



Temporary Stall Application Form

For approved events (not-for-profit & community) ONLY

A temporary stall includes any structure erected in or located on a public place or public reserve which is used for the sale / provision of information or food for the duration of any fete, fair, festival, carnival, community market or similar event.

Inner West Council, Leichhardt sets minimum requirements for the operation of any temporary food operation. Temporary food stalls and market stalls must comply with the requirements of the Food Act 2003.

APPLICATION REQUIREMENTS

The following information must be submitted to Council for approval prior to the commencement of a temporary stall:-

1. A completed 'Temporary Stall Application Form';
2. An application fee (if applicable)
3. A current insurance policy

Please note that the insurance policy must include the following information:-

- o Show a current expiry date
- o Council must be nominated as an interested party;
- o Public liability must be valued at \$20 million dollars (if held in Council's Open Space areas)

Applications must be submitted at least fourteen (14) working days prior to the event. Lodgement of an application form does not constitute approval to commence operations. Council must still approve the application

The sale of food in NSW is regulated by the Food Act 2003 and Food Regulation 2004. Anyone who wishes to operate a temporary food stall for the sale of food within the Leichhardt area must be registered and approved with Council. Food for sale includes all prepared and pre-packaged food.

REQUIREMENTS DURING THE OPERATION OF A TEMPORARY FOOD STALL

It is the responsibility of each stall holder to ensure that the following is complied with during the operation of their temporary food stall:-

1. The construction and operation of the temporary food stall must comply with the requirements of the Food Act 2003; Food Regulation 2004, Food Standards Code and Council's Code for Temporary Food Stalls (please refer to the code on this form)



Temporary Stall Application Form

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1. APPLICANT DETAILS

| | |
|----------------|--|
| Applicant Name | |
| Postal Address | |
| Mobile number | |
| Email address | |
| Website | |

2. EVENT AND TEMPORARY STALL DETAILS

| | |
|------------------------------|--|
| Event Name | |
| Date(s) and Time of Event | |
| Event Location | |
| Trading Name of Stall Holder | |
| No of Stall/s | |
| Person in Charge of Stall/s | |
| Contact Number | |

P.O. Box 14 Petersham 2049 | P (02) 9392 5000 | E council@innerwest.nsw.gov.au

Customer Service Centres | Petersham 2-14 Fisher Street | Leichhardt 7-15 Wetherill Street | Ashfield 260 Liverpool Road



Please give a description of the stall. Include displays, set up and any equipment being brought on to the site (this is for NON – FOOD stalls)

3. FOOD SUPPLY and EQUIPMENT CHECK LIST

Please advise Equipment / Surfaces List of Equipment being used at the stall/s

NOTE: *Overhead protection must be over all cooking/food preparation areas*

| | |
|--|--|
| List of food to be sold at the stall/s: (Note: Section 6.5 of the Temporary Food Premises Code does not permit precooked potentially hazardous food such as chicken, meat, seafood, rice etc to be sold from a temporary food stall) | |
| Food warming devices | |
| Refrigeration | |
| Hand washing facilities | |
| Waste facilities | |
| Counter food protection/sneeze guards | |
| Floor covering | |
| Fire Extinguisher | |

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| | |
|---------------------------------------|--|
| Any other relevant information | |
|---------------------------------------|--|

4. DECLARATION

I declare that all information supplied on this form is true and correct and have submitted the necessary records and / or documentation to support this application form to the event organiser &/or Council. I have read & understood Council's Park & Sporting Grounds terms and conditions of hire and the temporary food stall information and requirements and agree to all conditions.

| | | |
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| | | |
|--|--|--|

Print Name

Signature

Date

I declare that I am the event organiser of _____(event) and authorise the application for this event only. I have read & understood Council's Park & Sporting Grounds terms and conditions of use and the temporary food stall information and requirements. I agree to ensure that all temporary stall holders abide by all conditions of hire

| | | |
|--|--|--|
| | | |
|--|--|--|

Print Name

Signature

Date



Temporary Food Stall Information

REQUIREMENTS DURING THE OPERATION OF A TEMPORARY FOOD STALL

It is the responsibility of each stall holder to ensure that the following is complied with during the operation of their temporary food stall:-

The construction and operation of the temporary food stall must comply with the requirements of the Food Act 2003; Food Regulation 2004, Food Standards Code and Council's Code for Temporary Food Stalls

Inner West Council. Code for Temporary Food Stalls

A temporary food stall includes any structure erected in or located on a public place or public reserve which is used for the sale / provision of food for the duration of any fete, fair, festival, carnival, community market or similar event.

This code sets minimum requirements for the operation of a temporary food operation

Temporary food stalls and market stalls must comply with the requirements of the Food Act 2003.

METHOD OF CONSTRUCTION

- o The temporary food stall must be constructed to minimise contamination of food.
- o All preparation and serving areas are to be fully enclosed on three sides.
- o Overhead cover must be provided to all cooking areas or food storage areas outside of the stall. This may be achieved by providing sunshade structures or open sided stalls.
- o All stall counter surfaces shall be smooth, durable and impervious. Surfaces can be covered with plastic or plastic tablecloths if desired.
- o All power and gas service leads must be secured.

PROTECTION OF FOOD

- o All food on display must be wrapped or packaged or completely enclosed in a suitable display cabinet.
- o Food must not be prepared or displayed outside the stall.
- o No food shall be displayed without being protected by a physical barrier from the public or other sources of contamination
- o Food should be protected from damage and direct sunlight.
- o Any food which is given away as "samples" must be distributed in a supervised manner that is given out off a tray or plate by a staff member. It must not be left out for self service on any counter, bench or top or food display unit
- o All condiments such as sauce, mustard etc., must be contained in squeeze type dispensers with resealable caps or in individual sealed packs.
- o Smoking is not permitted inside or at the rear of the food stall.
- o Live animals are not permitted inside or at the rear of a food stall.
- o Only disposable utensils including knives, forks, spoons, chopsticks and disposable bowls and plates are to be provided.
- o Disposable eating and drinking utensils, straws etc, shall be pre-wrapped or adequately protected from contamination.
- o For health and safety reasons, children should not be permitted to enter a food stall.

COOKING FACILITIES

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- o The food stall must be of adequate size and height to provide a safe and comfortable work area. Appliances that produce heat and flame must be located away from the walls and lower roof area of the stall.
- o Heating and cooking equipment must be located so that the public are protected from hot appliances.
- o Open flame barbecue cooking plates, char grilles and cookers that use hot coals can be located externally and adjacent to the food stall and must be barricaded to prevent public access. An overhead cover must also be provided.
- o The cooking and preparation areas are to be kept free of dust borne contamination and droplet infection such as coughing and sneezing by the public.
- o A fire extinguisher and fire blanket must be provided in a convenient & accessible location.
- o All BBQ's must have a drip tray

TEMPERATURE CONTROL

- o All hot food must be kept above 60°C.
- o Raw food waiting cooking shall be kept below 5°C and stored in closed containers.
- o All raw and perishable foods such as steaks, hamburger patties, seafood and other meat products must be kept in a refrigerated unit such as a portable cool room. Small amounts of these foods can be stored in a portable cooler together with an adequate supply of ice

CLEANING, SANITISING AND HAND WASHING FACILITIES

- o A sealed container of potable water (minimum capacity 10 litres) with a tap should be provided, together with suitable bowls or containers for cleaning, sanitising and hand washing.
- o Where utensils are stored in a sanitising solution between uses, the solution should be changed frequently to keep it clean.

RUBBISH DISPOSAL

- o The stall is to be provided with a garbage bin for the storage of the stall's wastes. Separate garbage bins for paper, cardboard or other recyclable material is encouraged.
- o Provision must be made for the storage of waste water and cooking oils generated within the stall. Waste water and oils must not be disposed of into the stormwater system. Fines can be imposed by Council's Officers for incorrect disposal of liquid waste.
- o Ice is NOT to be tipped / left on any grassed areas

OPEN FOOD STALLS

- o Open food stalls consisting of tables only or tables and trestles, where permitted by these standards, shall be used only for the sale of factory pre-packaged food in hermetically sealed containers (eg. canned or bottled soft drinks, canned foodstuffs).
- o No perishable food shall be sold from an open food stall except packaged milk, packaged milk products and pre-wrapped ice cream, all of which shall be provided with approved means of low temperature storage.
- o Provision shall be required for screening or shielding the stall to protect food from direct sunlight.