

## Application for a Temporary Food Stall Licence *Food Act 2006*

### IMPORTANT INFORMATION

- A food stall is defined as a premises other than a fixed food premises or mobile food premises.
- Not-for-profit organisations may be exempt from licensing. Please contact Council's Environmental Health Section to discuss further.
- All food stalls must be constructed in compliance with Council requirements and operated in accordance with the Food Safety Standards and conditions of approval.
- A Short-Term Food Stall Licence is a Licence granted to an operator who wishes to attend a 'one-off' event only.
- An Annual Food Stall Licence is a Licence that allows the licensee to operate at any designated tourism or market event on the Fraser Coast, upon approval from the event organiser. Set-up of the premises must remain the same throughout all events attended.
- The applicant is the responsible person for the stall.

**Privacy Notice:** In using this form you are providing personal information such as name and contact details. This information will be used only for the purpose for which the completion of this form is intended, and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

### FEES & CHARGES INFORMATION

#### Short-Term Food Stall Licence (one-off event)

**Application Fee only** – this fee applies to the lodgement and assessment of the Application, up to one inspection\*, and the issuing of a licence/approval for the stated term for which the licence/approval is valid.

#### Annual Food Stall Licence

**Application Fee-** this fee applies to the lodgement and assessment of the Application and one inspection\* prior to trading (Final Inspection); and **Annual Licence and Inspection Fee-** this fee applies to the issuing of a licence/approval for the stated term and all routine inspections\* to be undertaken during the period for which the licence/approval is valid. (*An Application for a new Annual Food Stall Licence must be accompanied by the Application Fee AND the Annual Licence and Inspection Fee.*)

*\*Please note: any additional follow-up inspections to verify compliance may incur an additional inspection fee.*

Please refer to the Fees and Charges Schedule in place at the time of making this Application for fee amounts. The Fees and Charges Schedule for the current financial year can be accessed on Council's website.

### DEFINITIONS

**AMENDMENT:** is for an administrative amendment to a licence only and may include the addition or removal of a licensee or a change in the business trading name. A new certificate will be issued upon approval of an amendment application that reflects the required changes.

**ALTERATION:** is for minor or major alterations to an existing approved premises and may include the installation of an additional hand wash basin or an extension to an existing kitchen facility. Council's Environmental Health Section will determine whether the proposed alterations are minor or major in nature. Council approval of an alteration application is required prior to works being undertaken. Note: The complete removal and replacement of an existing facility will require a New Food Business Licence Application for the construction and fit-out of a new premises.

Section 1: APPLICATION TYPE	Office use only – STF or FF Application No:
<b>Is the application urgent?</b> <i>An additional urgent fee applies and must be paid at time of lodging this application.</i>	<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No
<b>New Short-Term Licence</b>	<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No
<b>New Annual Licence</b>	<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No
<b>Amendment to Existing Licence</b> <i>Complete Sections 2-4, 8 &amp; 15</i>	<input type="checkbox"/> Yes Existing Licence Number:
<b>Alteration to Existing Licence</b> <i>Complete Sections 2-4, 9-13 (if applicable), 14 &amp; 15</i>	<input type="checkbox"/> Yes Existing Licence Number:
<b>Does the application relate to the provision of food samples and taste testing only?</b>	<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No

**Section 2: APPLICANT DETAILS**

- The applicant is to be the OWNER of the business. Trust funds are not acceptable (refer Section 53 of the *Food Act 2006*).
- Complete EITHER the *Individual Applicant/s Section* or the *Registered Entity Section only*.
- *If a Company, insert Company Name and ACN.*

**COMPLETE FOR INDIVIDUAL APPLICANT/S ONLY**
**APPLICANT ONE**

 Title:  Mr  Mrs  Ms  Other: \_\_\_\_\_

Surname:

Given Name/s:

**APPLICANT TWO**

 Title:  Mr  Mrs  Ms  Other: \_\_\_\_\_

Surname:

Given Name/s:

**COMPLETE FOR REGISTERED ENTITY/COMPANY ONLY**

Company Name:

Director/s Name/s:

ACN:

**Section 3: CONTACT & BUSINESS DETAILS**
*Business name relates to the Trading Name of the business and will appear on the Licence certificate*

Business Trading Name:

Residential/Company Address:

 Postal Address: *If different to above*

Business Phone:

Business Email:

On-site Contact Person:

Mobile:

After Hours Phone:

Email:

**Section 4: EVENT DETAILS**
*If you wish to participate in more events, please attach relevant details to this application*

Name of Event:

Location of Event:

Date/s of Event:

Trading Hous of Event:

**Section 5: SUITABILITY OF PERSON TO HOLD A LICENCE**
*Skills and knowledge of applicants\* to sell safe and suitable food. \*If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included.*

 Have any of the applicants\* been convicted for a breach of any food legislation?  No  Yes If yes, please attach details

 Have any of the applicants\* previously held a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law that was suspended or cancelled?  No  Yes If yes, please attach details

 Have any of the applicants\* been refused a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law?  No  Yes If yes, please attach details

**Section 6: NOMINATION OF FOOD SAFETY SUPERVISOR/S**

- Persons to be nominated as a Food Safety Supervisor for a food business must consent to this nomination.
- Must be provided within 30 days of a Licence being issued.
- Please attach a separate sheet to this form should you wish to nominate more than one Food Safety Supervisors for the business).
- The nominated Food Safety Supervisor/s must provide a certified copy of their Statement of Attainment for specified units of competency that was completed within the immediately preceding period of 5 years:  
[https://www.health.qld.gov.au/data/assets/pdf\\_file/0027/813618/food-safety-supervisors.pdf](https://www.health.qld.gov.au/data/assets/pdf_file/0027/813618/food-safety-supervisors.pdf)

<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____
<b>Surname:</b>	
<b>Given Name/s:</b>	
<b>Address:</b>	
<b>Contact Details (Business Hours):</b>	
<b>Contact Details (After Hours):</b>	

**CONSENT**

Signed declaration must be completed by the person being nominated as a Food Safety Supervisor (where this person is not the licensee).  
 (Complete the below declaration **only** where the nominated person is not the licensee).

I, \_\_\_\_\_, consent to this application being made by the Licensee (or an authorised representative) to be a nominated Food Safety Supervisor for the above food business and am aware of my legal responsibilities in performing this role.

Signature: \_\_\_\_\_

**Section 7: SKILLS AND KNOWLEDGE OF FOOD HANDLERS**

Have all food handlers been appropriately trained and/or have the required skills and knowledge to perform their duties?

Yes

If yes, provide details below of the training provided/completed and/or industry experience.

No

All food handlers must complete a food safety training course or have appropriate skills and knowledge of food safety and hygiene matters commensurate with their duties. You may comply with your legislative obligation of ensuring food handlers have the appropriate skills and knowledge in food safety and hygiene matters by requiring them to complete a Food Safety Course such as the 'I'M Alert Online Food Safety Course' or the 'Do Food Safely Online Food Safety Course' and maintaining certification of this.

**Section 8: AMENDMENT DETAILS**

Complete this section only if making amendments to your existing Food Business Licence.

<b>Licensee Name:</b>	
<b>Licence Number:</b>	
<b>Change of Business Trading Name:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>New Trading Name (if applicable):</b>	
<b>Removal of addition of licensee/s:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Additional Licensee Name/s (if applicable):</b>	
<b>Licensee Name/s to be removed (if applicable):</b>	
<b>Change of Licensee from Individual to Company:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<i>Note – Individual licensee must be a director of the registered company entity</i>	
<b>Company Name (if applicable):</b>	
<b>Director Name/s (if applicable):</b>	
<b>ACN (if applicable):</b>	

Section 9: TYPE OF FOOD HANDLED		
<i>Tick ALL boxes that apply</i>		
<input type="checkbox"/> Fish / Seafood products	<input type="checkbox"/> Milk / Ice cream / Yoghurt / Cheese	<input type="checkbox"/> Meat Pies
<input type="checkbox"/> Chilled / Frozen foods	<input type="checkbox"/> Fruit / Vegetables	<input type="checkbox"/> Raw meats / Frozen meat / Poultry
<input type="checkbox"/> Bakery products	<input type="checkbox"/> Ice	<input type="checkbox"/> Hamburgers / Sausages
<input type="checkbox"/> Sandwiches	<input type="checkbox"/> Confectionery	<input type="checkbox"/> Cooked meats
<input type="checkbox"/> Rice / Pasta	<input type="checkbox"/> Eggs	

Section 11: LOCATION OF FOOD PREPARATION	
Is all food to be prepared on-site in the Temporary Food Stall?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If no, provide details of licensed premises where food will be prepared. If the food is prepared at a licensed premises outside of the Fraser Coast Region, please provide a copy of the current food business licence certificate/s for this premises.
Business Trading Name:	
Address of Premises:	
Food Business Licence Number:	
Details of food products being prepared off-site prior to the event:	

Section 10: SUPPORTING INFORMATION – FOOD STALL DETAILS	
<b>Part A: Food Staff Design, Fit-out and Layout</b>	
Provide a general description of the Stall design and set-up: (e.g. gazebo with trailer, marquee):	
Description of Hand Washing Facilities to be provided on-site:	
Description of Equipment Cleaning and Sanitising Facilities to be provided on-site, including Dish Washing Facilities where applicable:	
Description of Storage Facilities for Clean and Dirty Equipment:	
<b>Part B: Vehicle Details</b>	
<i>This Section is <b>only</b> required to be completed where a vehicle or trailer is used as part of the temporary food stall premises (i.e. for the storage and preparation of food)</i>	
Vehicle Make:	
Vehicle Model:	
VIN:	
Registration Number:	
Other Defining Details:	

**Section 12: FOOD TRANSPORTATION, STORAGE, PREPARATION AND DISPLAY**

Describe the measures taken to ensure food being transported and/or delivered on-site at the event is safe and suitable for human consumption:

Describe the measures taken to ensure food is stored in a safe and suitable manner for the duration of the event (e.g. covered, stored in cooler boxes with ice, refrigerators):

Describe the measures taken to prevent cross-contamination of food products:

**Section 13: AMENITIES FOR FOOD HANDLERS**

*Food businesses are responsible for ensuring staff have convenient access to adequate amenities that comply with the requirements under the Food Standards Code. Toilet facilities must be maintained in a clean and hygienic condition at all times and be provided with an adequate supply of potable running water for washing hands, hand soap and single use towels.*

**Are separate designated staff toilets provided on-site for use by food handlers?**  Yes  No

**If no, are adequate public toilets provided on-site for use by food handlers?**  Yes  No

**Section 14: ATTACHMENTS**

**Floor Plan** – Drawn to a scale of 1:100, showing the layout of the food premises, including all fittings, equipment, washing facilities, hot and cold storage units, display cases etc.

**Stall Checklist** – Complete the attached checklist addressing food handling and structural requirements.

**Proposed Menu** - Please provide a copy of the proposed menu.

**Food Safety Supervisor Certification** - Please provide a copy of Training Certification (if available).

**LPG Safety Checklist**- Complete the attached checklist if using gas appliances.

**Section 15: DECLARATION**

I \_\_\_\_\_ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

**Signature of Applicant:**

**Date:**

**Position in Company (if relevant):**

**Office Use Only**

Receipt No.

Declaration/s Completed/Signed

Yes

Mandatory Documents Attached

Yes

Date Created

CSO Initials

# Please complete this checklist - it is an essential part of your application

**Food Handling**

- Tongs, other suitable implements provided
- Food utensils stored in enclosed containers
- Cooked/uncooked food stored separately
- Food/utensils stored separately
- Single service disposable eating/drinking utensils
- Probe thermometer provided

**Food Handlers**

- Clean clothing /aprons used
- Free of infection or illness
- \* Wash hands before handling food and between different activities (e.g. handling money / serving food); and where in use, wash and dry hands before changing gloves for each separate activity

Licence certificate displayed

Temperature control for potentially hazardous food (60°C or greater for hot food)

Enclosed stall (roof, 3 sides) unless otherwise approved (i.e. gas safety)

**Cooking Equipment**

Located to protect food from contamination and ensure public safety.

Dry Chemical Fire Extinguisher; and/or Fire Blanket

**Food storage**

- Food kept above ground
- Smooth, impervious, easily cleanable construction
- Protected from contamination

Temperature control for potentially hazardous food (5°C or less for cold food). Note: Adequate ice or ice bricks are required to maintain temperature control throughout the duration of the event.

**Benches, tables**

- Smooth, impervious, easily cleanable

Floor provided Easy to clean, impervious (must be provided on unsealed ground)

**Waste Disposal**

- Refuse bin with lid and liner supplied
- \*\*Adequate waste oil/fat collection

**Hand Washing Facilities**

Must be set-up prior to any food handling

- Maintain 20L clean potable running water; Soap and single use paper towel; and
- \*Adequate waste water collection

**Dish Washing Facilities (if performed on site)**

- Maintain 20L clean potable water
- 1 receptacle with detergent
- 1 receptacle with sanitiser
- \*Adequate waste water collection

**\*\*Waste oil/fats cannot be disposed to sewer—must be removed off site and disposed to an approved disposal facility**

**\*Disposal of wastewater to stormwater is strictly prohibited**

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# LPG safety



Event: \_\_\_\_\_ Site/stall: \_\_\_\_\_

Name: \_\_\_\_\_ Event date: \_\_\_\_\_

## Checklist for outdoor events

All gas installations must comply with relevant Australian standards. Non-portable gas appliances (even those installed outside or in temporary shelters) must be installed by a licensed gas fitter.

- |   |  |
|---|--|
| <input type="checkbox"/> Has all gas work been undertaken by a licensed gas fitter?   | <input type="checkbox"/> Do you have clear access to the gas cylinder valve if you need to turn the gas supply off in an emergency?    |
| <input type="checkbox"/> Have connection joints been tested with soapy water for gas leakages?  | <input type="checkbox"/> Are supply hoses from cylinder to appliance in good condition (without kinks or abrasions)?                   |
| <input type="checkbox"/> Is there a suitable fire extinguisher available?   | <input type="checkbox"/> Do the hoses pose a trip hazard?  |
| <input type="checkbox"/> Are cylinders secured in an upright position, on a level, non-combustible surface?                           | <input type="checkbox"/> Have all appliances been approved and do they display a certification badge?                                  |
| <input type="checkbox"/> Are cylinders in a well-ventilated location?   | <input type="checkbox"/> Are appliances secured against falling or tipping?  |
| <input type="checkbox"/> Are cylinders positioned at least 1.5 m from an ignition source (such as an electric socket or naked flame)? | <input type="checkbox"/> Are appliances clear of combustible/flammable materials (such as cardboard, oil containers, wall partitions)? |
| <input type="checkbox"/> Is test date not more than 10 years ago on LP gas cylinders?   | <input type="checkbox"/> Are ring burners secured (or fixed) to a stable, non-combustible base?  |
| <input type="checkbox"/> Are any spare cylinders (i.e. not in use) stored externally?   | <input type="checkbox"/> Do you have operating instructions for the use of all appliances?   |

**If in doubt about what to do, contact a licensed gas fitter.**

**If a gas leak is suspected:**

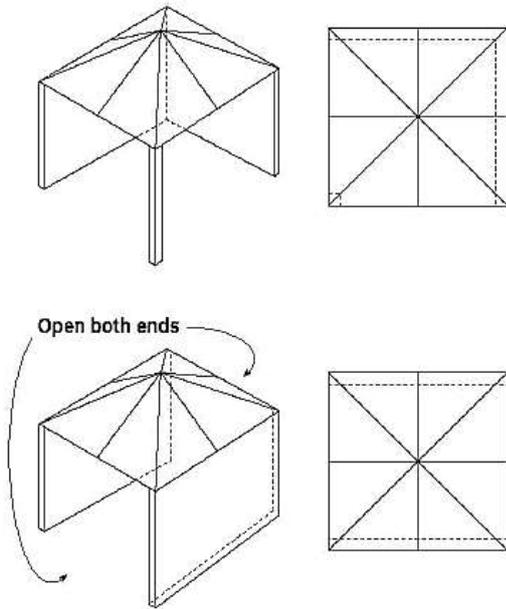
- Turn off gas supply at the appliance.
- Turn off the cylinder.
- Do not use ignition sources (such as mobile phones or lighters).

**In an emergency - telephone 000**



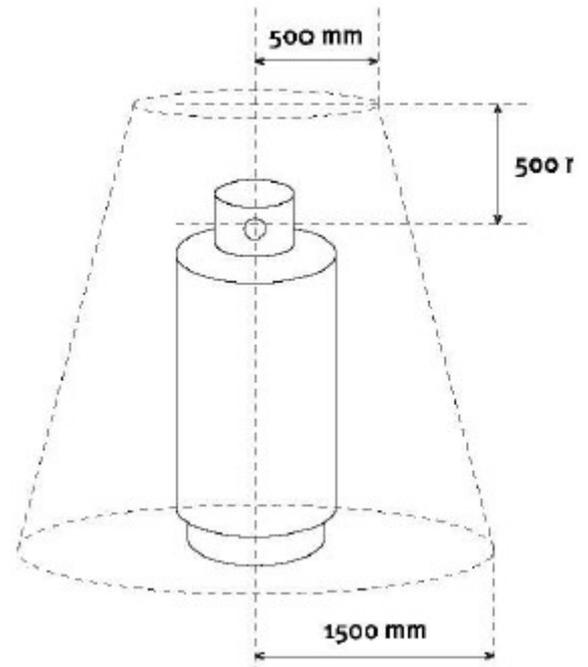
# Examples of Ventilation

Examples of the minimum ventilation needed when using gas appliances in a 'quasi' outdoor situation. Outdoor areas must be well ventilated when using gas. These images show that having two sides of the tent/ shelter open ensures good cross breeze and ventilation in a quasi-outdoor situation.



# Hazardous area

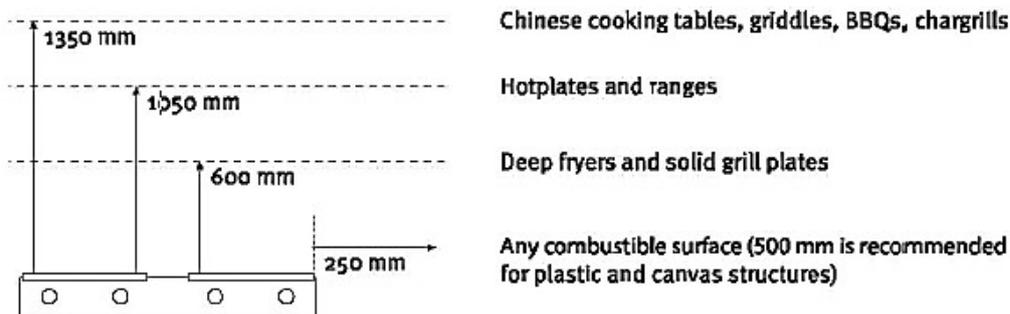
No ignition sources are to be used within these hazardous areas of a cylinder.



Do not use an ignition source within these distances around a gas cylinder.

# Clearances from burners

Burners (such as hotplates and deep fryers) should not be placed near combustible surfaces. Use these clearances as a guide to how far away to keep combustible materials.



**Note:** This is not a complete guide to LPG safety and compliance. For more information, visit [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au) or contact the Petroleum and Gas Inspectorate at [gassafe@dnrm.qld.gov.au](mailto:gassafe@dnrm.qld.gov.au). Other legislative requirements may apply in relation to matters such as food safety and general workplace health and safety.