

ENVIRONMENTAL HEALTH SERVICES

Notification – Temporary Food Stall (Not For Profit)

Food Act 2006
 Exempt from Licensing

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. Council is required to collect this information under the *Food Act 2005*. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information

This application is intended for businesses exempt from licensing, including not for profit fundraising activities involving the sale of food. These stalls are exempt from licensing under the *Food Act 2006* but must comply with the Act, Food Standards Code and Food Safety Standards.

PART A Applicant Details

1 Applicant

Organisation's Name e.g. Charity Pty Ltd (*Must be a Registered Charity*)

2 Nominated Address (Under the Association Incorporation Act 1981)

3 Charity/Incorporation Registration Number

4 Contact Person's Details

Name

Phone number

Mobile Number

Email address

PART B Event Details

1 Name of Event

2 Event Organiser

3 Date(s)/Approximate Dates of Event

4 Operating Times of Event

5 Location of Event

Name of Shop/Property/Park

Unit No.

Street No.

Street

Suburb

Postcode

PART C Stall Information

1 Is ALL food being prepared within the stall?

Yes

No ▶ If no, please provide name, address and food licence of the licensed premises

2 List all foods that will be used/sold

3 Stall makeup/construction (please tick)

Floor	<input type="checkbox"/> Concrete	<input type="checkbox"/> Plastic	<input type="checkbox"/> Tarpaulin	<input type="checkbox"/> Other (provide details)
Ceiling	<input type="checkbox"/> Tarpaulin	<input type="checkbox"/> Marquee	<input type="checkbox"/> Other (provide details)	
Walls	<input type="checkbox"/> Tarpaulin	<input type="checkbox"/> Tent	<input type="checkbox"/> Other (provide details)	

4 Method of transportation of food

Private vehicle ▶ Details of Vehicle - Registration Number, Make & Model

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Delivered on site by supplier

5 Utensils

Single Use

Packaged

Not applicable

Other (provide details below)

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6 Cold food storage (how are you going to keep cold food at <5°C)

Esky with ice

Refrigerator

Other (provide details below)

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7 Hot food storage (how are you going to keep hot food at >60°C)

Insulated boxes

Bain Marie

Other (provide details below)

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8 Washing facilities

Hand washing (*soap type/drying method etc*)

Equipment washing (*detergent/sanitizers used etc*)

Sullage disposal details (*how and where etc*)

Water sources

9 Garbage and waste disposal

How are you storing and disposing of the waste?

10 Temperature Control

Type if Thermometer e.g. Digital Probe Thermometer, Infra-Red

PART D Stall Layout

Please attach an A4 site plan of the stall.

The following must be included in the plan

- | | | |
|---------------------------|---------------------------|-------------------------|
| ✓ Hand washing Facilities | ✓ Hot & Cold Food Storage | ✓ Cooking Facilities |
| ✓ Rubbish Disposal | ✓ Cash Handling Area | ✓ Washing Up Facilities |

PART E

I am aware that it is an offence to knowingly provide false or misleading information.

Name of Signatory

Position of Signatory e.g. President, Secretary

Signature and date

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APPLICATION LODGEMENT:

Applications may be lodged as follows:

- By Email: ceo@bundaberg.qld.gov.au – scanned copy with signatures only
 By Post: Mail to Bundaberg Regional Council, PO Box 3130, Bundaberg QLD 4670
 By Fax: 07 4150 5410 – with signatures only
 In person: At your local Customer Service Centre between 8:15 am and 4:45 pm Monday to Friday
- Bundaberg Administration Centre, 190 Bourbong Street, Bundaberg
 - Bargara Service Centre, 160 Hughes Road, Bargara
 - Childers Service Centre, 45 Churchill Street, Childers
 - Gin Gin Service Centre, 4 Dear Street, Gin Gin

OFFICE USE ONLY			
CUSTOMER SERVICE			
Customer Service Officer		Date	
ENVIRONMENTAL HEALTH SERVICES			
C & E Admin			
Register Number			