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**WEIPA TOWN AUTHORITY**

**ABN 54 137 266 285**

**Application for Temporary Food Stall**

*Note this form is* ***NOT*** *for Not for Profit Organisations*

**Lodge your completed application at:**

Weipa Town Authority

1 Hibberd Drive, Weipa

**or post to**

Weipa Town Authority

PO Box 420

WEIPA QLD 4874

*Food Act 2006*

***Fee applies – please contact WTA***

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 – APPLICANT INFORMATION

## Applicant

Individual’s full name *Person/s applying to be the new licensee*

Title Surname/Family Name First Name Middle Name

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Or**

Organisation’s full name *Organisation applying to be the new licensee*

|  |
| --- |
|  |

## Name of Corporation/Incorporatied Association e.g. *Queensland Best Pty Ltd* or *My Company Ltd*

|  |
| --- |
|  |
|  |

## Postal address

|  |
| --- |
|  |

## Contact person’s Name

|  |
| --- |
|  |

## Contact details

Business phone number Business fax number Business mobile No.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Email

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| --- |
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1. **Event details**

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

1. Name of event

|  |
| --- |
|  |

1. Date(s)

|  |
| --- |
|  |

Operating times

|  |
| --- |
|  |

1. **Location**

Name of property/park

|  |
| --- |
|  |

Shop No. Street No. Street Suburb Postcode

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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## Function Organisers/property owner’s details

Name of function organiser/property owner

|  |
| --- |
|  |

Contact number of function organiser/property owner

|  |
| --- |
|  |

1. **Recogised food handler’s details**

Names of recognised food handler/s

|  |
| --- |
|  |
|  |

## Signature

Name of Signatory *If applicant is an organisation*

|  |
| --- |
|  |

Signature and date

|  |
| --- |
| / / . |

# PART B – STALL INFORMATION

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

## Is ALL food being prepared within the stall?

Yes

No

If not, what is the name (if applicable) and address of the kitchen where food is being prepared?

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| --- |
|  |
|  |

## Do you have a current Food Licence?

Yes (provide a copy of your Licence)

No – I require a licence

N/A – Please tick one of the following

Community group

Charity

Not for Profit organisation

Exempt under Food Act 2006

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

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| --- |
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|  |
|  |
|  |
|  |

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

## Stall makeup/construction

Floor (e.g. concrete, tarpaulin)

|  |
| --- |
|  |

Ceiling (e.g. tarpaulin, umbrella, marquee)

|  |
| --- |
|  |

Walls (e.g. tent, tarpaulin)

|  |
| --- |
|  |

## Storage facilities

Method of transportation of food

|  |
| --- |
|  |

Utensils

|  |
| --- |
|  |

Cold food storage

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| --- |
|  |

Hot food storage

|  |
| --- |
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## Washing facilities

Hand washing

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| --- |
|  |

Equipment washing

|  |
| --- |
|  |

Sullage disposal details

|  |
| --- |
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Water sources (where water is being obtained from and where it will be stored)

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| --- |
|  |

## Garbage and waste storage and disposal

Method of storage of waste

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| --- |
|  |

Method of disposal of waste

|  |
| --- |
|  |

## Equipment

Provide details of equipment (e.g. tables, cooking devices, cooling devices)

|  |
| --- |
|  |

## Cleaning and sanitation

Provide details of cleaning and sanitation methods and products

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| --- |
|  |

## Temperature measuring device

Type of thermometer used

|  |
| --- |
|  |

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

**In person General Postal Address**

Weipa Town Office Weipa Town Authority

1 Hibberd Drive, WEIPA Qld 4874 PO Box 420, WEIPA Qld 4874

**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 –

1. involves the manufacture of food; or
2. is carried out by an entity other than a non-profit organisation and involves sale of **unpackaged** food by retail; or
3. 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 :

1. 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;

1. whole fruit or vegetable;
2. beverages (other than fruit or vegetable juices processed at the place of sale);
3. seeds, spices, dried herbs, tea leaves, coffee beans, ground coffee; and
4. businesses that only grind coffee.

* Food businesses currently regulated under other laws such as:

1. accredited holders under the *Food Production (Safety ) Act* *2000*, and
2. 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:

1. storing and heating meals pre-prepared by another food business,
2. the provision of sit down meals on not more than 12 days each year
3. sale of unpackaged take away food e.g. sausage on bread.

# PACKAGED FOOD

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.

# UNPACKAGED 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 (eg umbrella/tarp) and public must be prevented from accessing that area where food is being stored and prepared by some form of barrier.

1. 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.

**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 60oC or above and chilled foods at 5oC or below or prepared as only as they are ordered by the customer.
2. A probe thermometer that is accurate to 1oC 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 please contact Weipa Town Authority on 4030 9400.

The following Diagram shows a typical temporary food stall set up.





