

# Application for a permit to provide food at events

A *Permit to Provide Food at Events* allows food businesses and not-for-profit organisations to trade at an unlimited number of events within the City of Stirling, within a specified financial year. The Applicant must also receive consent from each event organiser to trade at events, and ensure the Public Liability Insurance policy is current.

This application form is applicable to all food and/or drink stalls or food vehicles, including charity/community fundraising and registered food businesses, selling, supplying, or giving away food free of charge, at an event.

Please refer to the *Minimum Standards for Use of Temporary Food Premises for One or Two Day Events* below for advice on food safety requirements.

All sections of the form must be completed and submitted together with supporting documents (see section 6).

**Please allow a minimum of four (4) weeks for this application to be processed and the permit to be issued.**

## 1. New or renewal application

- ☐ New application (complete all sections)
- ☐ Renewal with any change to the operation of the food business (complete all sections)
- ☐ Renewal with **NO** change to the operation of the food business (complete all of sections 2, 6 and 7)

**For renewal applications, please provide the current stallholder code: STALL\_\_\_\_\_**

## 2. Proprietor/business details

Company or proprietor name:

Trading name:

Business physical address:

Business postal address (if different to above):

Is there an upcoming event that you intend on operating at? If so, please provide the name and date of the event.

E-mail address:

ABN/ACN:

Mobile phone:

Other phone:

Primary language spoken:

Number of staff:

Are you a fundraising organisation for charity or a community group? ☐ Yes ☐ No

If yes, please provide proof that you are a charity or not for profit organisation.

Are you a registered food business under the *Food Act 2008*? ☐ Yes ☐ No

If yes, please attach a copy of your *Certificate of Registration*. All food businesses (unless exempted) must be registered by the relevant enforcement agency/local government.

Name and contact details of person in charge of food operations (if different from proprietor):

Provide the name of your qualified Food Safety Supervisor\*:

Please attach a copy of your Food Safety Supervisor Statement of Attainment issued by a Registered Training Organisation (RTO).

*\*Applicable to all Category 1 and Category 2 Food Businesses as per the Food Safety Standards – Standard 3.2.2A.*

Details of vehicle/s (food trucks/vans, does not include personal vehicles):

Make	Model	Registration number
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Make	Model	Registration number
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Make	Model	Registration number
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### 3. Floor/Site Plan

Have you attached a floor plan of the stall/vehicle with this application? ☐ Yes ☐ No

The following are the minimum details required on your floor/site plan to enable your application to be assessed\*:

- Benches, preparation area and equipment
- Cooking area (including location of barricades, fire extinguishers)
- Refrigeration
- Hand-wash facility
- Hot water and wash-up facility
- Flooring, walls, and roof of premises
- Bin area

\* Refer to *Minimum Standards for Use of Temporary Food Premises for One or Two Day Events* for further information.

### 4. Operations

Please list the type of food and drink provided or sold.

Please provide details of all places where food is prepared/packaged/cooked. Please list the particular food associated with each place AND the time of preparation (e.g, salads prepared onsite on day of the event at registered food premises XX, Street, Suburb).

Please provide details of how you will maintain adequate temperature control of all potentially hazardous foods (i.e, keep hot food  $\geq 60^{\circ}\text{C}$  and cold food  $\leq 5^{\circ}\text{C}$ ).

Do all food handlers have the skills and knowledge for the tasks they perform, including food safety standards? ☐ Yes ☐ No

Please provide details of how foods will be stored on the day of the event (please note, all food must be stored at least 150mm off the floor).

Please provide details of how food will be transported to the site on the day of the event.

## 5. Set up of the stall/vehicle

What is the total square area you require for your vehicle/stall, including tables, chairs, umbrellas, etc.? Please show this on the site plan and if possible, provide a photo of the complete set up.

Does your vehicle/stall have inbuilt power? ☐ Yes ☐ No

Please provide details (e.g. inbuilt generator, external diesel generator, vehicle mains power etc)

Does your vehicle/stall have potable water? ☐ Yes ☐ No

Please provide details (e.g. inbuilt water storage with pump, bottles of water brought to each event etc)

Confirm arrangements for maintaining hot water for hand-washing and cleaning throughout the event.

## 6. Attachments checklist (all attachments required to process application)

☐ Valid Public Liability Insurance Certificate of Currency (minimum \$10 000 000)

☐ A menu or list of foods being sold

☐ A floor plan of your stall/vehicle and any equipment used outside of the vehicle (e.g. Tables, chairs, generators etc)

☐ Copy of valid *Food Act 2008* Certificate of Registration

☐ Copy of Food Safety Supervisor Statement of Attainment issued by a Registered Training Organisation (RTO)

## 7. Declaration

I, the person making this application declare that:

- i) The information contained in this application is true and correct;
- ii) I will notify the City's Environmental Health Team of any variation to details provided within this application prior to trading or changes during the trading period.

Signature of applicant \_\_\_\_\_

(in the case of a company, the signing officer must also state position in the company)

Name:

Position:

Date:

# Minimum safety standards for use of temporary food premises for one or two day events

This guide is to be used only for temporary food stalls at events that last for either one or two days.

## General

- Food stalls are to consist of a roof and three complete sides with a floor (or shall consist of an open food stall which must comply with 'Open food stalls' below)
- The stall and components are to be kept in a well maintained condition, clean and constructed of readily cleanable materials such as plastic sheeting, vinyl or other approved material
- The floor surfacing is to extend beneath any tables or large appliances and be an easily cleanable surface
- The location and layout must be appropriate for the intended activity and provide adequate space for fixtures, fittings and equipment
- Smoking, small children and animals are not permitted in areas where food is prepared, stored or cooked
- All heating and cooking equipment must be well separated from public contact and adjoining flammable surfaces
- There must be access to a fire extinguisher if cooking is involved.

## Protection of food

- All food is to be adequately protected from dust, pest, sunlight, rain, human contact and other foreign matter
- Food is to be stored above the ground and stored in sealed, impervious food grade containers or other suitable covering e.g. cling wrap, plastic containers
- Raw and cooked food must always be stored and handled separately to prevent cross contamination. Separate utensils for raw and cooked foods should be used. Food handlers must also wash hands or change gloves in between the handling of cooked and raw food
- Disposable eating and drinking utensils only shall be used. The utensils are to be wrapped in paper napkins, plastic bags or similar prior to distribution to the public and stored so as to prevent any contamination
- All condiments and sauce are to be contained in squeeze type dispensers or in commercially sealed packs
- Tea, coffee, cordial and other beverages are to be dispensed from an enclosed or lidded receptacle equipped with a tap or spout
- Food must be transported in approved/registered food transport vehicles or containers to prevent contamination.

## Food temperature control

- All hot food must be kept above 60°C. All cold food must be kept below 5°C
- Takeaway food prepared at the food stall must be sold immediately unless there is a suitable food warmer or display cabinet which can keep food hot (above 60°C) or cold (below 5°C)
- Pre-prepared food products or pre-cooked food which contains fresh cream, custard, trifle, or any similar food which promotes bacterial growth must be stored and displayed in a refrigerated unit at a temperature below 5°C
- All raw and perishable foods such as steaks, hamburger patties, seafood and other meat products must be stored under refrigeration. Small amounts of these foods can be stored in an esky with an adequate supply of ice or a cooling medium for less than 4 hours
- The sale of pre-cooked chicken or pre-cooked chicken pieces or pre-cooked rice from a one or two day food stall is not permitted. Where specific approval has been granted for food to be prepared at an approved premises prior to the event, the food is to be reheated on a stove or in a microwave oven to a temperature in excess of 60°C, and kept above 60°C during display
- All food stalls are to have an accurate probe thermometer onsite to monitor the temperature of cold and hot foods.

# Minimum safety standards for use of temporary food premises for one or two day events

## Hand washing facilities

- A potable supply of water (ie. Reticulated or a 20L container) must be provided for dishwashing and hand washing purposes
- Separate basins/containers must be available for hand washing
- Each food stall is to provide warm running water, liquid soap and disposal paper towels for hand washing and detergent for washing up
- All wastewater must be disposed of to an approved sewage disposal system or to the City of Stirling's satisfaction
- Disposable hand towels, liquid soap and detergent shall be provided in each food stall where washing facilities are required by this Standard
- Where hot water cannot be provided other options may be approved in certain low food risk activity circumstances, for example; use of disposable gloves, hand sanitisers, cold water and liquid hand soap.

## Utensil washing facilities

- Separate utensil washing facilities shall be provided within the stall for washing and rinsing (eg, A plastic/suitable bowl/container of sufficient capacity for adequate cleaning of utensils and a supply of hot and cold water shall be immediately available to the food stall. (Disposal of wastes to the City of Stirling's satisfaction). The water in the containers should be changed frequently so as to maintain wash water that is as clean as can be achieved under the conditions
- Dish washing facilities should be of a sufficient capacity for washing utensils
- All wastewater must be disposed of to an approved sewage disposal system or to the City of Stirling's satisfaction.

## Hygiene

- Food handlers to wear clean clothing, protective aprons and head coverings
- Food handlers must be clean and free from infectious disease
- Food handlers are to ensure that any boils, infected wounds or sores are covered using a coloured, waterproof bandage or dressing and disposable gloves
- Food handlers must have access to approved sanitary (toilet) facilities
- Money handlers must wash hands or change gloves before handling food
- Food handlers should have adequate food safety skills and knowledge in relation to the tasks they are undertaking. The City strongly recommends the I'M ALERT Training Course. To complete this free online course just logon to: [www.stirling.imalert.com.au](http://www.stirling.imalert.com.au)

## Rubbish disposal

- Provide a suitable waste disposal receptacle with a tight fitting lid for all rubbish generated inside and outside the food stall
- Provisions must also be made for patrons to dispose of their litter.

## Open food stalls

- Open food stalls consisting of tables only or tables and trestles, where permitted by these standards, shall be used only for the sale of factory pre-packaged food in hermetically sealed containers (eg, canned or bottled soft drinks, canned foodstuffs)
- No perishable food shall be sold from an open food stall except packaged milk, packaged milk products and pre-wrapped ice cream which must be displayed in a refrigerated unit at a temperature below 5°C or other approved means.

# Minimum safety standards for use of temporary food premises for one or two day events

## Labelling packaged foods

- All pre-packaged food shall be labelled in accordance with the provisions of the Food Standards Code. Food labels must include the following information:
  - A description of the food, for example “strawberry jam” or “chocolate cake”
  - The name and address of the person or company who made the food, so that the maker can be traced if there is any problem with the food. A street address is needed, as a post office box cannot be traced
  - A list of ingredients
  - A ‘best before’ date to indicate how long the food will keep
  - Any special storage conditions, for example ‘keep refrigerated’.

Except where –

- the food is not in a package; or
- the food is in an inner package not designed for individual sale. Despite this, individual portion packs in a container or wrapper with a surface area of 30 cm<sup>2</sup> or greater must bear a label containing information in accordance with clauses 3 and 4 of Standard 1.2.3; or
- the food is made and packaged on the premises from which it is sold; or
- the food is packaged in the presence of the purchaser; or
- the food is whole or cut fresh fruit and vegetables, except sprouting seeds or similar products, in packages that do not obscure the nature or quality of the fruit or vegetables; or
- the food is delivered packaged, and ready for consumption, at the express order of the purchaser; or
- the food is sold at a fund raising event; or
- the food is packaged and displayed in an assisted service display cabinet.

Where the above exemptions apply; All food stalls including charities and community organisations must advise prospective purchasers on request verbally or in writing (displayed next to the food or on the packaging) that food contains any ingredients listed below which are known to cause allergic reactions:

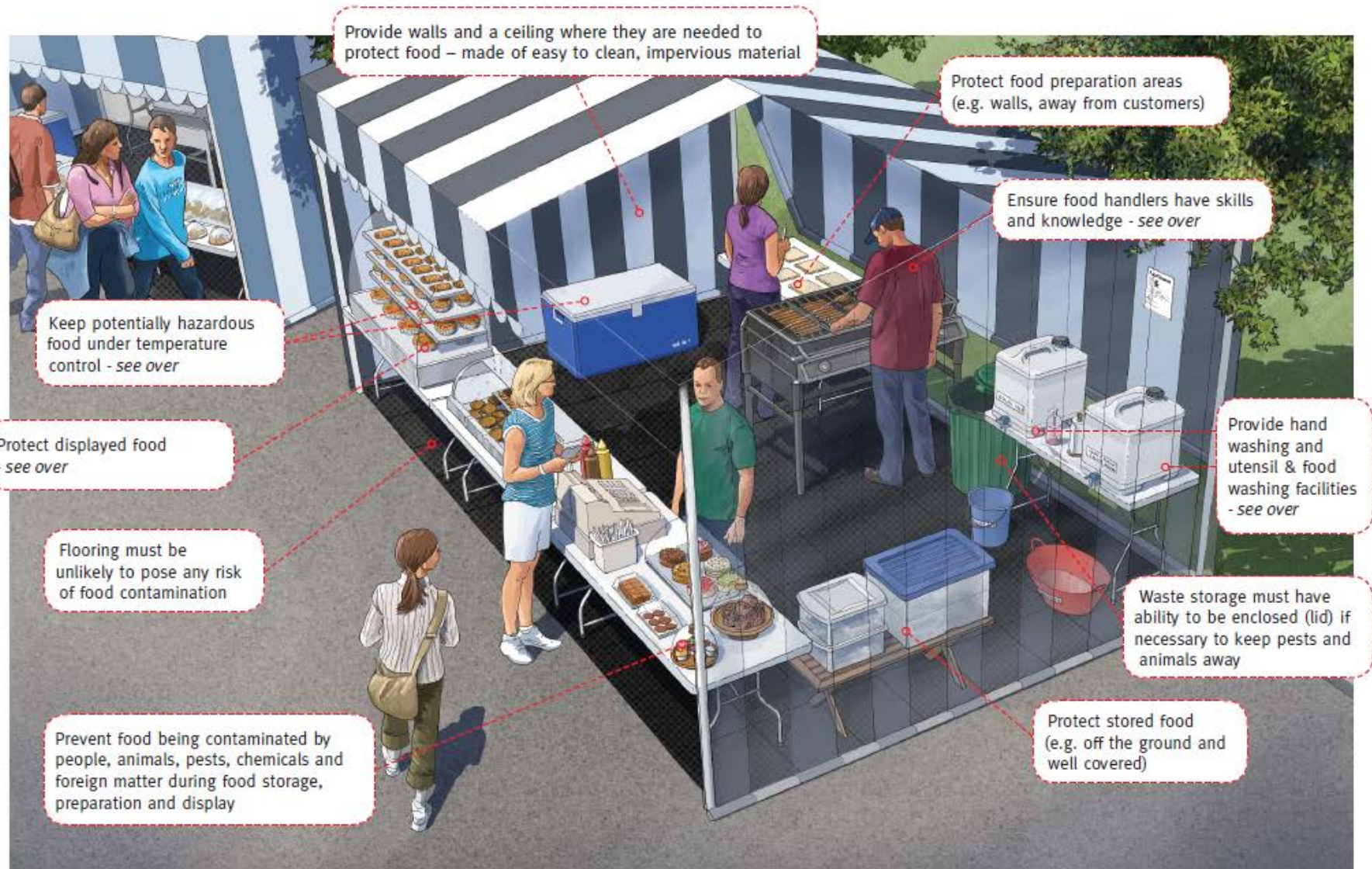
- gluten (found in wheat, rye, barley, oats and spelt)
- fish, fish products, shellfish or shellfish products
- milk and milk products
- egg and egg products
- soya beans and products
- peanuts and peanut products
- sesame seeds and sesame products
- other nuts and their products; sulphites (a preservative)
- royal jelly, bee pollen or propolis
- lupin.

A guide for food labelling (including community or charity organisations) can be viewed at:  
[www.foodstandards.gov.au](http://www.foodstandards.gov.au).

**For further information please contact the City’s Environmental Health Services on 9205 8555 or email [environmentalhealth@stirling.wa.gov.au](mailto:environmentalhealth@stirling.wa.gov.au).**



## 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.



Hand washing facilities	Utensil and food washing facilities
<p>Hand washing facilities were available in 100% of the shops. The most commonly used hand washing facility was the public hand wash (95%), followed by the hand wash in the shop (90%), and the hand wash in the home (85%).</p>	<p>Utensil and food washing facilities were available in 100% of the shops. The most commonly used facility was the public hand wash (95%), followed by the hand wash in the shop (90%), and the hand wash in the home (85%).</p>

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

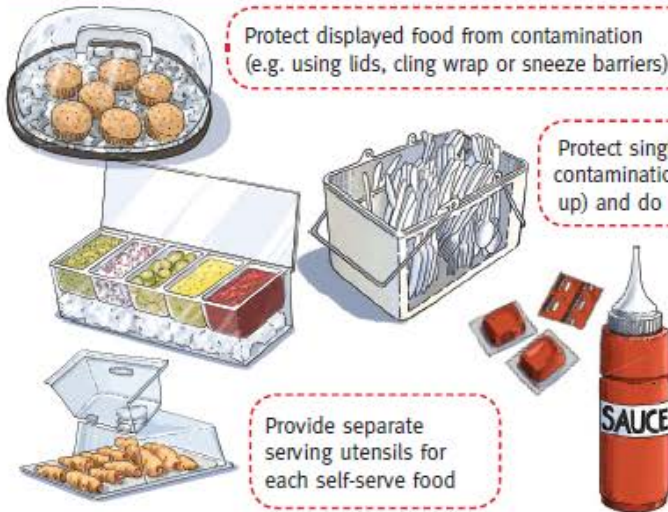
Hands must be washed whenever they are likely to contaminate food

### 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



## Temperature control of potentially hazardous food

Cold food – ensure  
5°C or below

Check food temperature with thermometer (accurate to  $\pm 1^{\circ}\text{C}$ )

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.