



Application for a Temporary Food Stall

APPLICANT

Registered Business Name.....

ABN ACN (if applicable)

Organisation / Sole Trader (trading name).....

Contact Person.....

Business / Postal Address..... Post Code

Phone (Work)(Home) (Mobile).....

E-Mail Fax.....

EVENT / MARKET DETAILS

Event/Market Name.....

Location/Address/Reserve

Trading date/s.....

Trading Times To

TYPE OF FOOD STALL

For current fees and charges please refer to the summary of the City of Fremantle Fees and Charges Schedule located on the Environmental Health section of the City's website.

Trading as a Registered Charity/ Not for Profit Organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commercial trading at approved markets or events	<input type="checkbox"/> Yes <input type="checkbox"/> No

REGISTRATION & FOOD PREPERATION & DETAILS OF FOOD

Definitions

- **Process** in relation to food, means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.
- **Ready-to-eat food** means food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.
- **High risk food** means food that is frozen, requires refrigeration (below 5°C) or heating at high temperature to maintain food safety (above 60°C).
- **Based** means the base location of the food stall/business when it is not operating. That is where ever the stall equipment & shelf stable foods are stored; that is ones business or home address.

1. Please provide information about the nature of your food stall.

Are you <i>already</i> a registered food business with a Local Government Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you intending to make or process * food at the food stall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the food ready-to-eat * when sold to the customer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you intending to sell high risk food *?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your food business based * within the City of Fremantle?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: Temporary food stalls may operate throughout many local authorities, but need to be “registered” with only one.

2. Is the food business based* within the City of Fremantle?

- Yes - Complete Appendix 1 *Application to Register a Temporary Food Stall with the City of Fremantle and attach to this application*
- No – Attached registration certificate from home local council (*not required if stall is for fundraising purposes only*)
Local Government where business is based.....
 - ➔ Food Business Approval Certificate from my Local Government is attached
(Applications will only be processed with registration certificate)
 - or
 - ➔ n/a: not for profit organisation/operating for fundraising purposes only.

3. Where will you prepare food sold at the stall?

- At the food stall (**minimal** food preparation permitted onsite)
- An approved food business (approved commercial kitchen, approved food vehicle or approved residential kitchen)
Name of Business.....
Address.....
 - ➔ Food Business Approval Certificate from my Local Government is attached.
(Applications will only be processed with registration certificate)
- All food is pre-packaged, no preparation required

NB: The City of Fremantle cannot accept this application without the registration certificate.

4. Have you or your staff completed food safety training? Yes No

If yes what is the name of the course and when was it completed?

.....
You are required to complete food safety training. If you have not yet completed any training you may complete the City’s free I’M ALERT food safety training available online at www.fremantle.imalert.com.au

5. Do you provide prepared, ready-to-eat* food? Yes No

6. What foods do you intend to provide?

A. Write a brief description of the main food products to be sold

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.....
.....
.....
.....
.....

B. Please tick all that apply.

- | | | |
|---|---|--|
| <input type="checkbox"/> Raw fruit and vegetables | <input type="checkbox"/> Dairy products | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Processed fruit/vegetables | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Raw meat, poultry or seafood | <input type="checkbox"/> Bread, pastries or cakes | <input type="checkbox"/> Soft drinks/juices |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Confectionery | <input type="checkbox"/> Sandwiches or rolls |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Infant or baby foods | <input type="checkbox"/> Frozen meals |
| <input type="checkbox"/> Other | | |

FURTHER INFORMATION REQUIRED

7. You must attach to this application

- a) Your business registration issued by the Department of Commerce
- b) Your current public liability insurance policy

CHECKLIST

- Have you attached your registration certificate from your Local Government? **or** If your business is based within the City of Fremantle have you completed and attached appendix 1 *Application to Register a Temporary Food Stall with the City of Fremantle?*
- Have you attached a copy of your business registration issued by the Department of Commerce?
- Have you attached a copy of your current public liability insurance?

I agree to comply with the requirements of Western Australian food safety legislation and the Temporary Food Stall Requirements

Signature of Applicant Date

NOTE: This application does not grant automatic approval. A permit will be issued if approved.

Please allow the City of Fremantle ten working days to process this application

PAYMENT INFORMATION

Make cheques or money orders payable to “City of Fremantle”

Payment can be made:

BY MAIL:

Environmental Health Services
City of Fremantle
PO Box 807, FREMANTLE WA 6959

IN PERSON:

Cashier (or Service & Information if no charge)
City of Fremantle
Ground Floor, 8 William St, FREMANTLE WA 6160

Enquiries: City of Fremantle Environmental Health Services – 9432 9999 or health@fremantle.wa.gov.au

OFFICE USE ONLY

Mnemonic: FFee1340HealthAdmD

Receipt Number:

Date:

Form last updated: February 2014

Appendix 1

Application to Register a Temporary Food Stall with the City of Fremantle

To be sent in with the Application for a Temporary Food Stall

FOOD STORAGE & STRUCTURE OF FOOD STALL

1. Draw a layout of the temporary food stall. Be sure to include the location (if applicable) of the;

- | | | | | | |
|-----------------------|--------------------------|---------------------------|--------------------------|-------------------|--------------------------|
| Hand washing facility | <input type="checkbox"/> | Soap & paper towels | <input type="checkbox"/> | Rubbish Bin | <input type="checkbox"/> |
| Dish washing facility | <input type="checkbox"/> | Hot food storage/display | <input type="checkbox"/> | Fire extinguisher | <input type="checkbox"/> |
| Preparation Bench | <input type="checkbox"/> | Cold food storage/display | <input type="checkbox"/> | Cooking equipment | <input type="checkbox"/> |

2. Provide a photograph of the stall set up Yes

3. List all food preparation equipment (e.g. BBQ, table, Bain Marie, etc.)

.....

.....

.....

4. Confirm that the food stall has:

- | | | | |
|----------------------------------|------------------------------|--|---|
| a) a roof and three sides | <input type="checkbox"/> Yes | d) food display protection (if food is displayed) | <input type="checkbox"/> Yes <input type="checkbox"/> n/a |
| b) a floor covering | <input type="checkbox"/> Yes | c) a probe thermometer for temperature control | <input type="checkbox"/> Yes <input type="checkbox"/> n/a |

5. How will high risk foods be **transported to the event?** (Tick all which apply)

Refrigerated food vehicle

Heated food vehicle

Mobile coolroom/freezer

On ice in eskies

Other: (Please specify)

6. How will high risk foods be **stored on site?** (Tick all which apply)

Refrigerator / freezer

On ice in eskies

Bain Marie

Cooked & sold immediately on demand

Other: (Please specify)

NOTE: Cold foods must be kept below 5°C and hot food must be kept above 60°C at all times.

7. Describe how you will store all food products on site to protect them from contamination?

.....
.....

SANITARY FACILITIES

7. Both a hand washing facility and a dish washing facility must be provided. What hand-washing facility & dish washing facility will be provided?

Hand washing:

Dish washing:

Purpose-built hand wash basin with running water

Purpose-built dish wash basin with running water

Water storage container with tap and bucket underneath to catch wastewater

Water storage container with tap and bucket underneath to catch wastewater

Other: (Please specify).....

Other: (Please specify).....

NOTE: Water, soap and single-use paper towels are required

NOTE: Water, detergent and sanitizer are required

8. Certain aspects of the stall must be self contained. Please confirm such.

Water supply self contained

Water disposal self contained

9. Rubbish Disposal

Self contained (e.g you take the rubbish home with you)

External Source – Please specify.....

10. Energy/Power Supply (e.g. gas bottle, generator, mains power).....

.....
.....



Temporary food stall requirements

Please detach these information pages & keep them for your reference.

GENERAL

1. A food stall consists of a roof and three sides which are covered with plastic sheeting, vinyl or other approved material, or approved food vehicle.
2. Where a food stall is erected on unsealed ground, a suitable impervious material shall be laid over the ground area of the stall.
3. The food stall must be kept in clean and sanitary condition and all fixtures, fittings and equipment should be in good condition.
4. Animals must not be allowed in the food preparation area or service area at any time.

TRANSPORTATION & STORAGE

5. All food stuffs must be stored in sealed and labelled containers and be transported to the site in refrigerated vehicles, approved / insulated vehicles or, for small quantities (of approved food products only) in large eskies packed with ice, and be maintained at a temperature of less than 5°C.
6. Previously prepared hot foods must be stored in sealed containers and be transported in heated containers capable of maintaining the food at a temperature greater than 60°C.
7. Food not requiring refrigeration, such as fruit, bread and the like, must be stored in dust-proof containers.

PROTECTION OF FOOD

8. Raw and cooked foods must be stored and handled separately to prevent cross-contamination.
9. Disposable eating and drinking utensils only shall be used.
10. All food stored inside the stall shall be stored 750 mm clear of the ground and covered or in closed containers.
11. Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of sandwich display type counters, Perspex glass sneeze guards or clear plastic siding to the stall.
12. All condiments such as sauce or mustard shall be contained in squeeze type dispensers or otherwise in individual sealed packs.
13. All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public. Drinking straws, paper cups, spoons etc. shall be enclosed in suitable dispensers or otherwise protected from contamination.
14. Tea, coffee, cordial or other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

WASHING FACILITIES

15. Separate hand washing facilities and utensil washing facilities shall be provided within the stall (e.g. two plastic dishes of adequate size for cleaning hands and utensils) and a supply of water shall be immediately available to the food stall.
16. Single-use paper hand towels, liquid soap and detergent shall be provided in each food stall where washing facilities are located.
17. Food grade detergents and sanitisers should be used on all food contact surfaces.

FOOD TEMPERATURE CONTROL

18. All takeaway food prepared in the stall shall be for immediate sale and consumption unless a suitable food warmer or food display, maintaining the food at a temperature of at least 60°C (hot foods) or below 5°C (cold foods), is provided.
19. Pre-prepared food products or pre-cooked food consisting wholly or in part of fresh cream, custard, trifle, or any similar food which promotes bacterial growth shall not be sold from a one day food stall, unless stored or displayed under refrigerated conditions as prescribed in 5.1.
20. All raw food and perishable foods such as steaks, hamburger patties, Frankfurt's, shall be stored in a portable cooler together with an adequate supply of ice or a cooling medium.
21. The sale of pre-cooked chicken or pre-cooked chicken pieces or pre-cooked rice from a one day food stall is not permitted.
22. All food stalls must have a thermometer which is accurate +/- 1°C. The thermometer shall be cleaned and sanitised before use and in between uses on different foods, so as to prevent cross contamination.

COOKING

23. All heating and cooking equipment including open flames, barbeques and cooking plates shall be

- located within the stall or otherwise suitably protected from contamination.
24. Raw foods waiting cooking and foods which have been cooked shall not be displayed outside the stall.
Raw foods waiting cooking shall not be stored or held outside the stall
 25. The cooking area shall be kept free from dust-borne contamination and droplet infection (coughing, sneezing etc. by the public).
 26. Cooking and heating equipment shall not be within reach of the public.
 27. A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.
 28. Where cooking is carried out, provision shall be made to protect the stall walls from heat, flame and splashing.

LABELLING

29. If any foods contain royal jelly, a warning statement must be included on the label.
30. There are no requirements to label foods sold at fund-raising events (other commercial temporary food premises at community events must adhere to the requirements of the *Food Standards Code*). However relevant information must be available to the public if any of the ingredients may cause allergic reactions. These ingredients include:
 - Gluten, a substance found in wheat, rye, barley, oats and spelt, and therefore present in foods made from these grains, such as flour
 - Fish, fish products, crustacean (shellfish) and products
 - Eggs and egg products, milk and milk products
 - Soya beans and products
 - Peanuts and products
 - Sesame seeds and products, and other nuts and products
 - Sulphites (a preservative)
 - Royal jelly (secretion from the salivary gland of bees)
 - Bee pollen (pollen collected from the legs of bees)
 - Propolis (a substance collected by bees)
31. If you wish to label foods sold at fund-raising events you can request a copy of the labelling guidelines from the City of Fremantle. It is recommended you include:
 - A description of the food, for example 'strawberry jam' or 'chocolate cake';
 - The name and address of the person or company who made the food, so that the maker can be traced if there is any problem with the food. A street address is needed, as a post office box cannot be traced;
 - A list of ingredients;
 - A 'best before' date to indicate how long the food will keep;
 - Any special storage conditions, for example 'keep refrigerated'.
 - A simple handwritten label is fine.

RUBBISH

32. Suitable garbage disposal receptacles shall be provided near the stall for the public to dispose of used takeaway food containers and the like.
33. Adequate arrangement shall be made for the storage and frequent removal of garbage generated inside and outside the food stall.

HYGIENE OF FOOD HANDLERS

34. All persons engaged within the temporary food premises shall:
 - be clean and of good health;
 - wear clean, light coloured clothing and a light coloured apron without pockets;
 - have hair tied back and wear clean hair covering (hat, hair net etc);
 - wash hands before starting work, after every break, always after visiting the toilet, after smoking, after touching their hair, face or body and when hands are unclean or contaminated with raw foods;
 - cover all cuts and burns on hands, arms and face with waterproof dressings (bright in colour);
 - not wear false fingernails or have nail polish on their fingernails and wear minimal jewellery;
 - not lick fingers when handling or wrapping food, nor blow into bags or use hands to open bags when serving food;
 - not cough or sneeze over food;
 - keep themselves and their working areas clean, neat and tidy;
 - not touch their hair, face or body whilst engaging in food handling; and
 - use clean tongs or similar implements when handling unwrapped food.
 - not smoke in or near the temporary food premises

PRE-PREPARED FOOD

35. Food preparation prior to the event must be undertaken in an approved food premises or approved residential premises. Further information can be obtained from the City on request.

I'm Alert food safety training

The City of Fremantle takes food safety and hygiene within our city very seriously. All food businesses have obligations to produce safe and suitable food and the [environmental health team](#) are assisting food businesses to meet these obligations by providing free access to this exciting new training tool.

There is a high demand for training in the food sector. This training will assist food handlers in developing the required skills and knowledge to ensure food is handled in a safe and hygienic manner.

The program is easy to follow, includes an entertaining presentation as well as interactive quizzes. A training acknowledgement form can be printed upon completion and be kept as a part of your staff records.

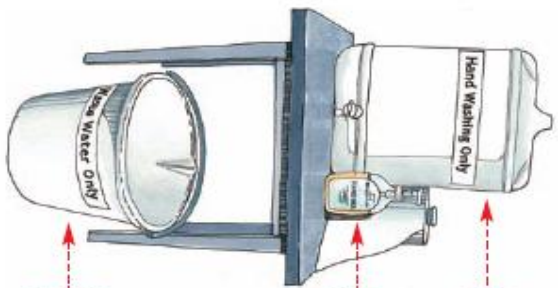
Visit www.fremantle.imalert.com.au to conduct the training now.

If further information is required on these requirements please visit
www.foodstandards.wa.gov.au
and refer to one of the following Food Safety Fact Sheets:

- Labelling
- Temperature control
- Sausage sizzles and barbecues
- Preparing and cooking food
- Transporting food
- Health and hygiene for food handlers

or you can contact
Environmental Health Services on
(08) 9432 9999 or email health@fremantle.wa.gov.au.

Minimum hand washing facilities



20 litre water container with tap labelled 'Hand Washing Only'

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Minimum utensil washing facilities



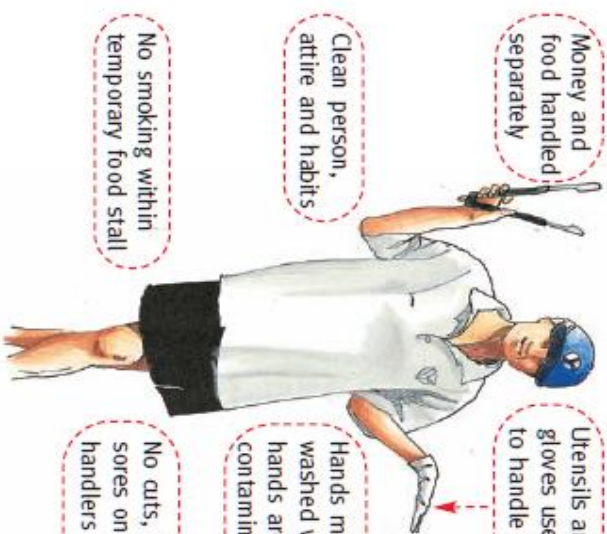
20 litre water container with tap labelled 'Utensil Washing Only'

Hot water and/or sanitiser available for emergency cleaning

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food Handlers



Money and food handled separately

Utensils and gloves used to handle food

Clean person, attire and habits

Hands must be washed whenever hands are likely to contaminate food

No smoking within temporary food stall

No cuts, illness, sores on food handlers

Food display, food protection, taste testing



Provide appropriate sneeze barrier



Signage must be provided to all taste testing stating 'No double dipping, single serve only'



Sauces, condiments and single serve utensils



Single serve utensils protected from contamination. Stored handle up.

Sauces, condiments in squeeze type dispensers or sealed packs



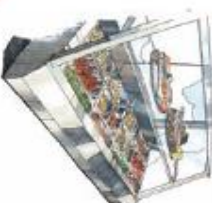
Temperature control of potentially hazardous food



Cold Food – ensure 5°C or below



Hot Food – ensure 60°C or above



Thermometer in use



For further information on this topic, please contact Council

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

Ensure a minimum distance of 30 metres separates food operations and any areas that are accessed by animals

Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

Food display, Food protection, Taste Testing - see over

Refuse Bin with lid and liner supplied

All food prepared inside stall. No food stored directly on ground. Overall clean condition.

Enclosed stall (Roof & three sides)
Please Note: Roofing may not be required where:

- Adequate roofing is provided when located within an existing structure; OR
- All food product is prepackaged (no taste testing)

Cooking equipment located to protect food from contamination & ensure public safety

Food Handler – see over

Dry Chemical Fire Extinguisher

Temperature Control for potentially hazardous and perishable foods - see over

Floor Covering – easy to clean, impervious material. **Please Note: Must be provided if located on unsealed ground.**

Hand Washing Facility - see over

Utensil Washing Facility - see over

