

# APPLICATION FOR APPROVAL OF A TEMPORARY FOOD BUSINESS



**\*\*\*PLEASE NOTE\*\*\***

This application is to be completed in full and submitted for assessment at least 21 days prior to the event.

APPLICANT DETAILS	
Contact person name:	
Name of organisation/ business:	
Phone number:	
Email:	
Postal address:	<b>Postcode:</b>
Charitable/ community organisation:	<input type="checkbox"/> Yes <input type="checkbox"/> No

EVENT DETAILS	
Name of event:	
Location of event:	
Date/s of event:	
Start & finish times:	

FOOD PREPARATION AND STORAGE (Tick one only):	
<i>Where will the food be prepared and stored?</i>	
<input type="checkbox"/>	Food is purchased on the day of the event and all food preparation is undertaken onsite at the event
<input type="checkbox"/>	Food is stored or pre-prepared at an approved food business (attach registration certificate)
<input type="checkbox"/>	Food is stored at: (address/location) _____ prior to the event and all food preparation is undertaken onsite at the event.
<input type="checkbox"/>	Low risk activities* are undertaken for charitable/ community purposes, prior to the event, at: _____
List all foods to be sold:	

TRANSPORTATION DETAILS (Tick applicable):			
<i>How will the food be transported to the event?</i>			
<input type="checkbox"/>	Refrigerated food vehicle	<input type="checkbox"/>	Mobile coolroom / freezer
<input type="checkbox"/>	Esky with ice/ice packs	<input type="checkbox"/>	Heated food vehicle
<input type="checkbox"/>		<input type="checkbox"/>	Other (describe)

\* Low Risk Activities: Includes preparation of Cakes, biscuits, muffins (not containing potentially hazardous foods i.e. cream or processed fruit), jams, marmalades, chutneys, relishes, pre-packaged confectionery and spices.

Medium Risk Activities: Includes preparation of vegetables (e.g. Onions), home-made chocolates, seeds and spice mixes.

High Risk Activities: Includes Production of protein based food (e.g. fish, meat chicken) including smallgoods, temperature controlled food, food recipes which require additives and fermented foods.

More detailed information on defined risk activities can be found on the Health Dept website at:

[https://ww2.health.wa.gov.au/Articles/A\\_E/Assessment-of-businesses-that-manufacture-food](https://ww2.health.wa.gov.au/Articles/A_E/Assessment-of-businesses-that-manufacture-food)

# REQUIREMENTS FOR OPERATING A TEMPORARY FOOD BUSINESS

## 1 GENERAL

- 1.1 A one day food stall shall not sell pre-cooked high risk foods such as meats, chicken and fish or pre-prepared dairy products.
- 1.2 The site owner must approve the use of the site. The location and layout must be appropriate for the intended activity and provide adequate space for fixtures, fittings and equipment.
- 1.3 All fixtures, fittings and equipment must be designed and constructed of materials to enable easy/adequate cleaning, protect the food from contamination and be situated within a structure that has 3 enclosed sides with a smooth, impervious floor surface.
- 1.4 A fire extinguisher is to be readily available in the food handling area if cooking is being undertaken.
- 1.5 All cooking equipment should be located away from public contact and adjoining flammable surfaces.
- 1.6 Smoking and animals are not permitted in areas where food is prepared, stored or cooked.
- 1.7 Dirt, dust, smoke, fumes and any other contaminants must be excluded, as far as practicable.
- 1.8 Adequate measures must be put in place to prevent contamination from pests (i.e. flies) and vermin.

## 2 PROTECTION OF FOOD

- 2.1 Food shall be served to the public in a clean and hygienic manner; using food-grade equipment i.e. takeaway containers/utensils or disposable paper napkins.
- 2.2 All food shall be stored in containers with lids, a minimum of 150mm above the ground.
- 2.3 Ensure food is not displayed so as to be openly accessible to the public, sunlight, rain, flies or dust.
- 2.4 Ensure all disposables; drinking straws, paper cups, spoons etc. are protected from contamination.
- 2.5 All condiments and sauces should be contained in squeeze-type dispensers or in commercially sealed packs.
- 2.6 Tongs and gloves should be used when handling food.
- 2.7 Money handlers are to wash hands or change gloves before handling food.
- 2.8 Food transported in vehicles must be adequately stored to prevent contamination.
- 2.9 Food handlers (where applicable) must be supervised by an adult.
- 2.10 Raw food and cooked food must be stored and handled separately to prevent cross-contamination.

## 3 TEMPERATURE CONTROL OF FOOD

- 3.1 All high risk food must be prepared for immediate sale and consumption.

3.2 All high risk food must be kept at or below 5°Celsius or at or above 60°Celsius at all times.

#### 4 HYGIENE

4.1 A potable supply of warm water (i.e. reticulated or a minimum 20L container) must be provided for dishwashing and hand washing purposes and situated within the food handling/preparation area.

4.2 Separate hand washing, dish washing, rinsing basins/containers must be available.

4.3 Provide soap and disposable paper towels for hand washing and detergent for washing up.

4.4 Wastewater is to be disposed of at an approved facility (not in storm water drains).

4.5 Food handlers are to wear clean clothing.

4.6 Food handlers must have access to approved sanitary facilities.

#### 5 WASTE DISPOSAL

5.1 Provide a suitable waste disposal receptacle with a tight fitting lid. Provisions must also be made for patrons to dispose of their litter.

#### 6 INSURANCE

6.1 The organisation/ individual conducting the temporary food business must have current public liability insurance with a minimum cover of \$20 million dollars. The insurance must be valid for the duration of the entire event day/s.

#### 7 FOOD SAFETY TRAINING

7.1 It is recommended that you or your staff have completed food-hygiene training. Please be aware that the City of Bayswater offers free online training called **Foodsafe Online** which can be accessed at [www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au) Contact the City's Environmental Branch on 9272 0648 to obtain the voucher code.

#### DECLARATION

I have read the above requirements for operating a temporary food business and I understand my obligations in relation to the *Food Act 2008* and *Food Standards Code*.

NAME:

ORGANISATION:

SIGNATURE:

DATE:

#### CHECKLIST OF ATTACHMENTS TO BE SUBMITTED WITH APPLICATION (please tick)

Certificate of Incorporated Association (charitable) / letter (community organisations)

Public liability insurance certificate (which covers the date of the event)

Food Act registration certificate

Floor layout (Not required for Bunnings sausage sizzle) Note: Please include the following details in the floor layout:

- Preparation areas
- Cooking areas
- Bin area
- Hand washing facilities
- Equipment washing facilities
- Hot or cold storage