



## TEMPORARY FOOD PREMISES APPLICATION

The sale of food in NSW is regulated by the Food Act 2003, Food Regulation and the Food Standards Code.

Anyone who wishes to operate a temporary food stall for the sale of food within the Dungog Shire area must be registered with Council.

Food for sale includes all prepared and pre-packaged food.

### This form is for individual stall holders to complete.

Approval of a food stall is subject to compliance with Council's requirements for temporary food stalls, which can be found on Council's website under Environmental Services/Public Health at [www.dungog.nsw.gov.au](http://www.dungog.nsw.gov.au)

Anyone involved in selling food at a temporary event must notify their **food business** details to the NSW Food Authority prior to the commencement of any food handling operations. This will provide you with a *Food Business Reference Number*. Failure to notify your details can incur an individual fine or penalty notice. Notify online at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au) **Notification via the website is fast, free and provides you with an instant Notice of Confirmation.** (In some situations not for profit organisations are exempt) For enquiries regarding notifications contact NSW Food Authority 1300 552 406.

### Application Requirements

1. Please keep this first page & the checklist for your records. If your application is for a stall which will form part of an event (e.g. market, festival, show), **return the form (pages 3 & 4) and copies of any inspection reports to the event organiser.** The event organiser will then submit an application to Council. If the stall is not part of an event please submit directly to Council;
2. Applications must be submitted at least fourteen (14) working days prior to the event. Lodgement of an application form does not constitute approval to commence operations. Trading can only commence once an approval letter has been issued by Council. Please allow at least five (5) working days for the processing of any temporary food stall application;
3. Food that will be sold at a temporary food stall and which has been prepared at a different location (other than at the food stall) must be prepared in a food preparation area that has been registered by the relevant Council or the NSW Food Authority. Food preparation areas that are not within the Dungog Council area must provide a copy of a recent inspection report from the appropriate authority for any off-site food preparation areas.

### Sale of Meat, Dairy or Seafood

If you are selling butchers' meat, smallgoods, uncooked fermented manufactured meats, raw poultry, or wholesaling/processing meat, poultry, dairy products, seafood or plant products, you will probably need to be licensed by the NSW Food Authority. Contact the Authority before the event to find out the requirements.

Dungog Shire Council  
PO Box 95  
DUNGOG NSW 2420

Telephone (02) 4995 7777  
Fax (02) 4995 7750  
Email [shirecouncil@dungog.nsw.gov.au](mailto:shirecouncil@dungog.nsw.gov.au)

# Temporary Food Premises Checklist

**Do not** return this page to Council

**This checklist is for you to keep to assist you in setting up for an event**

Have you...	Yes	No	N/A
Been granted Council approval?			
Notified the NSW Food Authority? (not for profit organisations are exempt in certain circumstances)			
If selling Potentially Hazardous Food do you have a Food Safety Supervisor? (not for profit organisations are exempt)			
Ensured all food handlers have adequate skills and knowledge for their activities? (not for profit organisations are exempt in certain circumstances)			
Checked your thermometer is working?			
Ensured adequate cold storage facilities are provided e.g. refrigeration, supply of ice?			
Ensured that all frozen foods can be correctly thawed? i.e. microwave/refrigerator/cold running water			
Provided adequate cooking facilities and fire fighting equipment?			
Ensured adequate shelving so food is not stored on the ground?			
Checked that hand washing facilities including liquid soap and paper towels have been provided?			
Ensured adequate wastewater disposal facilities?			
Provided sufficient garbage facilities both inside and outside the stall?			
Provided overhead protection & a three sided food preparation area and servery area, which is capable of being easily cleaned? Ensured public access is not available to any cooking areas and storage equipment?			
Ensured the floor of the site is adequately protected?			
Provided appropriate chemicals and equipment for cleaning? (hot water, detergent & food grade sanitiser)			
Provided adequate measures to protect food from contamination e.g. placing in lidded containers, sneeze barriers?			
Checked that eating & drinking utensils are protected from contamination until use?			
Provided a suitable vehicle and containers for the transport and storage of the food?			
Ensured all packaged food is appropriately labelled? (not for profit organisations are exempt in certain circumstances)			



## TEMPORARY FOOD PREMISES APPLICATION

If your application is for a stall which will form part of an event, **please return this form to the event organiser.** If this does not apply please return to:

The General Manager  
Dungog Shire Council  
PO Box 95  
DUNGOG NSW 2420

Ph: 02 4995 7777

Fax: 02 4995 7750

Email: [shirecouncil@dungog.nsw.gov.au](mailto:shirecouncil@dungog.nsw.gov.au)

### Applicant Details

Full Name			
Postal Address			
Food Business Reference Number (Food Notify)		Phone Number	

### Premises & Event Details

Date/s of Event			
Event Name			
Event Address <i>No. Street</i> <i>Suburb &amp; Postcode</i>			
Trading Name of Stall/s			
Contact Person at Stall		Mobile Number	
Food Safety Supervisor Name (as shown on FSS certificate)		Food Safety Supervisor Certificate No.	
Stall Construction (circle)	Stall	Vehicle	Tent      Other (specify):

### Equipment List

Refrigeration & how you will monitor temperature E.g. Fridges, freezers, ice, esky, thermometer.	
Food cooking/heating equipment & how you will monitor temperature E.g. BBQ, microwave, deep fryer, oven, bain-marie, pie warmer, probe thermometer, fire blanket/extinguisher	
Hand washing facilities Warm running water, liquid soap & paper towel must be provided.	
Waste facilities	
Overhead protection & walls for all cooking & food preparation areas	

### Equipment continued

Floor covering	
Cleaning & sanitising methods E.g. Utensil washing facilities, food grade sanitiser for surfaces and utensils	
Counter food protection E.g. sneeze guards, wrapped cutlery.	

### List of Food

**Provide a list of foods for sale or attach a menu**


### Details of Off - Site Food Preparation Areas

Address	
Food that will be sold at a temporary food stall and which has been prepared at a different location (other than at the food stall) must be prepared in a food preparation area that has been registered by the relevant Council & the NSW Food Authority. Food preparation areas that are not within the Dungog Council area must provide a recent inspection report from the appropriate Council of any off-site food preparation areas.	
Indicate how food will be transported to site & travel times. E.g. refrigerated van 1hr 45 min	

### Applicant Declaration

I have read, understood and will fully comply with the health conditions. I declare that the information provided on this form is accurate, complete and correct. I understand that this is an application, and approval of this application is not guaranteed.

Applicant Name	Applicant Signature	Date

For further information on your application please contact Council's Environmental Health Officer ph: 02 4995 7777