



GRAMPIANS
GRAPE ESCAPE
the wine and food festival

exhibitor information kit 2012

10am-4.30pm Saturday May 5
10am-4pm Sunday May 6, 2012

event location

Halls Gap Recreation Reserve
46-72 Grampians Road
Halls Gap VIC 3381

exhibitor checklist

contact us

- › Grampians Grape Escape Festival
ABN 45 706 083 129
PO Box 576, Stawell VIC 3380
- › Festival Management
David Wheaton
Mobile 0417 885 920
Facsimile 03 5303 0952
Email info@grampiansgrapeescape.com.au

exhibitor checklist

Admittance to the festival

Exhibitors must lodge their licence and permit applications directly with the responsible authority (**unlike last year when you lodged via Grampians Grape Escape**).

It is the responsibility of all exhibitors to obtain the appropriate licences, permits and insurance. Failure to provide the appropriate documentation will mean we will be unable to admit you to the Festival.

Important contacts

- › Liquor Licensing – 1300 182 452
- › Northern Grampians Shire
(Public Health – Food and Wine Exhibits) – 03 5358 8700

Kit includes

- GGE 2012 Major Event Liquor Licence Application
- GGE 2012 Northern Grampians Shire Council
– Public Health – Food & Wine Exhibits
- GGE 2012 Gas Safety Check List

important dates

All forms must be sent **directly** to the relevant authority.

form	due date
Registration Form and Payment (register online at grampiansgrapeescape.com.au)	Friday March 16, 2012
Public & Liability Insurance Certificate to the value of \$10,000,000 AUD (bring to the Festival with you)	ASAP
Major Event Liquor Licence Application (apply direct to the Department of Justice and bring to the Festival with you)	ASAP
Public Health – Food and Wine Exhibits including (1) Certificate of Food Act Registration and (2) Statement of Trade for Temporary Food Premises. (Apply directly to Northern Grampians Shire and bring Certificate of Food Act Registration to the Festival with you)	Friday April 5, 2012

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EXHIBITOR APPLICATION MAJOR EVENT LICENCE	

exhibitor information

access

Exhibitor access to the area is via the car park of the Halls Gap Reserve Oval 46-72 Grampians Road, Halls Gap 3381.

Exhibitors will be directed to their site to unload and then to the general parking area. Please display exhibitors vehicle passes on dashboard and show exhibitor passes to gain entry to this area. No cars are to be driven around the site when open to the public.

Set up times: Friday May 4, 12noon-7pm
 (please no later)
 Saturday May 5, 7am-9.30am
 Sunday May 6, 7am-9.30am

All cars to be offsite by 9.30am Saturday and Sunday, if you arrive after this time, please be prepared to hand carry your stock to your marquee from the car park.

accommodation

Contact the Halls Gap Visitor Information Centre:

Phone 1800 065 599

Fax.....[03] 5356 4295

Email.....hallsgap.info@ngshire.vic.gov.au

Websitegrampianstravel.com.au

Location 115 Grampians Road, Halls Gap

advertising and public relations campaign

An extensive public relations campaign will be underway from November 2011. The campaign includes many different communication methods: print, television, radio and email marketing.

Promotion and editorial opportunities are extremely important, and we have designed a public relations campaign that will maximise all possible editorial opportunities. Competitions and give-aways have been organised with newspapers and radio stations throughout Victoria and the border of South Australia. You too can assist the campaign by circulating brochures and bookmarks. Make sure your VIP clients know that you'll be at the 2012 Grampians Grape Escape Festival by sending them a brochure or e-link before the event.

Beth Gibson of Punch PR has been contracted to look after publicity for the festival. Please contact Beth if you have an interesting story or new product that may be used for publicity. Beth Gibson mobile 0408 505 880 or via email bgibson@netconnect.com.au.

banking

Exhibitors must take all precautions for receiving and storing cash. Please note that there will be no ATM facilities on site at the oval. An ANZ terminal is located in the main street of Halls Gap.

canvassing

The distribution of promotional materials and the canvassing of business opportunities are restricted to the exhibitor's own exhibition site.

cars on site

In 2012 we will be restricting the number of cars left on site. Advance notification of vehicle on site must be completed with your exhibitor registration form. Without notification, your vehicle must be removed from the site.

Vehicles cannot enter the site until the last patron has left the festival grounds. Care must be taken and a speed limit of 10kph must be adhered to.

contractors

The contractors specified in this manual are available for the use by exhibitors. However, the organisers are not the agent of either the contractors or sub-contractors and cannot accept liability for any contract entered between exhibitor and contractor.

cooking demonstrations

Cooking demonstrations will take place in the main tent. If you would like to offer any of your products they will be used in the following ways:

- › offered (in advance) to the chef for use in their demonstration;
- › offered as special audience giveaways by the moderator; or
- › used to decorate the stage and shelving.

coolrooms

Exhibitors who indicated the need for coolroom storage have access to the large coolrooms. The use of a trolley for transport of goods to and from the coolroom is advisable. If you have a mobile coolroom that you are planning to leave on site, please ensure you inform the organisers as this may affect your site allocation.

decorate your marquee

Please give thought to how you would like to dress your marquee. This includes thinking about how to attach things to the side of the marquee. Please do not attach tape directly to the marquee walls. You may need to bring cable ties, rope and fishing wire. Please note that trestles or linen are not included in your site fee.

exhibitor information

deliveries to the site

Halls Gap Reserve is open from 9am-5pm Wednesday May 2 and Thursday May 3 and 9am-7pm Friday May 4. Deliveries cannot be outside these hours.

A coolroom will be operational and accessible on Friday May 4 from 9am-5pm. Please deliver goods straight to the coolrooms, which will be locked overnight. If you have a third party, such as a courier delivering your products, please ensure that they are aware of opening hours at the oval, have directions and a site map, and instruct them to contact the Site Manager.

electrical equipment must be tested and tagged

All electrical equipment brought to the site must be in good working order. Equipment must be tagged and tested by an electrician prior to use at the event. The electrical installation will be run solely by generators.

Exhibitors are charged for \$45 for the first point and \$85 for two or more points. The organising committee reserves the right to refuse or limit power on the day of the event if incorrect information is supplied for each appliance. If you have any doubts about your power requirements, please contact the Festival Director on 0417 885 920.

The power will be supplied to one point at the rear of your site. Please bring power chords and power boards to spread the power as you require. Power for your site is ordered when you submit your online registration.

equipment hire

- > Single site size – 3m x 3m
- > Double site size – 6m x 3m

Your marquee hire includes your shell and sign only. Additional equipment can be booked when you submit your online registration.

If you organise a different hire company, please ensure that you also arrange the collection of the hire equipment after the event.

exhibitor dismantling

Exhibitors may not dismantle their stands before 4pm Sunday May 6, 2012. Please remove all stock and equipment on Sunday evening. If you would like to leave anything to be collected Monday May 7, please inform the Site Manager as all goods must be removed from the oval by 12 noon that day.

exhibitor and vehicle passes

Exhibitor and vehicle passes will be mailed to you prior to the event.

- > Single – 3m x 3m marquee, 2 exhibitor passes
- > Shared – 3m x 3m marquee, 4 exhibitor passes
- > Double – 6m x 3m marquee, 6 exhibitor passes

Additional passes are available to purchase at \$20 each. An order form is attached. Please note that exhibitor passes must be presented at the gate on both days of the festival.

fire safety

Exhibitors using cooking equipment must have a portable fire extinguisher on site, as a precautionary safety measure. A fire blanket is also recommended. If the day is declared a Total Fire Ban, anyone wishing to operate a barbecue or Stove must have a permit. Attached is an 'Application by a caterer for a permit under s.40 to cook food in the open air on a day of total fire ban in the country area of Victoria'.

If you are cooking with gas, please download the brochure 'Code of Practice Safe use of LPGas at Public Events' from Energy Safe Victoria (ESV) by visiting this link: <http://www.esv.vic.gov.au/LinkClick.aspx?fileticket=3ntw0Lsaefg%tabid=36&mid=1351>

Please complete the self-check list (attached and take this with you to the event).

If you have a mobile food van that has gas bottles inside, this must be certified by ESV.

Solid fuel cooking equipment is not permitted without proper guards or barriers

public health - food and wine exhibits

The state government has simplified the registration process for temporary food premises so that you have one registration, with the local council where your business operates from. You are then required to submit a statement of trade to the Northern Grampians Shire for the Grampians Grape Escape. Refer to page 8 for further information.

All exhibitors must bring with them to the Festival a current Certificate of Food Act Registration.

exhibitor information

high risk exhibitors

Includes exhibitors will high-risk food such as dairy, meat, seafood, eggs and unpackaged foods, rice, etc. High-risk exhibitors must take a copy of their food safety program to the picnic. This must cover activities at the festival.

If you do not have an approved food safety program, one can be developed by using the template at: foodsmart.vic.gov.au or by calling the template hotline on 1300 888 498.

All exhibitors must comply with all health regulations, including:

- › It is a legal requirement for any business keeping food under temperature control to have a probe thermometer to check temperatures. Food temperatures must be monitored and recorded whether food is stored either hot or cold;
- › Each stall handling foodstuffs must have a hand or plastic basin with soap, water and hand towels set up and available to food handlers for the duration of the event. Please bring some plastic buckets for use at the nearby water outlets.
- › Exhibitors serving food items must wear appropriate aprons and head coverings, including caps and gloves, to comply with food handling guidelines. Please give particular attention to the protection of food from sun, dust and flies. All equipment and utensils in contact with food must be kept thoroughly sanitised during the day.
- › High risk food must be transported to the event under temperature control and protected from contamination.
- › Environmental Health Officers will be present on the day reserving the right to stop the sale of food items on the spot if exhibitors are not adhering to health and hygiene requirements.

hours of operation

The festival is open to the public from 10am-4.30pm Saturday May 5, and 10am-4pm Sunday May 6, 2012. All exhibits must be operational at all times. Exhibitors will be able to access the site from 7am. You will not be permitted to drive on to the site after 10am Saturday and 9.30am Sunday, so if you arrived after this time, please be prepared to carry your equipment to your marquee. All exhibitors must be removed unless prior notification has been provided.

ice supplies

Ice will be available from the Pavilion from 8am. Ice will be sold by the caterer's bag. The van will remain on site until 1pm and ice may be collected from there as required.

insurance

It is the exhibitors responsibility to ensure that their public liability insurance policy covers their activities at the Grampians Grape Escape Festival.

liquor sales

Exhibitors intending to sell liquor must apply for a 'Major Event Licence'. The template is attached, and exhibitors are required to send this to the Victorian Department of Justice. A fee of \$122.10 is payable to the Department of Justice.

Appropriate service of alcohol is mandatory, and the Festival Director has the right to close any exhibitor's site who does not comply with the liquor laws.

pricing structure

The sale of goods is on a cash basis, proceeds of which will go directly to the exhibitor. Exhibitors are requested to keep prices at a realistic level to encourage sales. Sampling serves should be at a minimal cost. Free food and beverage sampling to be offered by all representatives to the general public.

Please note the sale of clean skin bottles or unlabeled boxed wine is not permitted.

products for sale

Please note that all of the products that you are selling or promoting on your stand should be listed in your product description. This applies especially to exhibitors who are selling food for consumption at the festival.

'Fast foods' are not permitted at the event, nor is any product made by a multi-national company. The charter of the festival is to promote locally-produced products, and we need your support to ensure that we achieve this aim. If you have any products that you think may not comply with the selection criteria, please discuss them with the Festival Director.

security

Security will be present at the oval from 5pm, Friday May 4 to 8am Monday May 7. Whilst every reasonable precaution will be taken, the organisers accept no responsibility for any loss or damage which may occur to persons or property at the Grampians Grape Escape Festival from any causes.

exhibitor information

setting up

Halls Gap Reserve is open from 9am-5pm Wednesday May 2 & Thursday May 3 and until no later than 7pm Friday May 4. Deliveries cannot be outside these hours. A coolroom will be operational and accessible on Friday May 4 from 9am and 5pm. Please deliver goods straight to the coolrooms, which will be locked overnight. If you have a third party, such as a courier delivering your products, please ensure that they are aware of opening hours at the oval, have directions and a site map, and instruct them to contact the Site Manager.

Exhibitors will be directed to their site to unload and then to the general parking area. Please display exhibitors vehicle passes on dashboard and show exhibitor passes to gain entry to this area. No cars are to be driven around the site when open to the public.

Set up times: Friday May 4, 12noon-7pm
 (please no later)
 Saturday May 5, 7am-9.30am
 Sunday May 6, 7am-9.30am

All cars to be offsite by 9.30am Saturday and Sunday, if you arrive after this time, please be prepared to hand carry your stock to your marquee from the car park.

Exhibitor access to the area is via the car park of the Halls Gap Reserve Oval, 46-72 Grampians Road, Halls Gap 3381.

site management

A Site Manager will be in attendance to coordinate and assist with the operational aspects of the festival.

stand signage

Stand signage is included in the fee. Banners are the most prominent form of signage, and can be attached to marquees on aluminium extension poles that are available from camping shops. A cross bar helps to keep the banner straight for the day.

umbrellas, wine barrel or flags

Exhibitors may wish to improve the image of their area by using umbrellas, wine barrels or flags. We simply ask you consider your neighbour by making sure there is adequate space for traffic flow in and around your own surrounding areas.

waste removal

Please consider your products' packaging and limit where possible, and also consider your disposal of rubbish into the recycling bins provided. Waste will be separated in the following streams; paper and cardboard; bottles; general waste.

water access

Water is available from the Pavilion and potable water is piped from designated areas. If you need a continuous supply of water for a coffee machine or for food preparation, please make sure this has been indicated in your registration.

weather

The Grampians Grape Escape Festival is an all weather event. However, if the event falls on a day that is declared to be 'code red catastrophic' fire danger, the event will be cancelled and your site fee will be refunded in full.

wine glasses

The Grampians Grape Escape Festival wine glasses are available for patrons who purchase the Wine Lovers packages only. Individual glasses are not for sale. Exhibitors are not permitted to sell or provide plastic tasting glasses. Exhibitors will be provided with one glass per exhibitor pass, for their personal use. Additional glasses will be charged at \$5.

Exhibitors are encouraged to promote the WineLovers package to enable patron's participation in wine and beer sampling.

gas safety check list

- › This check list is for use by stall holders and authorised personnel.
- › The check list should form part of the stall holders' safety plan.



**GRAMPIANS
GRAPE ESCAPE**
the wine and food festival

EVENT NAME – Grampians Grape Escape – the Wine and Food Festival

Stalls holder's name

Stall number

mobile catering vehicle compliance number

Stall Holders Signature..... Date

Gas Safety	Yes	No	Action if No
Appliances			
Only certified appliances in use?			
Service history available?			
In good working condition?			
Safety devices not tampered with?			
Taps and knobs in good condition and marked?			
Not on a combustible surface?			
In a well vented location?			
Clearances from LP Gas cylinder?			
External appliances not in an internal location?			
Appliance pressure does not exceed 3kPa?			
Appliance number match appropriate supply cylinder?			
Consumer piping acceptable?			
Hoses for appliance acceptable?			
Regulators and hoses			
Regulators in good condition?			
Regulator hose of approved material?			
Hoses in good condition?			
Protected from accidental damage?			
Hoses 3 m or less in length?			
Cylinders			
Cylinder within 10 year test date?			
Cylinder in good condition?			
Cylinder connections checked for leaks?			
Cylinders secured?			
Located away from flammable materials and ignition source?			
Cylinder not blocking exit or path of travel?			
Cylinder quantity not exceeded?			
Cylinder size not exceeded?			

This check sheet should be kept at stall for viewing by authority, or handed to event organiser if requested.

Authority who viewed this form:

Name Date

public health - food and wine exhibits



GRAMPIANS
GRAPE ESCAPE
the wine and food festival



The state government has simplified the registration process for temporary food premises so that you have one registration, with the local council where your business operates from. You are then required to submit a statement of trade to the council where you propose to operate such as the Northern Grampians Shire for this annual event.

These application forms are found within this GGE Exhibitor Information Kit as well as Northern Grampians Shire Council's website:

- › Application to Register a Temporary Food Premises 2010-2011
- › Statement of Trade for a Temporary Food Premises

Exhibitors must understand their obligations in relation to food safety and public health issues associated with temporary food stalls. The following items must be addressed to the satisfaction of Council's Environmental Health Officer:

- › Have a copy of current '**Certificate of Food Act Registration**' on site.
- › Have food safety program and records on site if applicable.
- › Have appropriate facilities available for food preparation if required.
- › Ensure food is stored at correct temperatures in accordance with your food safety program.
- › Ensure food is protected from contamination during preparation, storage and display.
- › Provide utensil washing facilities if required.
- › Provide hand washing facilities if handling unpackaged food. You must provide a basin supplied with water, soap, paper towels as well as hand sanitiser.

Applications with the appropriate fee and Statements of Trade should be mailed to:

**Environmental Health
Northern Grampians Shire
PO Box 580, Stawell 3380**

Statements of Trade can be faxed to 03 5358 4366 or emailed to ngshire@ngshire.vic.gov.au

For further enquiries regarding food act requirements, please telephone the Public Health and Wellbeing Department at Northern Grampians Shire 03 5358 8700 or email ngshire@ngshire.vic.gov.au

Food Act 1984 (Vic)

Application to register temporary food premises



This form is to be used to apply for state-wide registration of one or more temporary food premises (stall, tent or other covered shelter) from which food is sold.

Under a state-wide registration system, one council in Victoria must be primarily responsible for approving your operations. This is the “**principal council**”. You must lodge this form with that council. This is the council for the following Victorian district:

- the district in which your food business **prepares or stores food** that is to be sold from the temporary food premises; or
- if food is not usually prepared or stored beforehand by your business – the district in which your food business usually **stores the equipment** for your temporary food premises; or
- if food is not usually prepared or stored beforehand by your business – the district in which your **usual business address** is located; or
- if none of the places listed above are in Victoria – the district in which the temporary food premises will **first operate**.

It is recommended that you contact council before completing this form. This will ensure that you –

- understand your obligations under the Food Act;
- know which council to lodge your application with;
- use the correct form and know how to complete it;
- can be informed about the classification of the components of the food business; and
- know whether you need to have a food safety program.

Class 4 activities

If you also wish to notify the council about any temporary premises from which you only engage in class 4 food handling activities, this can be included in Attachment 1 to this form. These activities are described in the “Food handled at class 4 temporary premises” box in that attachment.

Please note that unlike registration, you only need to complete one notification of class 4 premises. It does not need to be renewed annually. However, if in the future there are any changes to the information supplied about food handled or the number of premises, at that time you will need to inform the council by completing an updated form.

If you also wish to notify the council about any mobile premises or vending machines from which you only engage in class 4 food handling activities, contact your council to discuss what form it is best to complete. Your principal council can provide you with the relevant notification form.

Statement of trade

A statement of trade (SOT) about where and when you plan to operate the temporary premises listed in this application in the principal council’s district can also be completed within this form, or lodged after registration has been granted by the principal council (at least 5 days before you commence trading). A SOT must also be lodged with every other council in whose district the temporary premises are to operate, at least 5 days before operating in those councils’ districts. Your principal council can provide you with the SOT form.

Food Act 1984 (Vic)

Application to register temporary food premises

How to change over to state-wide registration

1. Start up information is required for a state-wide approach

As registration is now state-wide, this form will provide information about your food handling activities which will be relevant to the principal council when it considers your application. It will also assist any other council in whose district you choose to trade.

This will supplement the "statement of trade" details that you are to provide a council about where and when you will be operating in its district.

The details in this form only need to be completed once in this initial application form under the new state-wide arrangements. Please take the time to answer the form carefully. If you have any queries, your principal council can help you complete the details.

In future years, you will only be asked in your next registration/renewal application to confirm that the information is correct (without needing to repeat it) and update any details that have changed.

2. Will a 12 month registration suit your business or organisation?

If you have sold food in the past, you may have operated in a number of council districts, and had to apply for approval from each council separately.

You may have been granted a permit or short term registration that only applied for a particular event or for a short duration. Or you may have been registered to operate for 12 months.

If after considering this application, your principal council registers your premises, this registration will apply on a state-wide basis - and allow you to operate across the State, including in **all** council districts.

Registrations are general - not limited to a nominated event.

Registration will apply for a 12 month period - unless you choose to apply for a shorter period.

The advantage of a 12 month registration is that your organisation/business will be able to operate the registered premises anywhere in the State for this period, without needing to re-apply for approval within that period to any council. Registration can be renewed annually.

If you would like the option of operating -

- in more than one council district in the course of the year; OR
- on a number of occasions during the year in the same council district –

an annual registration may be more suitable as it will give you flexibility about when you can operate, and reduce the number of times in which you will need to apply for permission to operate.

If this is not relevant to you, discuss with your principal council whether a shorter period of registration will meet your needs. This may be the case if you are certain you will only need to operate:

- once or only very occasionally in the next 12 months (eg an annual school fete) AND
- all operations are in the one council district.

A council may have its own policies about fees for-

- 12 month registration;
- short term registrations (at your request);
- 12 month registration, but with a reduced fee for organisations that only operate occasionally over the course of a year;
- concessions or waivers of fees for community groups.

Refer to the box "payment details" for the fees system operated by the principal council using this form.

For more information about the state-wide system, go to www.health.vic.gov.au/foodsafety

Food Act 1984 (Vic)

Application to register temporary food premises

Council use only

Application number: Application Date: Ledger Number:

Proprietor of food business details

Is the proprietor of the food business a company/association? or an individual? or partnership?

Proprietor name <input type="text"/>	ABN if known (optional) <input type="text"/>
	ACN <input type="text"/>

If proprietor of the food business is an individual

Title <input type="text"/>	Surname <input type="text"/>	Given names(s) <input type="text"/>
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OR if proprietor of the food business is a company/incorporated Company/Association name <input type="text"/>	Authority to complete form on behalf of group eg director of company or member of committee of management <input type="text"/>
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OR if the proprietor of the food business is a partnership

Partnership name

Street address <input type="text"/>	Postal address <input type="text"/>	
Trading name <input type="text"/>		
Suburb/Town <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>

Please provide at least one phone number and include the area code.

Business phone <input type="text"/>	Home phone <input type="text"/>	Business fax <input type="text"/>	Mobile <input type="text"/>
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Email

Is there another person who is to be contacted about the food business if you are not available? **If yes**, please specify below.

Name <input type="text"/>	Role (eg manager, director, stall operator) <input type="text"/>
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Business phone <input type="text"/>	Home phone <input type="text"/>	Business fax <input type="text"/>	Mobile <input type="text"/>
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Email

Principal premises details

Please list here the address of the place where the food business that operates the temporary food premises covered by this application is based. This is to make sure that you are registering these premises with the correct council.

1. Do you have a fixed food premises at a permanent address that is already registered or notified with a council in Victoria under the Food Act?

Yes No

If no, go to 2. If you are unsure whether you need to register or notify a fixed premises because you prepare or store food for sale at that premises, contact the council in which the premises is located to discuss.

If yes,

(a) specify with which council:

If you know the registration number, insert it here:

(b) do you intend to prepare or store food that will be sold at the temporary premises at this place?

Yes No

If no, go to 2.

If yes, would you like to have *one registration* that covers that fixed food premises together with the other temporary food premises (such as your stall) listed in this application?

Yes No

Whether you answer **yes** or answer **no**, you must specify the address of that fixed food premises at 3.

2. You may not have a fixed food premises that requires registration or notification under the Food Act. If you do not, for the purposes of the Food Act your business will be based at the place in Victoria where equipment used at your stall or other temporary premises is usually stored.

Specify this address at 3.

If you do not have a usual place in Victoria in which you store the equipment, but you have a business address in Victoria, you will need to specify that address at 3.

If you have any queries, contact your council.

Interstate businesses: if you are visiting Victoria from interstate, AND –

- the food is prepared or stored outside Victoria, or
 - you do not prepare or store food and –
 - and the equipment for your temporary premises is stored outside Victoria
- and
- you do not have a business address in Victoria

Go to 4.

3. If the address is the one listed on page 1, tick here:

If it is a different address, complete the following:

Street address

Suburb/Town

State

Postcode

4. **Interstate businesses only:** if you answered “no” to 1, and 2 does not apply to you because your business operations are based outside Victoria, please specify the council district in which the temporary premises you are listing on this form will first operate in Victoria:

You must register with the Victorian council for this district.

If you are unsure where you will be first operating in Victoria, please specify the most likely district:

You must register with the Victorian council for this district.

Temporary food premises details

List the temporary food premises for which you are applying for registration (such as an uncovered stall or a covered portable shelter such as a marquee or tent that can be dismantled, or the occasional use of a hall or other place such as at an event).

If you have more than one temporary premises, list each one separately. For example, if you have one stall, list it only once. This stall can operate on a number of separate occasions or continuously. If you have two or more stalls that will operate in these ways, list them separately.

Do not list any temporary food premises that will only be used for class 4 activities. These do not require registration. They can be notified separately at the end of this form. Class 4 activities are described in the "Food handled at class 4 temporary premises" box in Attachment 1.

Give each stall or other temporary premises a number. This will be the "premises number".	Type of temporary food premises eg whether it is an uncovered set up such as a stall, a covered portable shelter such as a tent, or the occasional use of a hall or other place
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

Have any of these temporary food premises been registered under the Food Act with **another council** in 2010 or 2011?

Yes No

If yes, insert the name of the council here:

Food handled at the temporary food premises

Please answer the following questions describing the type of food being sold and handled at each stall or other temporary food premises, by:

- ticking the box in column 1 to indicate 'yes' or ticking specific boxes to show the relevant food types; then
- where you have ticked or indicated 'yes', answering any additional questions in column 1 and ticking the relevant boxes in column 2; and then
- indicating the matching premises in column 3.

You can include activities that the business is likely to conduct at the premises within the next 12 months / registration period.

This will determine the classification of each temporary food premises as either class 2 or 3 (see column 4). Some of the other questions will also help the council assess your proposed operations.

If you are applying to register more than one stall, and different activities are to be undertaken at different stalls, you can answer for each stall.

Definitions:

In this form "high risk food" means food that contains bacteria that can cause food poisoning if correct food handling practices are not observed. For example raw or cooked meats, or foods that contain meats such as hamburgers, souvlakis, fish & chips and dim sims; also smallgoods, custard and dairy-based desserts such as cheesecakes, custard tarts and soft-serve ice cream, seafood, fruit salads and fruit juices, cooked rice and pasta, foods containing eggs, beans, or other protein-rich foods such as quiche, fresh pasta and soy bean products, and foods such as sandwiches and rolls.

"Low risk food" means food that is less likely to contain bacteria that will cause food poisoning. For example grains, cereals, popcorn, doughnuts, frozen ice cream (manufactured from pasteurised or heat treated milk), soft drink/alcohol, jams, dried fruits, milk (pasteurised or heat treated), soy milk (pasteurised or heat treated), and cut fruit or vegetables (which are not subject to any further processing).

"On site" means at the temporary food premises; "off site" means somewhere other than at the temporary food premises.

1 Type of food?	2 How is food handled?	3 At which temporary food premises? Either circle "all" OR Insert premises number as listed above.	4 Class
Is fruit salad, fruit juice or salads sold on site?	<input type="checkbox"/> Prepackaged (prepared off site)	All OR Insert premises number(s) -----	Prepackaged Class 3
	OR <input type="checkbox"/> Prepared on site <input type="checkbox"/> Packaged or served as required	All OR Insert premises number(s) -----	Class 2
Are fruit/ vegetables cut / sliced on site?		All OR Insert premises number(s) -----	Class 3

<p style="text-align: center;">1</p> <p style="text-align: center;">Type of food?</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">How is food handled?</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">At which temporary food premises?</p> <p style="text-align: center;">Either circle "all" OR</p> <p style="text-align: center;">Insert premises number as listed above.</p>	<p style="text-align: center;">4</p> <p style="text-align: center;">Class</p>
<p>Do you sell any unpackaged low risk foods? (Please tick if you do.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> carbonated beverages <input type="checkbox"/> biscuits <input type="checkbox"/> cereals <input type="checkbox"/> confectionery <input type="checkbox"/> dried fruits <input type="checkbox"/> grains <input type="checkbox"/> frozen ice cream, not including soft serve <input type="checkbox"/> nuts <input type="checkbox"/> wine/beer <input type="checkbox"/> bread or other wheat products <input type="checkbox"/> eggs in their shell <input type="checkbox"/> food for food tasting (food available to taste for up to 4 hours only) <input type="checkbox"/> other types of low risk foods to be sold – please specify: 		<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 3</p>
<p>Are cakes that have cream, custard or raw eggs as a filling sold on site?</p> <p>If yes – Does the business make the cakes?</p> <p><input type="checkbox"/> Yes</p> <p>Are the cakes purchased by the business?</p> <p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> Prepackaged cakes</p>	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Prepackaged - Class 3</p>
	<p><input type="checkbox"/> Unwrapped cakes</p>	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Unwrapped - Class 2</p>
<p>Do you conduct barbeques on site? eg food cooked such as hamburgers, sausages, other meats, eggs, cooked vegetables, bread, raw vegetables.</p>		<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 2</p>
<p>Are deep fried foods cooked on site? eg food such as chips, dim sims, spring rolls, dumplings</p>		<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 2</p>

1 Type of food?	2 How is food handled?	3 At which temporary food premises? Either circle "all" OR Insert premises number as listed above.	4 Class
<p>Are desserts, such as cheese cakes, custard tarts or any dessert that contains fresh cream, raw eggs or custard (eg strawberries & cream) sold on site?</p> <p>If yes - Are the desserts purchased? <input type="checkbox"/> Yes</p> <p>Are ingredients (and finished desserts) stored under refrigeration? <input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> Desserts made off site and sold prepackaged</p> <p>OR</p> <p><input type="checkbox"/> Desserts made off site and sold unwrapped</p> <p>OR</p> <p><input type="checkbox"/> Desserts made on site</p>	<p>All OR Insert premises number(s) -----</p> <p>All OR Insert premises number(s) -----</p> <p>All OR Insert premises number(s) -----</p>	<p>Prepackaged Class 3</p> <p>Unwrapped Class 2</p> <p>Made on site Class 2</p>
<p>Are fruit juices/smoothies prepared on site and served immediately?</p> <p>If yes – Are they stored under refrigeration? <input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> Prepared and served as required</p>	<p>All OR Insert premises number(s) -----</p>	<p>Class 2</p>
<p>Is soft serve ice cream served on site?</p>		<p>All OR Insert premises number(s) -----</p>	<p>Class 2</p>
<p>Are rice dishes served on site?</p>	<p><input type="checkbox"/> Prepared & cooked either on site or off site, but is placed in a bain-marie on site and served throughout the day</p>	<p>All OR Insert premises number(s) -----</p>	<p>Class 2</p>
<p>Are casseroles or curries served on site?</p>	<p><input type="checkbox"/> Prepared & cooked either on site or off site, but is placed in a bain-marie on site and served throughout the day</p>	<p>All OR Insert premises number(s) -----</p>	<p>Class 2</p>
<p>Are noodles/ pasta/ lasagna served on site?</p>	<p><input type="checkbox"/> Prepared & cooked either on site or off site, but is placed in a bain-marie on site and served throughout the day</p>	<p>All OR Insert premises number(s) -----</p>	<p>Class 2</p>

<p style="text-align: center;">1</p> <p style="text-align: center;">Type of food?</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">How is food handled?</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">At which temporary food premises?</p> <p style="text-align: center;">Either circle "all" OR</p> <p style="text-align: center;">Insert premises number as listed above.</p>	<p style="text-align: center;">4</p> <p style="text-align: center;">Class</p>
<p>Are sandwiches containing high risk foods sold on site? eg the sandwiches contain smallgoods (such as Strasbourg, ham and chicken loaf), vegetables/salads, meat or cheese</p>	<input type="checkbox"/> Prepackaged <input type="checkbox"/> Prepared off site OR	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 3</p>
	<input type="checkbox"/> Prepared on site <input type="checkbox"/> Packaged or served as required	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 2</p>
<p>Do you sell prepackaged high risk foods on site? (Please tick if you do.)</p> <input type="checkbox"/> pies, sausage rolls and pasties <input type="checkbox"/> meats, including poultry and game, <input type="checkbox"/> curries and lasagne <input type="checkbox"/> fresh pasta <input type="checkbox"/> smallgoods (such as Strasbourg, ham and chicken loaf), smoked salmon, soft cheeses, dips <input type="checkbox"/> other foods (please specify):	<input type="checkbox"/> Products are not removed from original packaging	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 3</p>
<p>Do you sell other types of high risk foods? Please specify:</p>		<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p>Contact your principal council to confirm the classification.</p>

If you have ticked both class 2 and class 3 activities for a stall/premises, then the classification of that premises is class 2.

Temporary food premises operations

If your answers are the same for all temporary premises listed in this application, answer once for each question below.

If your answers vary for different premises (eg you have an esky for one stall and a powered fridge for another), indicate this by answering for each premises using the premises number for each question.

Will a covered bin be provided for disposing of waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is being used to wash utensils and equipment coming into contact with any unpackaged food?	<input type="checkbox"/> Detergent and hot water <input type="checkbox"/> Disposable items will be used
Will a thermometer be available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will hand washing facilities be available?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify what type: <ul style="list-style-type: none"> <input type="checkbox"/> Water drum with tap, soap, disposable paper towels <input type="checkbox"/> Sink with soap, disposable paper towels <input type="checkbox"/> Other, please specify.
How have food handlers acquired knowledge to handle food safely?	<input type="checkbox"/> Read Food Safety program information <input type="checkbox"/> Read Food Safety guidance documents <input type="checkbox"/> Completed Do Food Safely Online http://dofoodsafely.health.vic.gov.au/ <input type="checkbox"/> Received instruction by a Food Safety Supervisor
Will the food be reheated on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate how this is to be done:
What facilities will you use to keep high risk food refrigerated? For example: powered fridge/freezer (where power is available on site) and/or esky/cooler	Specify arrangements for each temporary premises (use premises number to indicate each premises):
How will food be transported to events?	<input type="checkbox"/> Refrigerated vehicle <input type="checkbox"/> Esky/cooler with ice <input type="checkbox"/> Food will be delivered by a registered food business <input type="checkbox"/> No food requiring refrigeration is sold (if you are unsure, contact your council).

Additional information – caterers only

This section only applies to caterers that have a capacity at any time to cater for 50 people or more.

You only need to answer the following questions if your business prepares for sale food that is served to a pre-arranged number of guests and both the following apply:

- (a) the food is served at a temporary food premises (such as a marquee); AND
- (b) this is at a function that is not open to members of the public, as the guests are invited.

Usually your business is paid for the food and its preparation and the serving of the food by the person who has arranged the function.

You do not need to complete this box if you operate a temporary food premises, such as a stall, where food is sold to any member of the public who wishes to purchase it from you.

Q1. Are you preparing and/or cooking food at a fixed premises that you serve at a temporary food premises such as a marquee?

Yes No

If no, go to question 2.

If yes, is the food being reheated at the temporary food premises on site before being served?

Yes No

If yes, does the food safety program address all of the food handling activities undertaken?

Yes No

If it does not, please contact council and provide details on how the food is to be handled to clarify what the program should cover.

Q2. Are you preparing and /or cooking food at a temporary food premises (such as a marquee) which is served at that location?

Yes No

If no, you have finished this section. Please go to the classification section.

If yes, answer question 3.

Q3. (a) Is the food to be served cold?

Yes No

If yes, does the food safety program address all of the food handling activities undertaken?

Yes No

If no, please contact council and provide details on how the food is to be handled to clarify what the program should cover.

(b) Is the food to be served hot?

Yes No

If yes, does the food safety program address all of the food handling activities undertaken?

Yes No

If no, please contact council and provide details on how the food is to be handled to clarify what the program should cover.

Classification

The correct classification is important as it will help you understand whether you need to have a food safety program.

Which premises are class 2 and which are class 3? Refer to the answers to the questions above, and complete the table below by ticking the relevant column.

However, if you are unsure, contact your council to determine the correct classification. The classification will be determined by council based on the answers provided above.

If you have contacted council, complete the table below based on that advice.

Premises number (list each temporary food premises by the premises number listed above)	Classification	
	Class 2	Class 3
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

If there is not enough space, attach additional sheet(s).

For further information, refer to the Food Classification Tool at <http://www.foodsmart.vic.gov.au/foodclass>

If **any** of your food premises are class 2, you will require a food safety program and food safety supervisor (FSS). Council can provide you with advice about food safety programs. Information is also available at <http://www.health.vic.gov.au/foodsafety/>

You will need to complete the next section headed **Food safety program**.

If **all** of your food premises are class 3, you will be required to keep minimum records as required under the Food Act. Go to the **payment details** section.

Food safety program (FSP)

Please answer these questions if any of the temporary food premises in the application are class 2.

Q1. Do you have any of the following types of FSP?

- Food Safety Program Template for Class 2 Retail & Food Service Businesses No.1 Version 2
- FoodSmart (online)

If YES, please select the type of FSP and go to Q4.

If NO, go to Q2.

Q2. Do you have any other type of standard FSP?

- Yes No

This is a FSP that involves completing a template registered under the Food Act.

If YES, specify the name of program FSP template.

Registered number of template

Go to Q4.

If NO, go to Q3.

Q3. Do you have a non standard food safety program (Independent FSP)?

Yes No

If YES, has the premises been audited by an approved food safety auditor?

Yes No

If NO, please specify when the premises is to be audited.

Date of audit

Name of food safety program

ATTACH (only if available) one (1) copy of a current certificate from an approved food safety auditor stating that the non-standard FSP meets the requirements of the Act.

OR if this certificate is not available —

ATTACH one (1) copy of the non-standard / independent food safety program.

Go to Q4.

Q4. Do you also have a class 3 premises listed in this application?

Yes No

If YES, do you wish to use the food safety program mentioned above for all of the class 2 and 3 premises covered by this application?

Yes No

If NO, you will need to keep the applicable minimum records for your class 3 premises and the food safety program for your class 2 premises.

Food safety supervisor

Class 2 premises only

By ticking this box, I acknowledge that I will ensure that there is an appropriate food safety supervisor for the premises.

Payment details (if applicable)

The fee for temporary registration of food/health premises depends upon type of food/health premises. Below is a list of the application fees for 2011/2012 financial year.

Fee:	All Fees are GST Exempt
(A) Class 2 & 3	\$170.00
(B) Class 2 or 3 with registered food premises - annual registration	\$55.00
(C) Class 4 wine tasting/packaged low risk food requires NOTIFICATION Refer to Attachment 1	No Fee
(D) Community group with a yearly registration submitting notification of additional dates	No Fee

NOTE: C & D categories should submit the "Notification of Temporary Food Premises" Form

How to pay:

By cash, cheque or credit card - If you know the fee to be paid, include payment when delivering the form by post, fax or in person eg cash or cheque. If you do not know the fee to be paid, Council will contact you after receiving the application and advise you of the fee and how to pay it.

REGARDLESS OF HOW YOU CHOOSE TO PAY FOR THE APPLICATION, YOUR APPLICATION WILL NOT BE PROCESSED BY COUNCIL UNTIL REQUIRED PAYMENT HAS BEEN RECEIVED.

Declaration

I understand and acknowledge:

- The information provided in this application, including any attachments, is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.
- I will keep a food safety program or minimum records, as specified in this application.

If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).

If the business is owned by a company or association, the applicant(s) on behalf of that body must sign and print their name(s).

Applicant signature

Print applicant name

Date

Applicant signature

Print applicant name

Date

Council contact details

To submit this form please use the details provided below:

Northern Grampians Shire Council

PO Box 580

STAWELL 3380

Stawell Office

Telephone: 03 5358 8700

Fax: 03 5358 4151

St Arnaud Office

Telephone: 03 5495 1500

Fax: 03 5495 1026

Email: ngshire@ngshire.vic.gov.au

Website: <http://www.ngshire.vic.gov.au>

Privacy statement

The information in this form is for the purpose of administering the Food Act in relation to your business. Under the state-wide system, this will be done by your principal council and also any other council in whose district the temporary premises listed in this application will trade, where the information is relevant. It will be used in accordance with the Food Act and the Information Privacy Act 2000 and as authorised by law.

To view Council's privacy policy, please either visit Council's offices or go to:

Website: <http://www.ngshire.vic.gov.au>

Attachment 1

NOTIFICATION OF CLASS 4 TEMPORARY FOOD PREMISES

If you also operate any temporary food premises at which **only class 4** food handling activities are conducted, you can notify council by completing the remainder of this form.

Class 4 activities are those low risk activities listed in the second table below, headed **Food handled at class 4 temporary food premises**.

If a temporary premises such as a stall is used to carry out **class 2 or 3** activities, it should be listed at the front of this form (for registration). These stalls can also be used for lower risk class 4 activities and do not need to be listed again below.

Therefore you only need to complete the following sections if you have any different temporary food premises that will **only** be used for class 4 activities.

Class 4 temporary food premises details

Give each premises a number. This will be the "class 4 premises number".	Type of temporary food premises eg whether it is an uncovered stall, a covered portable shelter such as a tent, or the occasional use of a hall or other place
Class 4 - 1	
Class 4 - 2	
Class 4 - 3	
Class 4 - 4	
Class 4 - 5	
Class 4 - 6	
Class 4 - 7	

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

Food handled at class 4 temporary premises

Please tick the relevant boxes describing the food being sold or handled at each temporary premises listed above.

If you have one temporary food premises, answer for temporary food premises Class 4 - 1.

If you have more than one, and the food handling activities will be the same for all temporary food premises, answer "all class 4 temporary food premises".

If the activities may differ, answer for each temporary food premises using the premises numbers listed above.

"Low risk food" means food that is less likely to contain bacteria that will cause food poisoning. For example popcorn, doughnuts, jams, dried fruits, packaged chips, confectionary, bread, frozen ice cream (manufactured from pasteurised or heat treated milk), soft drink/alcohol, milk (pasteurised or heat treated), soy milk (pasteurised or heat treated), and cut fruit or vegetables (which are not subject to any further processing).

Class 4 premises number	Do you sell prepackaged low risk food? eg bottled jams, honey, prepackaged confectionary or cakes (without fresh cream fillings)	Do you offer wine tastings to members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat?	Do you sell whole (uncut) fruit or vegetables or prepackaged cut fruit or vegetables?	Do you sell sausages that are cooked and served immediately on site (which can be with or without onions cooked at the same time, and bread and sauce)?
All class 4 temporary food premises (if more than one)				
Class 4 - 1				
Class 4 - 2				
Class 4 - 3				
Class 4 - 4				
Class 4 - 5				
Class 4 - 6				
Class 4 - 7				

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

Are the activities listed in the previous table the ONLY food handling activities you will engage in at the temporary food premises?

Yes No

If no, contact your council to check whether you should register the temporary premises.

STATEMENT OF TRADE FOR CLASS 4 TEMPORARY PREMISES

The "statement of trade" is to be completed only if the business is selling food at the class 4 temporary premises listed above within the same council district as the one in which this form is being lodged.

Completing this table is optional. If you do not yet know the dates on which you plan to trade, you can advise council after notification has been given.

If your business will be operating in any other council district, DO NOT COMPLETE THIS FORM FOR THOSE OTHER COUNCILS. You will need to complete a separate statement of trade form after the premises are registered and lodge the form with each other council.

Class 4 premises number (as listed above)	If an event, specify date/date range	If trading generally specify the day of the week trading	Address (street and suburb to be included)

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

Statement of trade for temporary food premises

Food Act 1984 (Vic)

This statement of trade is for temporary food premises. This includes:

- (a) a tent, stall or other structure that is not permanently fixed to a site, from which food is sold or handled for sale; or
- (b) a permanent structure not owned or leased by the food business that operates the premises and in which food is handled for sale or from which food is sold by that business on an occasional basis.

If you have a current state-wide registration certificate for class 2 or 3 temporary food premises (or if your principal council has accepted your ongoing class 4 notification of temporary food premises) under the Food Act you can operate these premises anywhere in Victoria, but before you do so you must inform the councils in which you will be trading about your intentions.

At least five days before trading, you must lodge a Food Act statement of trade (SOT) in each council district where you will be operating. This includes your principal council, if you operate in that district. This form can be used for **ALL** council districts in Victoria.

If you know your planned trading schedule for a period of time- whether it be a week, a month, or longer- this can be listed in this form. You do not need to complete a separate form for each event or period of trading within different council districts. One form can cover all your activities in all districts.

If the same premises is operating at the same location more than once, list all dates or the range eg 1/9/2011 – 1/3/2012 together with the days you will be trading eg Sat, Sun. Each council must know which day(s) you are operating in its district.

How to lodge this form:

This form must be submitted to **each council** in whose district you will be trading. A copy must also be given to your **principal council** so that it understands the extent of your operations, and can answer any questions asked by other councils. The principal council is the one you are registered with, or have notified, under the state-wide system.

To find out the name of the other council(s) that you intend to operate in, along with their contact details, refer to the Department of Planning and Community Development (DPCD) website www.dpcd.vic.gov.au/localgovernment/find-your-local-council or telephone DPCD on 1300 366 356.

Registration and Proprietor details			
Registration number		Council that has registered the premises or received notification (principal council)	
<input type="text"/>		<input type="text"/>	
Trading name of food business*			
<input type="text"/>			
Proprietor name (if the proprietor of the food business is an individual)			
Title	Surname	Given name(s)	Telephone contact number*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OR if proprietor of the food business is a company, incorporated body, partnership or a community group			
Company/association/partnership name			Telephone contact number*
<input type="text"/>			<input type="text"/>
If the proprietor is not the contact person OR is a community group, company, other body or partnership, please complete details for a contact person*			
Title	Surname	Given name(s)	Telephone contact number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Trading details

Premises ID (unique number listed on the registration certificate or notification advice from council for each stall or site)	Classification* (specify whether class 2, 3 or 4)	Municipality/ Council	Event name (if applicable)*	Type of temporary food premises* (eg market stall, use of hall)	If an event — date/date range	If trading generally — specify the days of week trading	Street address	Suburb/town	Postcode

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

Declaration

The information provided in this statement is true to the best of my knowledge.
 - I understand that penalties exist for providing false or misleading information.

- Tick whichever is applicable: I am the proprietor **OR**

I am authorised to complete this statement of trade for the proprietor.

Name of person completing this form

Signature

Date

If you are not the proprietor, specify authority to complete form e.g. director of proprietor company or member of committee of management

These items marked * are not mandatory. However, including them now will reduce the need for council to contact you seeking further information. Providing details about classification will allow the council to understand the general nature of the activities being conducted. All other information is required.

Date Rec'd / /

Receipt No. _____

File No. _____

This licence authorises the licensee to supply liquor in relation to a major event at times determined by the Director and specified in the licence. You should complete this application if you intend to supply liquor at the venue or site of a major event, or in conjunction with a major event.

Definition of major event

If an event is likely to attract more than 5000 patrons and/or have a significant impact, the Director of Liquor Licensing may determine this event to be a major event. The Director will take into account:

- required amount of effort or oversight by authorised persons;
- impact on provision and organisation of public transport and emergency services;
- impact on public safety or the amenity of the area or both.

For more information about the factors that are taken into account in determining whether an event is classified as a major event, refer to the fact sheet on www.justice.vic.gov.au/alcohol.

About this application

Applications for a major event licence should be made at least **three months** before the event. A copy of your application may be given to Victoria Police and the relevant council. If an event management plan has been prepared, you should provide a copy **with** this application.

The Director of Liquor Licensing may request additional information before making a decision. Please refer to the document checklist on page 5 of this application for details.

Licence details (if applicable)**1. Do you currently hold a permanent Victorian Liquor Licence?**No Go to question 3.Yes Licence number Go to question 2.**2. If you are an existing licence holder, is there another application in progress relating to your premises, being either an application for a new permanent licence or a variation of an existing licence?**No Go to question 3.Yes Please do not continue with this application. For further information contact Liquor Licensing on 1300 650 367.**Applicant details****3. Name of applicant** (company, incorporated body or individual person)

ACN (if applicable)

ABN (if applicable)

Postal address

Postcode

Name of contact person

Daytime telephone number

Email

Fax number

If the applicant is a body corporate, provide details of all directors

Full name/s of director/s	Address	Date of birth

Associates

An applicant for a major event licence must provide the names, dates of birth and addresses of the applicant's associates. If the applicant is a body corporate, this should include associates of the Directors. Before completing this application for a liquor licence, ensure that you read and understand the explanation of what is meant by 'associate' on the last page of this form.

- The applicant has no associates as defined in the Liquor Control Reform Act 1998 (tick if applicable) OR
 The names of all the applicant's associates are:

4. Provide details of all associates. Please attach another sheet if necessary.

Full name	Residential address	Date of birth

Event details

5. Full name of event

Grampians Grape Escape Food and Wine Festival

6. Venue where you are supplying liquor

Venue name

Halls Gap Recreation Reserve

Venue address

46-72 Grampians Road, Halls Gap VIC 3381

Postcode 3381

7. Has this or a similar event been held previously?

No Go to question 8.

Yes When was the event last held?

Date/Year	Venue	Attendance number
2011	46-72 Grampians Road, Halls Gap	8,500
2010	46-72 Grampians Road, Halls Gap	6,500

Dates and times

8. Please list the date and times you wish to trade.

Date/s	Trading hours	Date/s	Trading hours
5.5.2012	10.00am to 4.30pm		
6.5.2012	10.00am to 4.00pm		

Description of event

9. Provide a description of the event, indicating any entertainment/activities.

Promotion of produce from Western Victoria with more than 100 small food and wine exhibitors/producers showcasing their products. The festival is a family friendly event including live music, childrens activities and cooking demonstrations.

Patrons

10. What is the maximum number of patrons that will attend the event?

9,000

11. Are tickets being sold for the event?

No

Yes Maximum number of tickets for sale

9,000

Purpose of application

12. If you intend to supply liquor at the site of the event

Go to **Part A**

If you intend to supply liquor at your own licensed premises

Go to **Part B**

PART A:

Supply of liquor

13. Where will you supply liquor at the site of the event? Provide a brief description below.

Location of points of sale or bars	
Indoors	
Outdoors	Individual exhibitor marquee sites

14. What alcoholic beverages will be supplied and how will they be served?

Beverages will be available for sample (20ml) and sale glass/bottle. Wine pour by glass (150ml) and beer (330ml). Samples and sales are served in branded GGE glassware. This is a gourmet festival targeted at families, foodies and wine tourists. Plastic cups are not conducive to showcasing premium wine and we ask that this restriction be waived.

15. Will persons under the age of 18 years (minors) attend this event?

No

Yes How will minors be identified for the purpose of ensuring that they are not supplied with liquor?

ID checks at all liquor points Wrist band identification

Other (please specify)

Security

16. Have any security arrangements been made for the event, eg crowd management?

No

Yes Give details

Shane Skurrie

Gateway Security

Mobile: 0408 501 023

Three crowd controllers per day.

Additional information

17. Use this section to provide any other relevant information in support of your application.

Grampians Grape Escape Inc is a not for profit association registered in Victoria and managed by an elected organising committee. The Festival is in its 21st year in 2012. It has a solid record for event management and has always met its licensing requirements.

PART B:

Existing licence holders – extension of trading hours and/or licensed areas at your venue

This section should be completed by licensees who are applying for a temporary extension of hours or licensed area in relation to a major event, but whose premises is not located at the venue or site of the event.

18. What are you seeking an extension for at your venue? (Choose all that apply)

Trading hours Go to question 19.

Licensed areas Provide a detailed plan

19. What trading hours are you applying for?

Dates	Trading hours

20. Will entertainment be provided at your venue? (e.g. live music, recorded music, background music, DJ, other entertainment)

No

Yes Give details

Declaration and signature

21. I declare/certify that:

- the information in this application and any attachments are true and correct;
- the applicant has the right to occupy all premises listed in this application during the event;
- if an individual applicant, I am aged 18 years or over;
- if a body corporate applicant, I am authorised to sign this application on behalf of the body corporate.

X _____

Name

Date

Position (if corporation)

Document checklist

The application for a major event licence must be accompanied by the following:

Incomplete applications without the required documentation will not be accepted.

Application Form

All relevant sections of the application form must be completed.

Application fee

Please refer to the Fees Sheet for current details.

The following information may also be requested as part of your application:

A plan of the premises

The plan of the licensed premises must meet the specifications set out in the attached fact sheet.

Management Plan

The management plan should include event information, plans and map of the areas, security and risk management strategies, traffic and transport management, emergency service arrangements and noise management plan.

Display of the application if advised by Liquor Licensing

The public notice must be displayed at the premises for 28 days immediately after the application is lodged. The enclosed statement of display must be returned at the end of the display period. See "Guidelines for Displaying Public Notices". The Director of Liquor Licensing may also request that notice of the application be advertised in a newspaper or other manner, and may direct an applicant to give notice of the application to a specified person or the persons in a specified area personally or by post.

Responsible Serving of Alcohol Course

All persons involved in the supply or service of liquor must have completed a Responsible Serving of Alcohol course approved by the Director of Liquor Licensing. You may be required to produce evidence of completion of RSA.

The Director of Liquor Licensing may request an applicant to provide any other information. If required to do so you will be notified in writing.

A copy of your application may be given to Victoria Police and the relevant local council.

Application fees

- The application fee must be paid at the time of application. There is no GST payable on any fee. **Application fees are not refundable.**
- Fee amounts are listed in the fees sheet at www.justice.vic.gov.au/liquor or by calling 1300 650 367. The fee can be paid by cheque, money order or credit card. Cash will only be accepted if paying in person. Cheques and money orders are to be made payable to 'Liquor Licensing'.

If paying by credit card, fill in your credit card details below.

Credit card details	Amount
Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard <input type="checkbox"/> Amex <input type="checkbox"/>	\$ 122.10
Card number □□□□ □□□□ □□□□ □□□□	Name of cardholder □□□□□□□□□□□□□□□□
Signature of cardholder X	Card expiry date □□ / □□
	Date / /

How to lodge this form

By post to: Liquor Licensing
GPO Box 4304, Melbourne 3001

In person to:
Liquor Licensing, Victorian Consumer and Business Centre,
113 Exhibition Street, Melbourne 3000
(Counter hours 8.30am-5.00pm Monday to Friday - closed on public holidays)

Privacy – Liquor Licensing is committed to responsible and fair handling of personal information consistent with the *Information Privacy Act 2000* and its obligations under the *Liquor Control Reform Act 1998*. All information provided in this application is available for public viewing, except for the Victoria Police questionnaire form (if applicable) which is forwarded to and retained by Victoria Police.

Liquor Control Reform Act 1998 - Who is an Associate?

An associate of an applicant is:

- (a) a person who:
 - (i) holds or will hold any **relevant financial interest**, or is or will be entitled to exercise any **relevant power** (either in his or her own right or on behalf of another person) in any business of the applicant involving the sale of liquor, and
 - (ii) by virtue of that interest or power, is able or will be able to exercise a significant influence over or with respect to the management or operation of that business, or
- (b) a person who is or will be a director (either in his or her own right or on behalf of another person) of any business of the applicant involving the sale of liquor, or
- (c) if the applicant is a natural person, a **relative** of the applicant unless the relative:
 - (i) is not, and has never been, involved in any business of the applicant involving the sale of liquor, or
 - (ii) will not be involved in the business the applicant proposes to conduct as licensee.

Where:

'relevant financial interest' in relation to the business involving the sale of liquor means:

- (a) any share in the capital of the business, or
- (b) any entitlement to receive any income derived from the business, or
- (c) any entitlement to receive any payment as a result of money advanced.

'relevant power' means any power, whether exercisable by voting or otherwise and whether exercisable alone or in association with others:

- (a) to participate in any directorial, managerial or executive decision, or
- (b) to elect or appoint any person as a director.

'relative' in relation to the applicant means:

- (a) the spouse or domestic partner of the applicant, or
- (b) a parent, son, daughter, brother or sister of the applicant, or
- (c) a parent, son, daughter, brother or sister of the spouse or domestic partner of the applicant.