

THE SHIRE OF WANDERING

Temporary Food Stall Application Form



Please complete this form to apply for a Temporary Food Stall in the Shire of Wandering. Please note that approval is subject to compliance with the Shire's requirements for temporary food stalls. Conditions of Approval will be provided in writing once your application has been reviewed and approved.

How to complete this form

1. Ensure all fields are filled out correctly. Please note that fields on this form marked with an * are mandatory.
2. This form must be submitted **at least three weeks prior to the event.**

If you require assistance in completing this form please contact the Shire of Wandering on 9884 1056.

Part 1: Applicant Details	
Title: *	
Given Name/s: *	
Family Name: *	
Company Name: *	
Postal Address: *	
Email Address: *	
Contact telephone number(s): *	(M) (W)
Part 2: About the Event	
Name of the Event: *	
Date(s): *	
Location: *	
Stall operating times: *	
Name of Event Coordinator (if applicable):	
Telephone number of Event Coordinator (if applicable):	
Part 3: Stall Details	
Site contact (if different to Proprietor):	
Contact telephone number(s): *	(M) (W)
Previous events your stall has attended: *	

Stall structure: *	<input type="checkbox"/> Marquee (enclosed on 3 sides) <input type="checkbox"/> Food Van <input type="checkbox"/> Trestle Table (NB: Trestle table structures will only be approved where no food preparation is occurring and food is sufficiently protected from contamination.)
Plan: *	<input type="checkbox"/> Plan or diagram layout of Food Stall attached

Part 4: Equipment and Temperature Control Methods

Required Equipment: *	<input type="checkbox"/> Ground Sheet <input type="checkbox"/> Thermometer Hot foods must be kept above 60°C; Cold foods below 5°C <input type="checkbox"/> Hot water <input type="checkbox"/> Hand washing facilities – liquid soap and paper towel <input type="checkbox"/> Overhead protection over all cooking/preparation areas	
Hot Foods: Please indicate which equipment you will use:	<input type="checkbox"/> Oven <input type="checkbox"/> Hot plate <input type="checkbox"/> Microwave <input type="checkbox"/> Bain Marie <input type="checkbox"/> Fire extinguisher or blanket	<input type="checkbox"/> Other (please outline below):
Cold Foods: Please indicate which equipment you will use:	<input type="checkbox"/> Fridge <input type="checkbox"/> Esky with ice bricks (not ice)	<input type="checkbox"/> Other (please outline below):

Part 5: Food

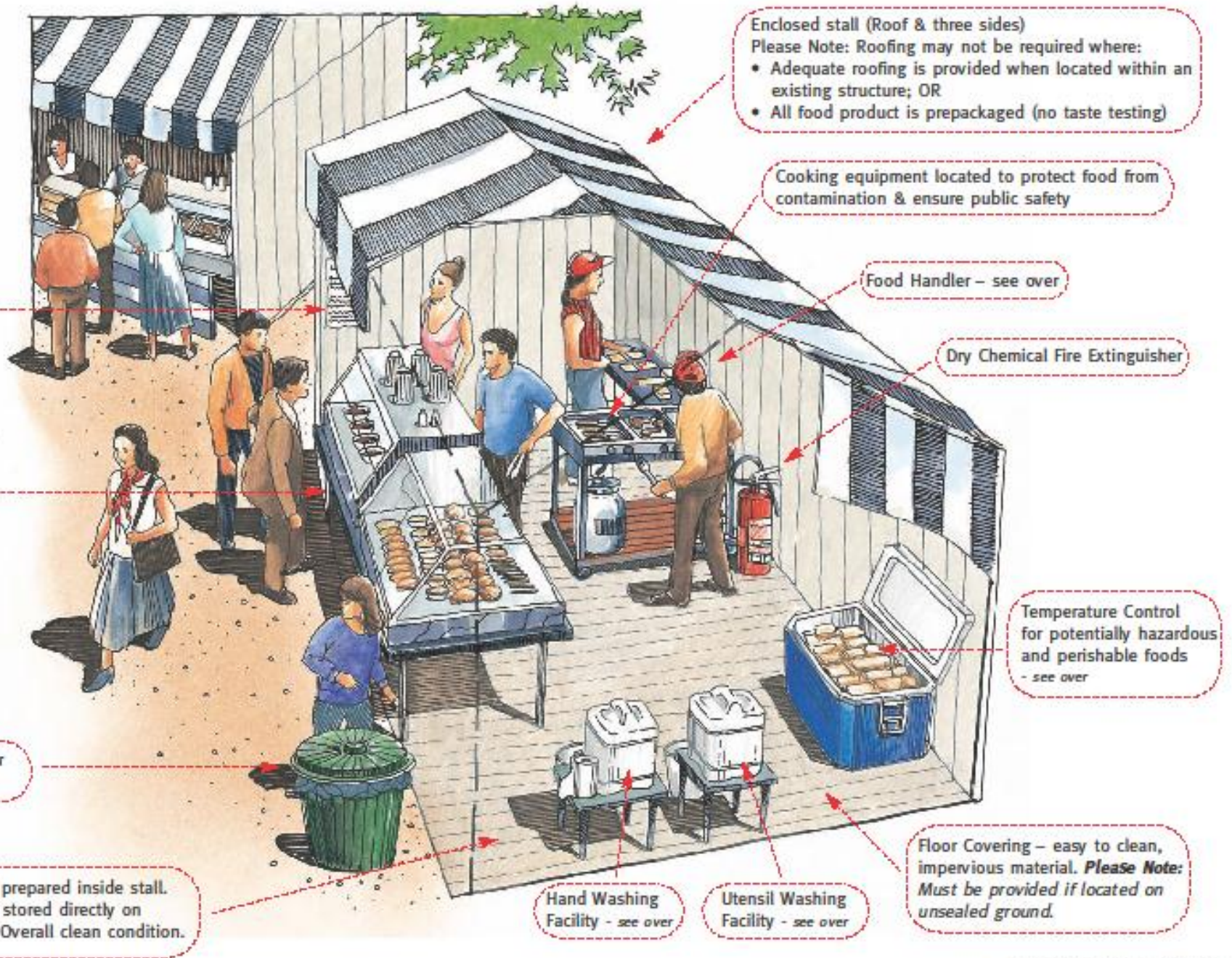
Please provide a list of all food types to be sold:

Part 6: Details of Food Vans and off site food preparation area(s):

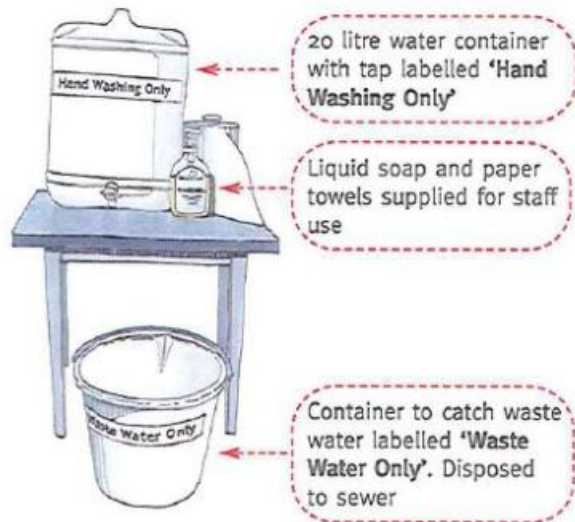
Details of Food Vans and the location of any off-site food preparation and/or food storage including partial preparation such as chopping and cutting of ingredients must be provided. Preparation areas must meet food hygiene requirements. If the location is not within the Shire of Wandering, a registration must be attached.

Address of off-site preparation:	
Please select one of these options:	<input type="checkbox"/> This location or van is registered within the Shire of Wandering FP Registration Number: [FP] Date of last inspection:/...../.....
	<input type="checkbox"/> This location or van is not within the Shire of Wandering <input type="checkbox"/> Local Government Certificate of Registration attached* Date of last inspection:/...../.....

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Minimum hand washing facilities



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

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Minimum utensil washing facilities



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

Hot water and/or sanitiser available for emergency cleaning

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

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

Food Handlers



Money and food handled separately

Utensils and gloves used to handle food

Clean person, attire and habits

Hands must be washed whenever hands are likely to contaminate food

No smoking within temporary food stall

No cuts, illness, sores on food handlers

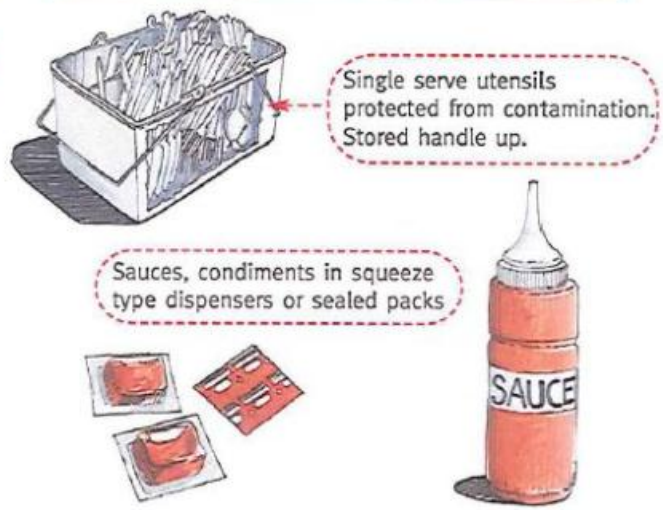
Food display, food protection, taste testing



Provide appropriate sneeze barrier

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

Sauces, condiments and single serve utensils



Single serve utensils protected from contamination. Stored handle up.

Sauces, condiments in squeeze type dispensers or sealed packs

For further information on this topic, please contact Council

Temperature control of potentially hazardous food



Cold Food – ensure 5°C or below

Hot Food – ensure 60°C or above

Thermometer in use

Four Hour/Two Hour Guide
(potentially hazardous food)

under 2 hours	use immediately or refrigerate
2-4 hours	use immediately - do not refrigerate
over 4 hours	throw away!