



City of  
Wagga Wagga

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Wagga Wagga NSW 2650

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Fax 02 6926 9199  
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www.wagga.nsw.gov.au

## APPLICATION FOR REGISTRATION TEMPORARY/SPECIAL EVENT FOOD STALL

NSW FOOD ACT 2003

I/we provide the following details for an application for a Temporary/Special Event Food Stall registration. I/we realise that fees may be levied if the stall is not maintained in accordance with Council requirements.

### SECTION 1

#### EVENT INFORMATION

Name of the event: .....

Location of the event: .....

Name of event organiser (if applicable): .....

Contact phone of event organiser: .....

Proposed dates: .....

Start time of event:..... Finish time of event: .....

### SECTION 2

#### STALL INFORMATION

Trading name of stall: .....

Proprietor/s of stall: .....

Company name: .....

Postal address: .....

Contact phone: (H) ..... (M) .....

Contact Email: .....

Food Safety Supervisor (if required):.....

1. Type of food intended to be sold (Describe range and type of food and whether it is to be sold in a packaged or unpackaged form, hot or cold, etc.)

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2. Address of premises where food will be prepared, processed, packed etc. prior to sale at the event.

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3. In what manner is the food to be transported to the event?

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4. How will the temperature of the food be controlled during storage, transport and display?

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5. Will a thermometer be available on site?

☐ Yes ☐ No

6. In the case of unpackaged foods, how do you intend to protect it against contamination?

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7. What hand washing facilities will be available for the food handlers?

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8. What washing facilities will be available for washing utensils?

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9. What facilities will be available for the disposal of waste water?

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10. Is your stall/kiosk a:

(a) van or trailer; (b) tent; or (c) other (specify): .....

11. Registration details of van or trailer: .....

12. Will an ingredient list be available onsite?

☐ Yes ☐ No

13. Please name the person solely responsible for the handling of money:

.....

14. In the case of packaged foods i.e. jars and packets, describe how the package will be labelled in compliance with the Food Safety Standards. (Please refer to the following website - <http://www.foodauthority.nsw.gov.au> for further details on labelling requirements).

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**Please note: It is required that the minimum standards from the Food Standards Code 3.2.2 are adhered to.**

I hereby certify that I will accept all responsibility under the NSW Food Act 2003, as the proprietor / director of this stall.

**Name of stall holder:** ..... **Date:**...../...../.....

**Signature of stall holder:**.....

**Name of event organiser:** ..... **Date:**...../...../.....

**Signature of event organiser:** .....

<b>OFFICE USE ONLY:</b>	<b>CONDITIONS:</b> .....
Approval granted: <b>Yes</b> <b>No</b>	.....
Officer: .....	.....
Date: .....	.....

## MINIMUM STANDARDS TEMPORARY & SPECIAL EVENTS

In New South Wales the sale of food is regulated by the NSW Food Act 2003 and the NSW Food Regulation 2010. These laws incorporate the provisions of the FSANZ Food Standards Code. Food business operators are bound by the requirements of these standards to ensure that only safe and suitable food is sold for human consumption. The Food Safety Standards can be downloaded from <http://www.foodstandards.gov.au>. Failure to comply with the requirements or the selling of foods that do not comply with the requirements may render the food business liable to prosecution. Penalties of up to 5000 penalty units and/or imprisonment apply to some offences. Vendors of foods which cause injury or illness may be sued for damages.

A Promotion or a Special/Temporary Event is any occasion which is not permanent in nature where food is provided at no charge or for sale to the consumer. The primary aim of this document is to make food businesses aware of their legal requirements and to suggest ways to assure food safety at the event.

### APPROVAL PROCESS

- Prior consent of Wagga Wagga City Council is required for the overall event.
- In some circumstances a Food Safety Supervisor (FSS) must be trained and appointed. Further information can be found at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
- The application form REGISTRATION OF TEMPORARY / SPECIAL EVENT FOOD STALL must be completed and submitted for approval, this form is available from [www.wagga.nsw.gov.au](http://www.wagga.nsw.gov.au) or from Customer Service Desk.
- Upon satisfactory submission an Approval by Council will be granted.
- If you are selling butchers' meat, fermented manufactured meats, raw poultry, dairy products, seafood or plant products, you will need to be licensed by NSW Food Authority. Contact with NSW Food Authority must be made before the event to find out the requirements on 1300552406.

### Minimum Standards - All areas

The following minimum standards shall apply in respect of all food to be prepared, stored, transported and offered for consumption at promotions and special events:-

- a) All persons engaged in the preparation, handling, storage or transportation of food shall maintain themselves and their clothing in a clean and tidy condition at all times and shall not be suffering from any communicable disease or illness that can be transmitted by the food being handled or prepared.
- b) Food handlers shall not smoke tobacco in any form where food is being prepared, stored or transported.
- c) No person shall use unclean or printed paper in such manner to allow surfaces of that paper to come in contact with any food.
- d) Every person who is engaged in the manufacture, preparation, storage, carriage or delivery of any food shall keep at all times such food and receptacles, implements, vehicles, utensils, benches, fittings and other appliances used in connection with foods for consumption, clean, free from dust, foul odours, flies or other insects.
- e) No animals, birds or plants shall be permitted in any area where food is being prepared, stored or transported.
- f) No food shall be provided in returnable containers.
- g) Hand washing facilities and a supply of liquid antibacterial soap together with an adequate supply of water shall be required where direct contact is made

with food during its preparation and serving.

- h) Where food is stored prior to cooking, it must be stored below 5°C.
- i) All food and other ingredients used in the preparation of food shall be obtained from approved sources.
- j) The event organiser must keep a record of the source of food used in the event.
- k) All reasonable measures need to be taken so as not to compromise the safety and suitability of food. A person designated as a “food handler” may be required who is limited to handling food.
- l) A bin is to be provided for waste with a close fitting lid.

### **Storage Areas**

All food shall be stored to comply with the following conditions:-

- a) All potentially hazardous food shall be stored under temperature control.
- b) All storage areas shall be constructed and positioned to prevent the entry of vermin, flies, dust, insects or any other contamination.

### **Transportation**

Transportation of all food shall be in specialized transport or in a normal vehicle which is thoroughly clean and the food is fully protected from contamination. Where temperature control is required during transportation, the food shall be kept in clean containers or units, capable of maintaining the required temperature of 5oC or less for cold food or 60oC for hot food.

### **Food Display**

- a) All food and equipment shall be displayed or kept above ground or floor level.
- b) Benches, trestles etc shall be clean and kept in good repair, smooth and free from contaminating substances.

### **Food Packaging**

- a) All food which is not prepared in front of the customer must be packaged in material that is fit for its intended use.
- b) All packaging shall be suitably labelled, showing: Description of food, date packaged, name of the responsible person, address, and product name.
- c) All ingredients used in the product must be indicated on the labelled product. Mandatory and advisory warnings e.g. nuts, milk, gluten, royal jelly etc.

### **PLEASE RETURN TO:**

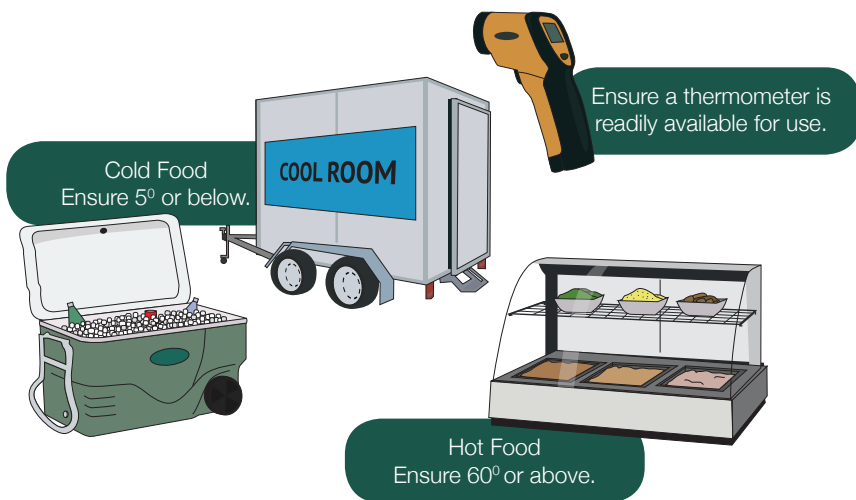
**WAGGA WAGGA CITY COUNCIL'S PUBLIC HEALTH DEPARTMENT  
CIVIC CENTRE – CNR BAYLIS AND MORROW STREET, WAGGA WAGGA  
PH: 1300 292 442 FAX: 02 6926 9309**

**THANK YOU**

# MINIMUM FOOD STALL STANDARDS AT TEMPORARY/SPECIAL EVENTS

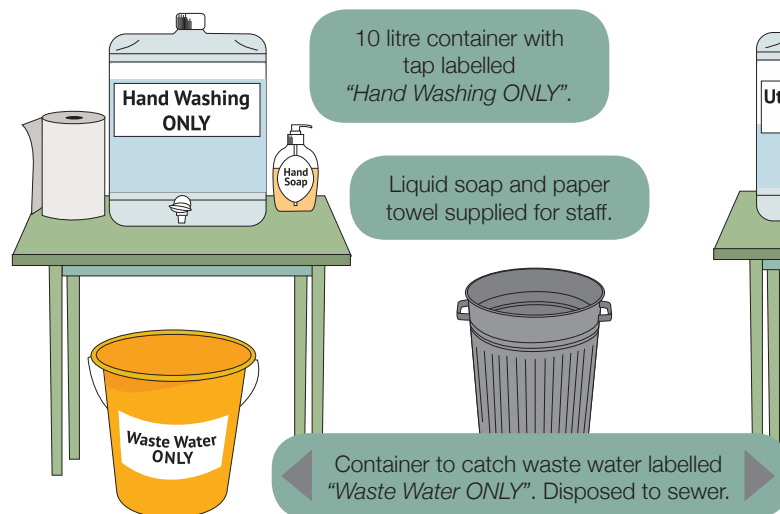
1.

## Temperature control of potentially hazardous food



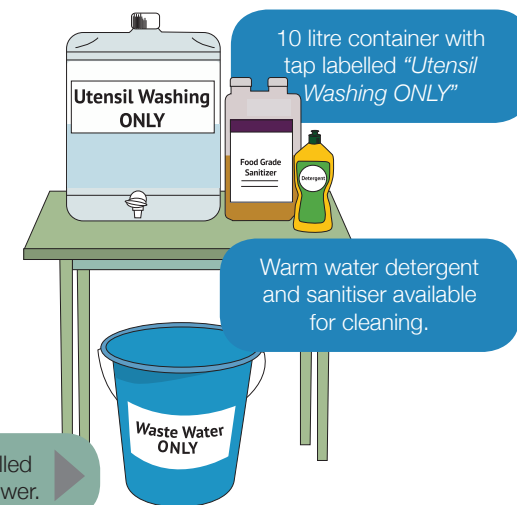
2.

## Minimum hand washing facilities



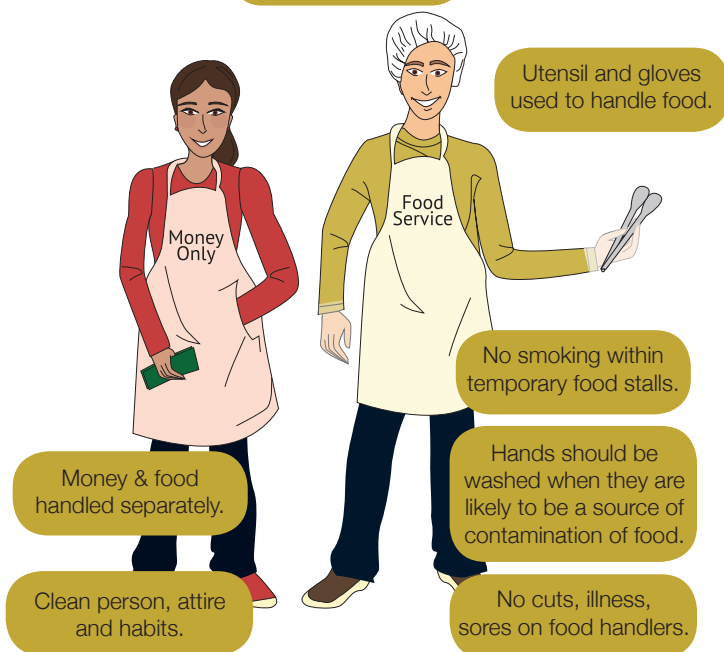
3.

## Minimum utensil washing facilities



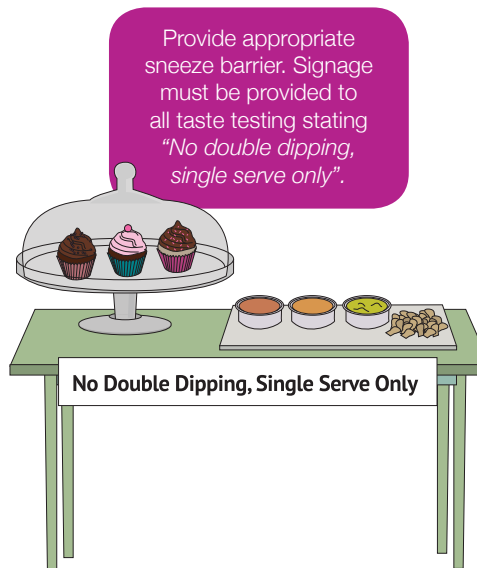
4.

## Food handlers



5.

## Food display, food protection & taste testing



6.

## Sauces, condiments & single serve utensils

