



## IMPORTANT INFORMATION FOR TEMPORARY FOOD STALL APPLICANTS

The sale of food in NSW is regulated by the *Food Act 2003* and *Food Regulation 2004*. Anyone who wishes to operate a temporary food stall for the sale of food within the Leichhardt area must be registered and approved with Council. Food for sale includes all prepared and pre-packaged food.

### APPLICATION REQUIREMENTS

The following information must be submitted to Council for approval prior to the commencement of a temporary food stall:-

1. A completed 'Temporary Stall Application Form';
2. An application fee of \$105.00 per stall / per day;
3. A current insurance Policy; and
4. If applicable, a confirmation letter from the appropriate Council of any off-site food preparation areas.

Please note that the insurance policy must include the following information:-

- Show a current expiry date (the policy must not expiry prior to the end of the current financial year period);
- Leichhardt Council must be nominated as an interested party;
- Public liability must be valued at 10 million dollars; and
- Product liability must be valued at 10 million dollars.

Applications must be submitted at least seven (7) working days **prior** to the event. Lodgement of an application form does not constitute approval to commence operations. Trading can only commence once a laminated permit has been issued by Council. Please allow at least two (2) working days for the processing of any temporary food stall application.

### NOTIFICATION OF TEMPORARY FOOD PREMISES

Section 4 of Food Safety Standard 3.2.2 requires anyone involved in selling food at a temporary event to notify their food activity details to the NSW Food Authority prior to the commencement of any food handling operations.

Upon receipt of your temporary food premises permit, you are required to notify your details to the NSW Food Authority at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au). Failure to notify your details can incur an individual fine or penalty notice.

### PREPARATION OF FOOD

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 applicable Council. Food preparation areas that are not within the Leichhardt Council area must be registered with the applicable Council in which it is located. Evidence of registration with the appropriate Council must be provided with the application form (refer to point 4 of application form). Evidence of registration applies for pre-prepared and pre-packaged foods.

### SALE OF MEAT PRODUCTS

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.

### REQUIREMENTS DURING THE OPERATION OF A TEMPORARY FOOD STALL

It is the responsibility of each stall holder to ensure that the following is complied with during the operation of their temporary food stall:-

1. The construction and operation of the temporary food stall must comply with the requirements of the Food Act 2003, Food Regulation 2004, Food Standards Code and Council's Code for Temporary Food Stalls; and
2. Hold a current temporary food stall permit issued by Council. The original permit must be on display at the premises at all times.

#### Lodgement Details for Application Form:

You can lodge your application form:

Mail to: LABC, PO Box 1068, Leichhardt, NSW 2040

E-mail: [festa@labc.org.au](mailto:festa@labc.org.au)



## TEMPORARY FOOD STALL APPLICATION FORM

### 1. APPLICANT DETAILS

|                  |  |                |  |
|------------------|--|----------------|--|
| Applicant Name:  |  |                |  |
| Postal Address:  |  |                |  |
| Business number: |  | Mobile number: |  |

### 2. EVENT AND TEMPORARY STALL DETAILS

|   |  |      |  |
|---|--|------|--|
| Event Name:   |  |      |  |
| Event Location:   |  |      |  |
| Trading Name of Stall/s:  |  |      |  |
| No of Stall/s:  |  |      |  |
| Contact Person in Control of Stall/s:   |  |      |  |
| Address of Contact Person:  |  |      |  |
| Contact Number:   |  | ABN: |  |
| List of food to be sold at the stall/s:   |  |      |  |
| <i>(Note: Section 6.5 of the Temporary Food Premises Code does not permit <b>pre-cooked</b> potentially hazardous food such as chicken, meat, seafood, rice etc to be sold from a temporary food stall)</i> |  |      |  |
|   |  |      |  |
|   |  |      |  |
|   |  |      |  |

### 3. EQUIPMENT LIST

| Equipment / Surfaces  | List of Equipment being used at the stall/s |
|---|---|
| Food warming devices:   |   |
| Refrigeration:  |   |
| Hand washing facilities:<br>(must provide warm running water) |   |
| Waste facilities:   |   |
| Counter food protection/sneeze guards:                        |   |
| Overhead protection over all cooking/food preparation areas:  |   |
| Floor covering:   |   |

#### 4. DETAILS OF OFF-SITE FOOD PREPARATION AREA(S)

The location(s) of any off-site preparation areas, including cooking and partial preparation such as chopping and cutting of ingredients, must be listed below. Each preparation area must meet Council's health requirements. If the location(s) are not in the Leichhardt Council area, evidence of registration with the applicable Council must be provided.

| Requirements   | Yes | No |
|--|-----|----|
| Is food preparation being carried out off-site other than at the stall?  | £   | £  |
| If yes, provide address of the location where food preparation is being carried out below:   |     |    |
|  |     |    |
| Is this location in the Leichhardt Council area?   | £   | £  |
| If the location is not in the Leichhardt Council area, have you attached evidence of registration with the applicable Council for this location? | £   | £  |

#### 5. INSURANCE POLICY CHECKLIST

| Requirements  | Yes | No |
|---|-----|----|
| Is the insurance policy current?                                  | £   | £  |
| Does the insurance policy cover all food to be sold at the stall? | £   | £  |
| Is Public Liability valued at \$10 million?                       | £   | £  |
| Is Product Liability valued at \$10 million?                      | £   | £  |
| Is Leichhardt Council nominated as interested party?              | £   | £  |

#### 6. FEE DETAILS

| Application Fee - \$105.00 per stall / per day          |    |
|---|----|
| Number of stall/s:                                      |    |
| Total payable = (No. of stalls x No of days x \$105.00) | \$ |

#### 7. DECLARATION

|   |  |       |  |
|---|--|-------|--|
| I declare that all information supplied on this form is true and correct and there are necessary records and / or documentation to support this application form. |  |       |  |
| Print name here:  |  |       |  |
| Signature:  |  | Date: |  |

| OFFICE USE ONLY                          |       |              |             |
|--|-------|--------------|-------------|
| Cashier / Receipt Code:<br><b>HEAFEE</b> | Date: | Amount Paid: | Receipt No: |

#### PRIVACY NOTICE:

**Purpose of collection of information on this form:** For delivery of Temporary Food Stall approvals in the Council area. **Intended recipients:** Council staff. **Supply of Information:** A Temporary Food Stall application is required for delivery and management of temporary food stalls in the Council area. **Consequence of non-provision of information:** Failure to notify the appropriate enforcement agency is a breach of the Food Safety Standards. **Storage of Document/Information:** Council's record management system and Archives.