

All applications must include:

- **Cheque payable to Hurstville City Council (unsuccessful applicants will have their cheque returned to them)**
- **Photograph or a sketch of the layout of your stall**
- **Certificate of Currency for Public Liability Insurance**
- **Copy of your Business Registration Certificate from the Department of Fair Trading**
- **Copy of your NSW Food Authority Notification**

NSW Food Authority Registration

To register with the Food Authority, you may obtain and lodge a NSW Food Notification Form with Council. Please note that a \$55 administration fee will apply if you choose to lodge with Council. However, you may register with the Food Authority, free of charge, by notifying through the following website: www.foodnotify.nsw.gov.au . Once registered you will be provided with a NSW Food Authority Notification number.

APPLICATIONS CLOSE 5PM FRIDAY, 18 NOVEMBER 2011

Applications can be submitted in the following ways:

By Mail

Ms Helen Dickenson-Panas
Events & Protocol Officer
Hurstville City Council
PO Box 205
HURSTVILLE BC NSW 1481

In Person

Customer Service Desk
Hurstville City Council
Civic Centre
MacMahon Street
Hurstville

Enquiries:

Ms Helen Dickenson –Panas - 9330 6067

PRIVACY INFORMATION ABOUT THIS FORM:

The details provided in this form may contain information that is personal information, such as information that identifies you etc., for the purposes of the Privacy and Personal Information Protection Act. The purpose of collecting this information is to enable the Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons where such access is in accordance with the relevant regulations and requirements in this regard. The submission of personal information in this case is required by law and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. The information will ultimately be stored in Council's records systems.



Hurstville City Council

Temporary Food Stall - Checklist

Food Act 2003

THIS CHECKLIST IS FOR YOUR INFORMATION ONLY. YOU ARE NOT REQUIRED TO FILL OUT THIS CHECKLIST OR SEND IT TO COUNCIL

CONDITIONS OF TRADING:

1. There shall be no children or animals allowed in a temporary food premises before or during trading.
2. All waste generated from the temporary food premises must be disposed of appropriately. Liquid waste **MUST NOT** be disposed of into the stormwater drains. An “on the spot fine” of up to \$1500 may be issued for this offence under the Protection of the Environment Operations Act 1997.
3. To trade as a temporary food stall within the Hurstville City Council area, proprietor/s stalls must ensure that a ‘yes’ is answered to the following:

	Questions	Please tick:	
		Yes	No
1	HOUSE KEEPING		
1.1	Have you received approval from the organisers to operate a temporary food premises in this event?		
1.2	Have you notified your food business details to the NSW food authority?		
1.3	Do you have public indemnity insurance?		
1.4	Have you provided your details to Council’s Environmental Health Officer?		
2	STRUCTURE OF STALL		
2.1	Is your stall located away from toilet facilities?		
2.2	Is your stall fully enclosed on 3 sides with a ceiling provided?		
2.3	Is the entire food preparation area (including barbeques, tables, coolroom etc) fully screened or located away from the reach of public?		
2.4	Is ground sheet provided fro the flooring of the stall? - Ground sheet is to be larger then the floor area to enable it to be turned up at the wall and clipped or fixed into position.		
2.5	Is the construction of the stall structurally sound and secure?		
2.6	If you are displaying and/or preparing food at the front of the stall, are sneeze guards or other forms of shield provided to protect the food?		
3	FACILITIES		
3.1	Are there toilets facilities available to staff?		
3.2	Are wash hand facility available in the stall ?		
3.3	If gloves are used, have you provided adequate amount for your staff?		
3.4	Do you have adequate garbage bins available in the stall ?		
3.5	Is there sufficient supply of portable water available for the cooking of foods and cleaning of utensils?		
3.6	If power is required on site, are power cords fixed securely to avoid slips, trips and falls?		
3.7	Do you have adequate liquid waste storage facilities?		
3.8	Do you have appropriate fire extinguisher/s in the stall?		

	Questions	Please tick:	
		Yes	No
4	FOOD PREPARATION FROM HOME OR ANOTHER FOOD PREMISES		
4.1	Do you have approval from your local Council to prepare, cook or pack food from home or from your food premises?		
5	PACKAGED READY TO EAT FOODS		
5.1	Are all prepacked ready to eat food provided with: <ul style="list-style-type: none"> a. Description of the food? b. Name and address of the suppliers? c. Production lot identification? d. List of ingredients? e. Mandatory and advisory warning? f. Storage conditions? g. Date marking? and h. Nutrition information panel? 		
5.2	Are all prepacked ready to eat food sealed or contained?		
6	STORAGE AND PREPARATION OF FOODS		
6.1	Are all food in the store stored off the floor?		
6.2	Are all cold perishable (easy to spoil) foods stored at 5°C or below?		
6.3	Are all hot perishable (easy to spoil) foods stored at 60°C or above?		
6.4	Are all food stored in food grade containers / bags?		
6.5	Are all food covered and stored correctly when not in use?		
7	COOKING OF FOOD		
7.1	Are your cooking facilities located away from reach of public?		
7.2	Are your cooking equipment clean?		
8	DISPLAY OF FOODS		
8.1	Are all hot perishable (easy to spoil) foods displayed at 60°C or above?		
8.2	Are all cold perishable (easy to spoil) foods displayed at 5°C or below?		
8.3	Are all food displayed covered or appropriately shield from contamination?		
9	EATING UTENSILS AND TASTE TESTING		
9.1	Are all eating utensils disposable?		
9.2	Are all taste test food given out in individual containers or utensils?		
10	STAFF		
10.1	Do you and your staff that are handling food: <ul style="list-style-type: none"> a. have skills and knowledge of food safety? b. are healthy (without illness)? And c. provided with suitable protective clothing (i.e. apron)? 		

**If you have answered “No” to any of the above question,
then you must ensure that they area rectified prior to the operation or trading of your food stall.
Failure to do so is a breach of the Food Act 2003 and you may be liable to an
“on the spot” fine of up to \$1320.**