

UPPER LACHLAN SHIRE COUNCIL



ABN No: 81 011 241 552

Phone: 4830 1000 Fax: 4830 1045

PO Box 42, Gunning, NSW 2581

Temporary Food Premise Registration Form

Advising Notes			
• Temporary food premise include temporary food stalls and mobile food vending vehicles to be operated at temporary events. • Fill in 1 form per temporary food premise • An incomplete form may delay the registration process. • Registration is subject to compliance with legislative requirements. • Application Form must be submitted at least 28 days prior to first trading. • Please ensure you provide details of how you would normally set up for trade, as Councils assessment will be based on the details, photos and the layout plan provided. • Please refer to "Checklist" of this form to ensure all required documents are provided with your application. Failure to do so may delay the assessment process.			
Lodgement details			
You can lodge your application by:			
EMAIL: council@upperlachlan.nsw.gov.au		POST: PO Box 42, GUNNING NSW 2581	
WHAT NOW:			
Once your application has been received and all information is considered satisfactory, your temporary stall will be registered. Council will advise you of your registration number via a letter. The registration number will need to be submitted to each event organiser where you intend to set up the temporary food stall.			
1. Applicant Details			
Name:			
Residential Address			
Postal Address			
Telephone No. Bus.	Mobile No.	Email Address	
☐ I acknowledge that I have read the 'Guidelines for Food Businesses at Temporary events' .			
Signature		Dated	
2. Stall / Business Details			
Stall / Business Trading Name: (as registered with the Office of Fair Trading)			
ABN/ACN			
Business Address			
Contact Name:			
Telephone No. Bus.	Mobile No.	Email Address	
3. Type of Premise			
☐ Stall	☐ Caravan	☐ Vehicle The structure of temporary mobile food vending vehicle must comply with 'Guidelines for Mobile food Vending Vehicles'	
4. Food Safety Supervisor Details			
Food Safety Supervisor Name		Certificate #	
Certificate Issued Date		Contact #	

5. List of Food (please list all food to be sold or attach a menu)	
6. Equipment Details (provide details of the equipment to be used)	
Type of Equipment	List
<u>Storage</u> ☐ Cold storage equipment (e.g. providing own coolroom/ esky with ice bricks/organiser providing coolroom)	
<u>Cooking</u> ☐ Hot storage & cooking equipment (e.g. 3 burner gas cooker, 4 compartment Bain-marie) ☐ Cooking in a temporary food stall will require the provision of an appropriate fire extinguisher and fire blanket.	
<u>Structure</u> ☐ 3 walls (to cover sides and back of stall) – this is only required if open food or beverages are sold. ☐ Floor cover that lip up to the sides and back of stall – this is to contain any spillage. ☐ Ceiling covering the entire stall.	
<u>Counter food Protection/ Sneeze guards</u>	
<u>Equipment</u> ☐ Hand wash basin with warm water ☐ Waste Bin ☐ Double bowl sinks for the washing of equipment ☐ Thermometer	
<u>Fittings</u> ☐ Overhead protection over all cooking/preparation areas ☐ Adequate bench spaces is provided to assist the preparation of food.	
7. Details of off-site food preparation area	
The current location of any off –site food preparation areas and or food storage including partial preparation such as chopping and cutting of ingredients, must be listed below. Each preparation area must meet food and hygiene requirements. (If you prepare food at home, evidence of a home based business registration from your local Council must be submitted with this application.)	
Location	
8. Transportation details	
Please identify how food will be transported to the site	
☐ Car ☐ Van ☐ Refrigerated Van ☐ Other (please detail)	
What is the approximate Travel time to the site:	
9. Checklist	
Please tick the following once attached and agreed that you have read the guideline	
☐ copy of the current Food Safety Supervisor Certificate to this application ☐ copy of your current 'Certificate of Currency' Public Liability Insurance ☐ A floor plan & photos indicating the general layout of the temporary food premise ☐ A copy of the approval to operate from your home Council ☐ A copy of the latest food inspection report from your home Council	