

Temporary Food Stall Permit

APPLICATION FORM



ABOUT THIS FORM

- Use this form when you're seeking approval to operate a temporary food stall. This permit is needed to sell food from a mobile van, truck, cart, temporary food stall at an approved event in the Orange Local Government Area.
- Once approved, this permit will stay valid throughout the current financial year, for multiple events. At the end of the financial year, stall holders will have to apply again to renew their permit.
- Applications must be received at least 5 working days before the event when the permit will be used for the first time.
- Permits issued are only valid in the Orange Local Government Area.
- An application fee applies. There are two ways to pay. Simply lodge the application form by email. A staff member will call you by phone so that payment can be made by credit card. Alternatively, you can bring the completed form to the Customer Service counter at the Orange Civic Centre and pay in person.

- To lodge the form you will also have to supply a copy of your Food Safety Supervisor's Certificate (where appropriate), and proof of your Public Liability Insurance. To comply with state legislation (Local Government Act 1993 - Section 68(1)) a Public Liability Certificate of Currency of Insurance for not less than \$20 million must be attached to this application, with 'Orange City Council' noted on the policy as an interested party. Insurance must be taken out with an Australian Prudential Regulation Authority (APRA) approved insurer.
- This form is required to ensure compliance under Section 68(1) of the Local Government Act 1993 and the NSW Food Act 2003.

FOOD SAFETY INFORMATION

For more useful information on keeping food safe and complying with relevant legislation and standards, please visit www.foodauthority.nsw.gov.au or call Council and speak to our Environmental Health Officers on 02 6393 8000.

APPLICANT DETAILS

Company (if applicable)

Title

Name

Postal address

Contact Number

Email address

FOOD STALL DETAILS

Food/drinks intended to be sold or provided (Tick all that apply):

☐ Food is prepared onsite at the event. e.g. BBQ sausage sandwiches

☐ Ready to eat food e.g. fresh uncut fruit and vegetables

☐ Pre-packaged food and drink (no handling required). e.g. bottled alcohol or cans of drink

☐ Food is prepared offsite and transported. E.g. baked goods

If prepared off-site, address where food is prepared:

Does any of the food need to be kept: ☐ Hot ☐ Cold ☐ N/A

☐ Single event

☐ Multiple events

Event date(s)

FOOD SAFETY DETAILS

If storing, transporting, or preparing food that requires temperature control, please outline how you will keep frozen food below minus 18°C, cold food below 5°C, and hot food above 60°C:

During the time the food is transported to the market or event

During the time the food is prepared and displayed for sale?

How will you provide facilities required for:

Staff hand-washing? (warm water, soap, single-use towels)

Washing of food and cleaning equipment?

If the food to be sold is classified as 'potentially hazardous food', e.g. meats, dairy, seafood, and ready-to-eat food that needs to be kept under temperature control, your stall must:

- have a sufficient supply of potable water
- have food-handling facilities for storage, cooking, hot/cold preparation and serving
- food-grade containers for storing and transporting the food
- provide a digital thermometer and regularly check temperatures
- provide a food-grade sanitiser for food contact surfaces and sanitising surfaces regularly
- provide adequate measures to protect food from contamination until used (e.g. kept covered, separated)
- ensure all foods are appropriately labelled (ingredients list, known allergens)

APPLICANT DECLARATION

- ☐ I have completed all the above sections of this application.
- ☐ I have attached a copy of my Certificate of Currency of Public Liability Insurance with 'Orange City Council' noted as an Interested Party to this application.
- ☐ I declare that the information provided on this form is accurate, complete, and correct.
- ☐ I hereby undertake to comply with the NSW Food Authority's Guidelines for Food Businesses at Temporary Events as the proprietor of this temporary food premises.
- ☐ I have attached a copy of my Food Safety Supervisor's Certificate (where appropriate).

Privacy & Personal Information Protection Notice

The information you provide is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. This personal information is being collected from you in order to process your application.

Signature

Date

OFFICE USE ONLY

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