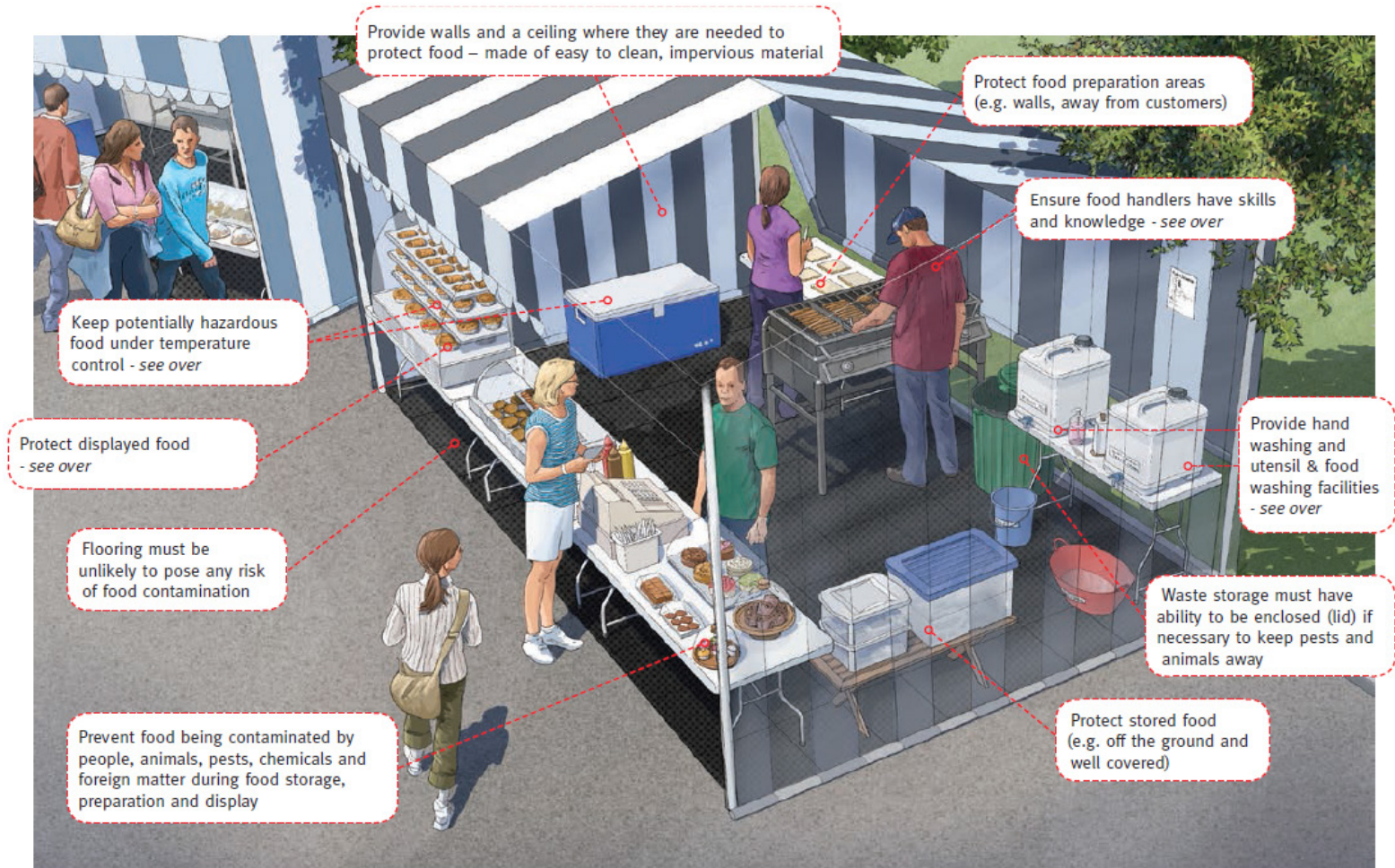
**Example**



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## GUIDE FOR THE DESIGN AND OPERATION OF A TEMPORARY FOOD PREMISES (STALL)



This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) – seek advice from your local enforcement agency.

Image courtesy of City of Gold Coast

# Temporary food premises



SAFE FOOD AUSTRALIA

InfoBite

# Temporary food premises

## Hand washing facilities

Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency)

Liquid soap and paper towels

Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways)



## Utensil and food washing facilities

Container of sufficient size (e.g. 20 litres) with tap and potable water

Hot water and/or food grade chemical sanitiser for sanitising if needed

Provide separate washing and rinsing containers for food and for utensils, as needed

## Food handlers

Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.

Clean person, attire and habits

No smoking in stall

Money and food handled separately



Must have skills & knowledge in food safety and food hygiene matters

Exposed wounds covered with waterproof covering

Avoid unnecessary contact with food by using utensils or gloves

Hands must be washed whenever they are likely to contaminate food

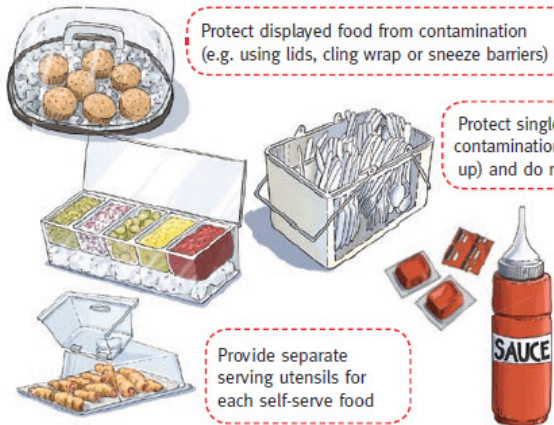
## Food display, single use items and condiments

Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers)

Protect single use utensils from contamination (e.g. store handle up) and do not reuse

Clean the outside and top of dispenser bottles and do not top-up bottles

Provide separate serving utensils for each self-serve food

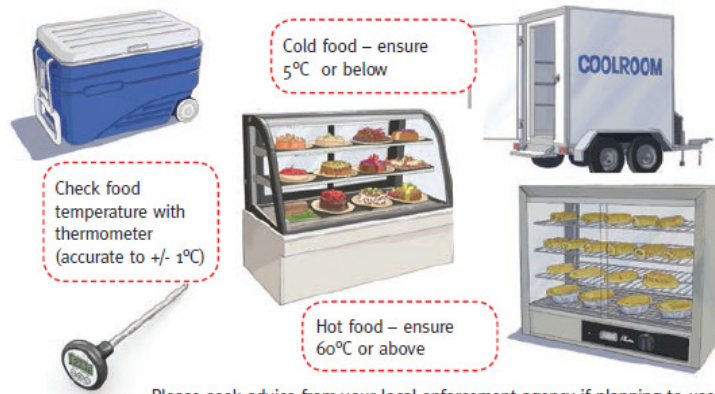


## Temperature control of potentially hazardous food

Cold food – ensure 5°C or below

Check food temperature with thermometer (accurate to +/- 1°C)

Hot food – ensure 60°C or above



Please seek advice from your local enforcement agency if planning to use an alternative to appropriate temperature control for display of potentially hazardous food.

Image courtesy of City of Gold Coast

