



Temporary Food Stall Application Form

About this form

You may complete this form to apply for a Temporary Food Stall in the Shire of Pingelly. Please note that approval of a food stall is subject to compliance with the Shire's requirements for temporary food stalls. These 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. A fee is associated with this application (exemptions may apply in the case of fundraising for Community or Charity purposes only). Payment must be received by the Shire's Health Services prior to the application being processed.
3. This form must be submitted *at least two weeks prior to the event.*

If you require assistance in completing this form please contact Health Services on 08 9887 1066.

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 <i>(NB: Trestle table structures will only be approved where no food preparation is occurring and food is sufficiently protected from contamination.)</i>	
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 <i>Hot foods must be kept above 60°C; Cold foods below 5°C</i> <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: <i>Please indicate which equipment you will use:</i>	<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: <i>Please indicate which equipment you will use:</i>	<input type="checkbox"/> Fridge <input type="checkbox"/> Esky with ice bricks <i>(notice)</i>	<input type="checkbox"/> Other (please outline below):
Part 6: Food		
Please provide a list of all food types to be sold:		
Part 7: Details of Food Vans and off-site food preparation area(s):		
<i>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 Pingelly, a registration must be attached.</i>		
Address of off-site preparation:		
<i>Please select one of these options:</i>	<input type="checkbox"/> This location or van is registered within the Shire of Pingelly FP Registration Number: [FP] Date of last inspection:/...../.....	
	<input type="checkbox"/> This location or van is not within the Shire of Pingelly <input type="checkbox"/> Local Government Certificate of Registration attached* Date of last inspection:/...../.....	
Part 8: Transportation Details		

How will food be transported to the site?	<input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Refrigerated Van <input type="checkbox"/> Other (please describe):
What temperature control methods will be used?	
Approximate Travel Time:	

Part 9: Stall Staff Food Safety Training

It is strongly recommended that at least one staff member completes the Free Online I'm Alert Training provided by the Shire of Pingelly within the last year.

Name:	<input type="checkbox"/> Completion of <i>I'm Alert</i> Free Online Training [Date:/...../.....] <input type="checkbox"/> Copy attached to application
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Part 10: Fees

1. Temporary Food Approval Fee (Payable per stall per event. Payment must be received before your application will be processed.)	<input type="checkbox"/> Paid or attached \$52.00
2. Charity/Not for Profit organisation (Evidence of charitable status may be requested.)	<input type="checkbox"/> EXEMPT

Part 11: Lodgement Details

I declare the information provided on this form is accurate, complete and correct. I agree to fully comply with the Health Conditions governing the operation of a Food Stall. I understand that this is an application, and approval of this application is not guaranteed.

Signature	Attachment Checklist <input type="checkbox"/> Fees <input type="checkbox"/> Food stall plan <input type="checkbox"/> Local Government Approval <input type="checkbox"/> I'm Alert
Date	

OFFICE USE ONLY

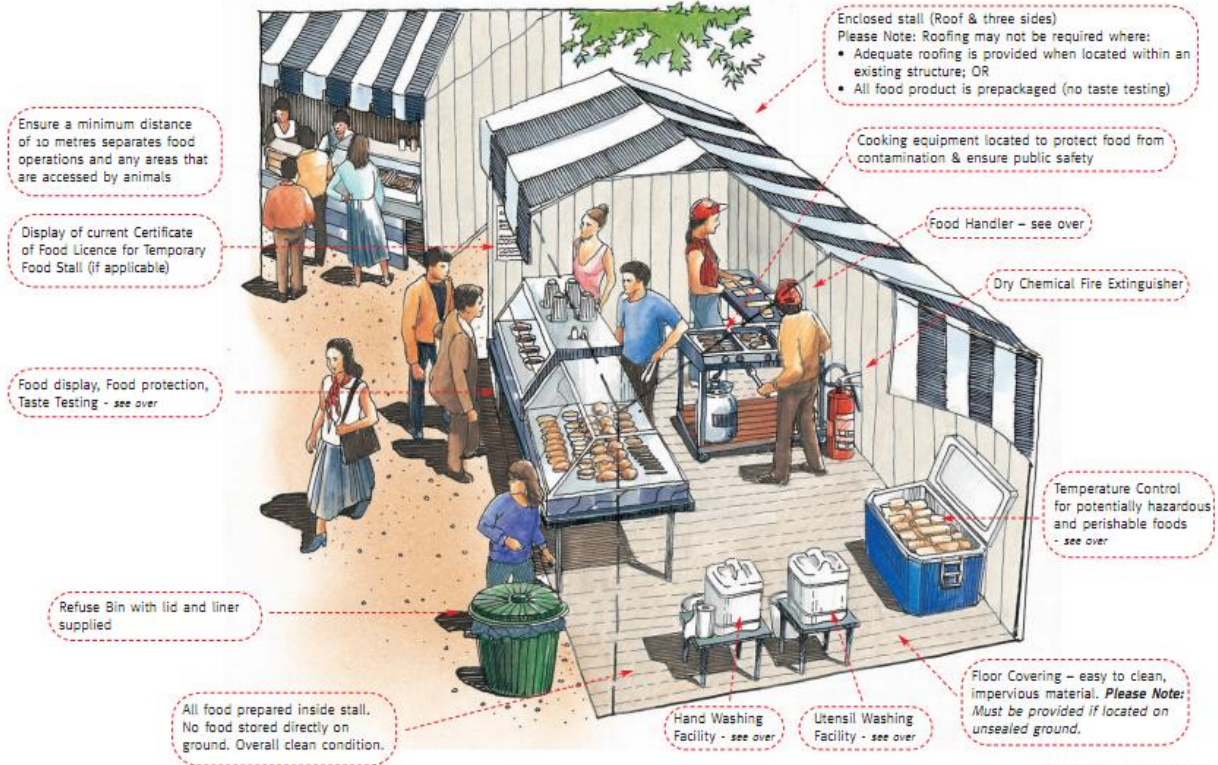
<input type="checkbox"/> Added to Register <input type="checkbox"/> Stall structure check <input type="checkbox"/> Temperature Control Methods check <input type="checkbox"/> Travel check <input type="checkbox"/> I'm Alert	Date received:/...../..... Fee: <input type="checkbox"/> Exempt <input type="checkbox"/> Paid LG Approval sighted: <input type="checkbox"/> N/A <input type="checkbox"/> SoP: FP..... <input type="checkbox"/> Other LGA Inspection: <input type="checkbox"/> N/A <input type="checkbox"/> Yes Date: _____
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Further information requested:
Comments _____

Approved by:	Date:
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Document last updated April 2015

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



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Minimum hand washing facilities



Minimum utensil washing facilities



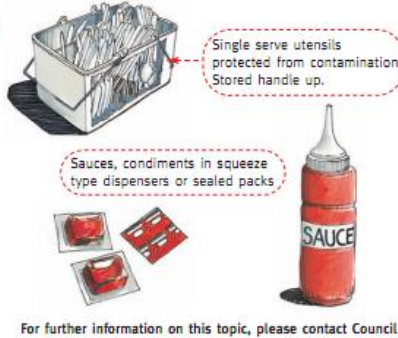
Food Handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food

