



# Application for Temporary Events Permit

Stanthorpe Shire Council  
61 Marsh Street, Stanthorpe QLD 4380  
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mail@stanthorpe.qld.gov.au

## Applicant:

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ B/H \_\_\_\_\_ A/H

\_\_\_\_\_ Mobile \_\_\_\_\_ Fax

## Name, Location, Date(s) and Time (s) of event:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

## Detail of vehicle in which food is to be prepared (if applicable)

Queensland Transport Registration Number, Vehicle type & model:-

\_\_\_\_\_

## Types of food to be prepared and / or sold:

\_\_\_\_\_

\_\_\_\_\_

## Conditions of Operation for Temporary Food Stalls

- A Site Plan is to be included with the application, showing your food preparation area.
- The application is to be lodged with Council's Health & Building Department at least 10 working days before the date of the event.
- Attached pages are to be completed and returned with application.
- It is recommended that the food to be used on the day of the event, be picked up or delivered on the event day.
- Remember to check the temperature of food supplied to you.

- Remember to take all practicable measures to ensure that hazardous foods are stored at a temperature of 5°C or below, or 60°C or above.
- Perishable foods left over from the event are not to be resold at a later date, unless and Authorised Officer of Council gives specific written approval. Safe storage conditions will apply.

### YOUR EVENT FOOD SAFETY PLAN

Please read the following conditions. Tick off the items that will be relevant to your food protection and hygiene procedures and/or advise us of how you will be ensuring that only safe food will be sold.

#### 1. Protection of Food:

All practicable measures will be taken to ensure food is protected from the likelihood of contamination by ensuring that:

- All condiments (e.g. sauce, mustard) are in squeeze containers or single use packets
- Food and cooking equipment is located away from public access
- Food, cooking equipment and stall is protected from contamination.

This will be achieved by

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#### 2. Hand Washing Facilities:

There must be a constant supply of warm running water at the wash hand basin at all times. Warm running water helps to remove grease from hands and encourages food handlers to wash their hands. A thorough hand wash usually takes 60 seconds. Please ensure that:

- Hand washing facilities can be easily located and used. Minimum requirement is a 20 litre container with tap (bucket under to catch dirty water)
- Warm running water is available for hand washing (e.g. insulated water dispenser)
- Liquid soap is provided
- Paper towels are provided
- Other (please describe)

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#### 3. Utensil Washing Facilities:

A food operation must maintain in a clean and sanitary condition, any equipment used for handling food that comes into contact with food. Please ensure that:

- Utensil washing facilities are accessible and are used. Minimum requirement is a 20 litre container with tap (bucket under to catch dirty water)
- Warm running water is available for utensil cleaning and sanitising (e.g. insulated water dispenser)
- A detergent is provided

- A sanitiser is provided
  - Paper towels are provided
  - Other (please list)
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*Alternative approach*

- A sufficient number of clean utensils such as tongs, spatulas etc., will be available as no washing facilities are provided

**4. Temperature Control/Storage:**

Take all practicable measures to ensure that potentially hazardous food is at a temperature of 5°C or below or 60°C or above. To monitor temperature, a digital thermometer must be available that can accurately measure temperature to at least +/- 1°C. Remember to clean and sanitise the digital probe thermometer before and after each use. Temperature control will be achieved by providing/ensuring that:

- A thermometer is provided at the stall to check that cold food is being stored below 5°C and hot food above 60°C
- All food is for immediate consumption

*For question below please tick the appropriate box:*

- All raw and perishable food is stored in a portable cooler with adequate supply of ice and out of direct sunlight
  - Or
  - All raw and perishable food is stored in a refrigerator
  - Other (please describe)
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**5. Food handling equipment:**

To reduce direct contact with food it is necessary to provide suitable food handling equipment. This is achieved by the provision of:

- Tongs, spatulas etc
  - Other (please list)
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*The use of gloves:*

Gloves do not reduce the need for good personal hygiene. Before gloves are put on, food handlers must wash their hands thoroughly. Gloves must be changed should they become contaminated. Gloves should be used if a food handler has a cut or sore on their hand.

Please indicate if gloves are provided:

- Sufficient food grade gloves

## 6. Waste disposal:

Please indicate your method of waste disposal:

- An adequate number of suitable bins with lids will be provided near the stall
- Waste will be frequently removed from the site and not discarded in Council's litter bins
- Disposal of liquid waste will be to sewer (disposal of liquid waste to ground or stormwater drain is not permitted)

## 7. Hygiene of Handlers:

- The authorised applicant, being the individual named in the 'Certificate of Temporary Food Licence', will ensure that all handlers are aware of their hygiene responsibilities
- Handlers will
- prevent all unnecessary contact with food
  - ensure that hair and clothing does not contaminate food
  - remove jewellery so that it does not become a source of contamination to food
  - ensure that clothing is clean and aprons are worn
  - ensure that any cuts or sores are covered with waterproof dressings and gloves are worn
  - not eat, sneeze, cough etc over unprotected food or surfaces
  - not spit, smoke etc in food preparation/cooking areas
  - wash their hands whenever they are likely to be a source of contamination (eg between handling raw and ready-to-eat foods, after smoking, after using toilets etc.)
  - change gloves whenever the gloves are likely to be a source of contamination (eg between handling raw and ready-to-eat foods, after smoking, after using toilets etc). Please remember to wash hands before putting new gloves on.

\_\_\_\_\_ have read and fully understand the Conditions of Operation for Temporary Food Stalls and agree to abide by these and any lawful directions given to me by an Authorised Officer of Council.

I will ensure that the premises and all equipment used will be maintained to a standard of cleanliness where there is no accumulation of garbage, food waste, dirt, grease or other visible matter.

In the event that any of these conditions are not complied with, I understand that I will be required to cease operation of the food stall.

\_\_\_\_\_  
Signature Authorised Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Environmental Health Officer

\_\_\_\_\_  
Date

