

TEMPORARY FOOD STALL APPLICATION FORM

Food Act 2008



This Form is to be used for temporary food stall applications for events in the Shire and as required by the *Food Act 2008 WA*. A temporary food premises is a structure set up for a specific or occasional event, or an ongoing calendar event. The food stalls are not required to meet the same requirements as a permanent food premises, however they are required to meet some basic food safety requirements.

Please complete the following information to assist the Shire's Environmental Health Officer in assessing your food activities with the Food Safety Standards and return it to the Shire of Wongan-Ballidu. Once assessed the Shire will inform you of the outcome and may conduct an inspection during the event.

Please tick one of the following:

- A charity or community based group or organisation.
- A Registered Food Business

Applicant Details		
Event Name:		
Van/Stall/Organisation Name:		
Address:		
Postal Address: <i>(if different from above)</i>		
Contact person:		
Business Phone:	Mobile:	Fax:
Email:	ABN/ACN: <i>(if applicable)</i>	
Proposed date(s) of the stall:		
Food Stall Structure		
Please indicate the stall structure:		<input type="checkbox"/> Trestle table*
<input type="checkbox"/> Marquee (enclosed on 3 sides)		<input type="checkbox"/> Other**
<input type="checkbox"/> Food Van		
*Trestle table structures are to be used when no food preparation is occurring, and food is sufficiently protected from contamination.		
**Please provide details:		
Temperature control methods		
Food displayed (if applicable). Hot food is to be kept above 60°C and Cold foods to be kept below 5°C.		
Hot foods (i.e. Bain Marie, Oven):		
Cold foods (i.e. Fridge, esky with ice bricks):		
Description of type of food on offer:		
Food Preparation at premises other than at the proposed stall/Van		
Food prepared in premises outside of the Shire of Wongan-Ballidu require a copy of the Food Business Registration Certificate.		
Is food cooked and cooled before being transported to the stall? Y/N		
Is food transported to the stall in a refrigerator or cooler? Y/N		
Is food preparation occurring on-site? Y/N		
Address of registered premises: _____		
Local Government approval issued by: _____		

Food Van Approvals

All food vans are required to be approved by the Local Government in which the van is normally garaged.

Address where the van is garaged: _____

Where is your potable water supplied from? _____

Where is your power / gas supplied from? _____

Where do you intend to dispose of waste water? _____

Food Safety

Does your organisation have a current food safety program Y/N

If yes, please provide a copy:

What measures will be taken to ensure adequate temperature control:

What measures will be taken to prevent food contamination? (i.e. transport, preparation, covered display)

Allergen and Labelling - are you aware of all of your ingredients and can advise the public if requested, or have listed on your labels as required? Y/N

Stall layout

Please submit a simple diagram detailing the following items where required -

- Hand washing facilities - this can be a large water container with a tap at its base, or HWB (pls include soap & paper towelling)
- Food Preparation area
- Cooking equipment
- Food Storage areas
- Served equipment

Signature of Applicant: _____ Date: _____

Print Name:

Lodging your Application:

In Person: 1 Station Road, Wongan Hills

By Mail: PO Box 84, Wongan Hills, WA 6603

By email: shire@wongan.wa.gov.au

For further information please telephone the Shire of Wongan-Ballidu (08) 9671 2500

PLEASE READ AND KEEP THIS SECTION



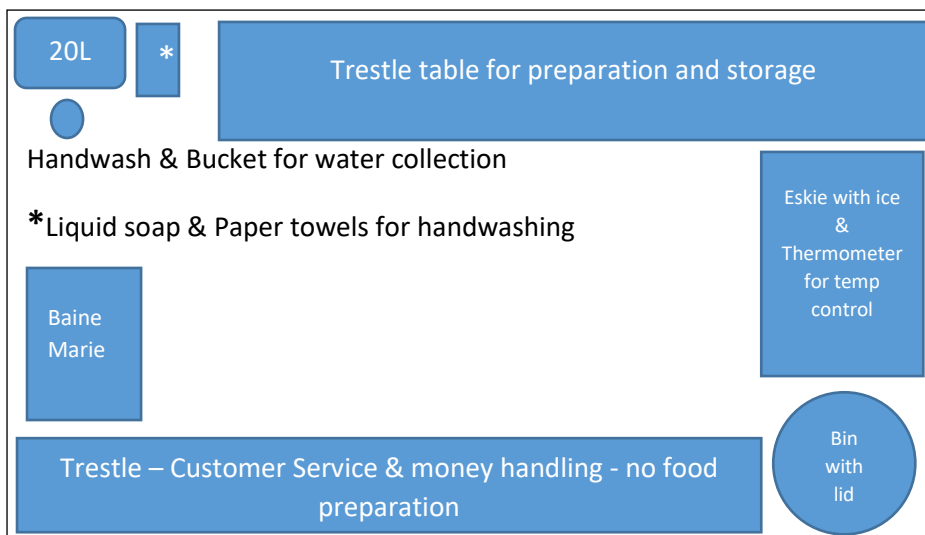
TEMPORARY FOOD STALL APPLICATION FORM

Food Act 2008

Food Stall Safety Checklist and Example Food Stall Layout

1. Event Day Checklist for Stall Holders	
1.0 Approvals	✓ / X
<ul style="list-style-type: none"> ▪ Approval Certificate from Shire of Wongan-Ballidu to Operate a Food Stall obtained & available? ▪ Food obtained from Registered Food Businesses only? ▪ Food Stall set up complies with the minimum standards and stall layout example? 	
1.1 Food Storage	✓ / X
<ul style="list-style-type: none"> ▪ Food (and rice cookers) to be stored at least 150 mm above the floor or in suitable impervious containers and, where possible, kept out of direct sunlight. ▪ Potentially hazardous foods like poultry, meat, dairy products, seafood and egg-based products must be stored under temperature control. If intended to be stored frozen, the food must remain frozen during storage. Make sure your esky is large enough to contain all food required, and enough ice to last 24 hours. ▪ Make cleaning products & chemicals clearly identifiable and separated from food. 	
1.2 Cross Contamination	✓ / X
<ul style="list-style-type: none"> ▪ Have separate utensils for cooked and raw meats, poultry and seafood ▪ Wash used utensils every 2-hours, throughout the day or when contaminated ▪ Cover all food ▪ Keeping dry foods separate from wet products (food, oils, cleaning equipment) ▪ Keeping cooked meat and salads separate from raw meat, raw poultry and raw seafood ▪ 20L potable water - for washing your hands after handling raw meats, raw poultry, raw seafood and raw vegetables. For washing utensils and cleaning surfaces ▪ Not re-using raw meat trays for serving 	
1.3 Food Display	✓ / X
<ul style="list-style-type: none"> ▪ Potentially hazardous cold food to be stored at 5°C or below, or hot food at 60°C or above (Thermometer on-site) ▪ Physical barriers to be provided between all foods and customers (sneeze guards, containers, display units etc.). 	

2. Example of Food Stall Layout



Minimum hand washing facilities

20 litre water container with tap labelled 'Hand Washing Only'

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled 'Waste Water Only' disposed to sewer

Minimum utensil washing facilities

20 litre water container with tap labelled 'Utensil Washing Only'

Hot water and/or sanitiser available for emergency cleaning

Container to catch waste water labelled 'Waste Water Only' disposed to sewer

Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food handlers

Utensils and gloves used to handle food

Hands must be washed whenever hands are likely to contaminate food

No cuts, illness, sores on food handlers

Money and food handled separately

Clean person, attire and habits

No smoking within temporary food stall

Food display, food protection, taste testing

Provide appropriate sneeze barrier

Signage must be provided to all taste testing stating 'No double dipping, single serve only'

Sauces, condiments and single serve utensils

Single serve utensils protected from contamination. Stored handle up.

Sauces, condiments in squeeze type dispensers or sealed packs

Temperature control of potentially hazardous food

Cold Food – ensure 5°C or below

Hot Food – ensure 60°C or above

Thermometer in use