



NOTIFICATION TO CONDUCT A **TEMPORARY** FOOD BUSINESS/PREMISES

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Page No:	1 of 2
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Relevant Policy/Act:	

This Temporary Food Stall Notification form is designed for not for profit community organisations that may hold occasional events such as sausage sizzles, Devonshire tea or bake sales within District Council of Grant. This form is not to be used by caterers or commercial food providers who must have notified as such.

You will need to complete a new form for each event held by the organisation/group. This must be provided to council **PRIOR** to the event. Please note that Environmental Health Officers will periodically inspect such events to ensure compliance with relevant legislation.

Should you have any questions, concerns or require clarification on any aspect of this form please contact the District Council of Grant Environmental Health Unit (08) 8721 0444.

PART ONE: CONTACT DETAILS OF ORGANISATION & RESPONSIBLE PERSON

NAME OF ORGANISATION / GROUP:			
CONTACT PERSON FOR EVENT:			
POSTAL ADDRESS			
SUBURB / TOWN			
BUSINESS TELEPHONE:		POSTCODE	
MOBILE NO.		FAX NO.	
EMAIL ADDRESS:			

(A natural person must be nominated to act as contact for this stall. This person will be responsible for providing all required information to allow council assessment of the stall and must also be present at the stall for the majority of operating period)

PART TWO: DETAILS OF TRADING

LOCATION OF TEMPORARY FOOD PREMISES: <i>(This must allow council staff to locate stall)</i>	
DATE & TIME OF TRADING:	DATE:
	TIME:
TYPE OF OPERATION:	<input type="checkbox"/> STALL <input type="checkbox"/> HALL <input type="checkbox"/> MOBILE UNIT / VAN <input type="checkbox"/> TENT / MARQUEE <input type="checkbox"/> OTHER (please specify)

PART THREE: FOODSTUFFS FOR SALES

PLEASE SPECIFY FULL RANGE OF FOOD BEING OFFERED (or supply menu) <i>(This includes beverages & condiments)</i>	<input type="checkbox"/> MILK / MILK PRODUCTS - CREAM
	<input type="checkbox"/> SMALL GOODS / MEAT PRODUCTS
	<input type="checkbox"/> FISH / FISH PRODUCTS
	<input type="checkbox"/> ICE CREAM
	<input type="checkbox"/> SALADS / RICE DISHES
	<input type="checkbox"/> EGG PRODUCTS
	<input type="checkbox"/> SANDWICHES
	<input type="checkbox"/> POULTRY
	<input type="checkbox"/> RAW MEAT
	<input type="checkbox"/> COOKED MEAT
	<input type="checkbox"/> SHELLFISH
	<input type="checkbox"/> OTHER (please specify)



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PART 4: FOOD SAFETY INFORMATION

DETAILS OF STALLHOLDER FOOD HANDLER TRAINING (IF ANY) <i>Eg..previous business owner, SA Tafe Course, Certificate, I'm alert or prior experience.</i>	
WHERE IS FOOD SOURCED FROM <i>I.e. supermarket, supplier, home kitchens (if so please list names of those supplying)</i>	
TEMPERATURE CONTROL <i>Detail how potentially hazardous foods are to be kept under temperature control from the point of purchase to sale. I.e. esky with ice, fridge, Heat packs and regular temperature checks using available thermometer.</i>	
PREVENTION OF CONTAMINATION <i>Detail how you will prevent contamination of food by food handlers and other sources. I.e. gloves, tongs, covers for food, pre-wrapped food, sneeze guards etc.</i>	
DESCRIBE HAND WASHING FACILITIES PROVIDED AT SITE <i>Unless ALL foods are pre-wrapped, it is essential that hand washing facilities are provided and available at all times.</i>	
CLEANING / SANITISING <i>Detail methods used to ensure surfaces (including crockery/cutlery) may be cleaned and sanitised. I.e. disinfectant and sanitiser present, supply of disposable wipes, disposable crockery used, dishes placed in container for washing in kitchen etc.</i>	

Please note that Environmental Health Officers may inspect stalls to ensure compliance with regulations and statements made above. **Officers have the power to prevent the ongoing sale of food** where a risk is found to exist and/or relevant legislation has been breached.

NOTIFICATION SUBMITTED BY:			
SIGNATURE:		DATE:	

FOR OFFICE USE ONLY

NOTIFICATION RECEIVED BY:			
SIGNATURE:		DATE:	