



# NOTIFICATION FORM CONDUCTING A TEMPORARY FOOD BUSINESS/PREMISES

To be submitted to Council a minimum of 7 days prior to the event

Name of Operator(s): .....

Postal Address: .....

Telephone Number : .....

Trading as: .....

Business address: .....

Name of the Event: .....

Name of Person Completing this form: .....

1. Type of operation (circle):

- Stall
- Mobile Unit / Van
- Stand
- Tent/Marquee
- Hall
- Other (please Specify)

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2. **Location of Temporary Food Premises:** (where is the stall being held)

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3. The **Date(s)** and **Time(s)** the Temporary Food Premises will operate:

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4. Please specify the full range of foods offered (or supply a menu)

Please circle the following items you will sell/provide, either directly or as ingredients:

- Milk/Milk products – cream
- Small goods/Meat produces
- Fish/Fish products
- Ice Cream
- Meat – Cooked
- Salads/Rice dishes
- Egg products
- Cream
- Sandwiches
- Other (Please list items)
- Poultry
- Meat Raw
- Shellfish

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5. How will you ensure proper temperature control and protection from contamination during food preparation, transport, storage and display?

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6. How will food be transported to the Temp Food Premises? (Eskies, ice, etc)

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7. What facilities will be available for people handling food to wash their hands?

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8. Have you or other workers attending this premises completed an approved food handler hygiene course and if so where and when?

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9. Will the food be prepared at the Temporary Food Premises or another location? You must provide records upon request (owner, address) of any other location i.e. registered food premises, home kitchen etc.

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**Temporary Facilities**

The following guidelines are provided for fundraising events held in temporary facilities such as tents, sheds, marquees and open air stalls.

**Floors**

The Standard allows temporary food premises to use existing ground surfaces such as grass, concrete, paving or dirt, provided the surface does not pose a food safety hazard. (Refer also to the Standards booklet page 22, Standard 3.2.3 Section 10).

**Walls and ceilings**

The Standard requires that walls and ceilings be provided where it is necessary to protect food from contamination. However, walls and ceilings may not be necessary where processing or storage equipment (eg a bain marie) adequately protects the food, or at temporary premises such as barbecues, where raw food is kept in containers and the cooked food is sold directly from the hotplate. (Refer also to the Standards booklet page 22 , Standard 3.2.3. Section 11)

**Water supply**

The Standard requires that water suitable for drinking (potable) be used for activities such as hand washing, food preparation and washing up. Where temporary food premises sell unpackaged food and there is no piped (hose) supply from a reticulated system, tanks or other suitable containers with a tap valve for clean water storage will need to be provided. (Refer also to the Standards booklet page 20-21 Section 4).

**Hand washing**

Food handlers, working in temporary premises, are required to wash their hands under warm running water and dry them using single-use towels. An exemption to this requirement will only be granted in a situation where access to these facilities is not available. Alternative methods for hand washing need to be agreed upon by your local Council in writing. For the majority of temporary premises, the provision of running water for hand washing and possibly warm running water is achievable. Temporary food premises can provide running water for hand washing by filling water containers that have a tap valve. These containers should be filled with warm water, where possible. Where running water is available for hand washing, soap and single use towels must also be available for food handlers to use. (Refer also to the Standards booklet page 23, Standard 3.2.3 Section 14).

- Approval is requested for exemption to the following Food Safety Standards.  
**(Draw a line through any exemptions not required)**
- The requirement for a hand basin to be within areas where food handlers work 3.2.3 14(1)(a).
  - The requirement for hand basin to be immediately adjacent to toilet facilities 3.2.3 14(1)(b)
  - The supply and use of warm running water for hand basins 3.2.3 14(2)(b) & 3.2.2 17(1)(b)
  - The size of the hand basin 3.2.3 14(2)(c)
  - The supply and use of single use towels or other means of hand drying 3.2.2 17(1)(c), (d) and 3.2.2 15(4)(c)

**Toilets**

If your organisation provides temporary toilets and hand washing facilities at an event such as a fete, you will need to ensure that disposal arrangement of the holding tanks does not result in a food safety problem. Such a problem could occur if pump-out pipes cross food preparation areas.

**Declaration:**

I / We ....., will ensure food sold during the permit period is fit for human consumption and not contaminated. I agree to cooperate with any recommendations relevant to our operations made by the Coorong District Council, regarding the sale of food from this temporary food premises.

I / We also understand that on the day of the function, the Environmental Health Officer of the Coorong District Council may be present and will reserve the right to stop the sale of food items if good personal hygiene and food handling practices are not adhered to.

I / We have read and understand the Temporary Food Premises Guidelines.

Signed: ..... Date            /            /

Print Name: .....

On Behalf of: .....

**Office Use Only**

Application Received Date: ..... Permit Approved (by Assets Dept): Yes /No  Temporary Food Premise Approved By ..... Date:        /        /
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