

# TEMPORARY EVENTS APPLICATION TO SELL FOOD

## PROPOSED ACTIVITY

Mobile food vending

Stationary food vending

Temporary food stall

## BUSINESS DETAILS

Business/trading name

ABN/ACN/BN

Are you a not-for-profit organisation?

Yes

No

If yes, please provide certificate of incorporation as an attachment.

Proprietor/Company

Residential address

Street number

Street name

Suburb

Post code

Contact phone number

Email address

Business address

Street number

Street name

Suburb

Post code

Do you wish to receive food safety information by email?

Yes

No

Food Safety Supervisor name

Certificate reference number

Food Safety Supervisor expiry date

Do you or your staff require information in a language other than English?

Yes

No

If yes, which language/s?

Please fill in all details.

You can opt out of this service at any time by emailing [foodsafety@penrith.city](mailto:foodsafety@penrith.city)

## OFFICE USE ONLY

Account number

ID number

D/A

Sundry Debtor account number

## CONTACT US

Penrith City Council  
601 High Street  
PENRITH NSW 2750

PO Box 60  
PENRITH NSW 2751

**PHONE:** (02) 4732 7777

**FAX:** (02) 4732 7958

**EMAIL:** [council@penrith.city](mailto:council@penrith.city)

**WEB:** [penrith.city](http://penrith.city)

## EVENT DETAILS

Event name

Event location

Street number

Street name

Suburb

Post code

Hours of operation

Date/s of event

What type of water supply does the property have?

Reticulated (Sydney Water)

Rainwater tanks

Water from a water carter

Other

Is the property connected to sewer?

Yes

No

Do you have approval from the event organiser?  
(provide evidence)

Yes

No

Type of food/drink sold

.....  
.....

.....  
If no, please contact the Environmental Health team on 4732 8055 to ensure the on-site sewage management system is approved and adequate for this use.

## FOOD PREPARATION

Is all food prepared at the event?

Yes

No

If no:

Address where food is prepared

Street number

Street name

Suburb

Post code

.....  
Is there development consent to prepare food at this address?

Yes

No

Type/s of food/drink prepared at this address

.....  
.....

.....  
If food is prepared at home or another premises prior to the event, evidence that the food is prepared in an approved premises must be attached to this application

## FOOD TRANSPORT DETAILS

Transport vehicle description

Vehicle registration number

Type/s of food being transported

Travel time (hrs)

Does the vehicle have a refrigeration unit?

Yes

No

## INSURANCE DETAILS

Public liability insurance provider

Amount

Expiry date

## TEMPORARY FOOD STALL CHECK LIST

*I have (tick the boxes)*

1. Received the necessary approvals for:
  - home based operations
  - operating at the event from the event organiser
  - my food vending vehicle from my local Council
2. Notified my food business details to the NSW Food Authority
3. Obtained public indemnity insurance
4. Checked my stall will:
  - be located in a dust free area
  - have a sufficient supply of potable water
  - have adequate wastewater disposal facilities
  - have adequate garbage bins
  - have power (if required)
  - be suitably constructed - floor, walls and ceiling (3 sided marquee)
  - have food handling facilities for storage, cooking, hot/cold holding, preparation and serving
  - have cleaning and hand washing facilities
  - comply with safety requirements - fire control (current fire extinguisher and blanket) and WorkCover issues
5. A suitable vehicle and containers for transporting and storing the food
6. Addressed food handling operations adequately, including:
  - ensuring all food handlers have adequate skills and knowledge for their activities
  - checking if there are potentially hazardous foods involved

*If there are potentially hazardous foods involved, I can:*

- provide adequate hot or cold storage facilities (for example: portable coolrooms, adequate supply of ice and/or hot boxes)
- provide a digital thermometer
- provide a food grade sanitiser for food contact surfaces and washing up
- defrost frozen foods correctly at the event
- organise designated staff to handle money only, while other staff serve ready to eat food using tongs or gloves
- provide adequate measures to protect food from contamination until use
- minimise the use of reusable dinnerware and tableware
- ensure all foods are appropriately labelled
- ensure adequate shelving so food is not stored on the ground
- provide adequate hand washing facilities including a constant supply of warm water, soap and paper towels

If you answered no to any of these questions (except having potentially hazardous foods), you may need to discuss these issues with Council and/or change your management plan before the event begins.

Further information on the safe handling of food at temporary events can be found in the *NSW Food Authority: Guidelines for businesses at temporary events (2012)* at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

**I have read and agree and understand that I must comply with the NSW Food Act 2003 and the Food Standards Code. I have filled in the checklist above and can comply with these requirements.**

**I understand that my vehicle/stall may be inspected by Council officers and a fee may apply.**

Signature

Date

Print name

### PRIVACY

Any personal information submitted to Penrith City Council will be dealt with according to the Privacy & Personal Information Protection Act (1998), Government Information Public Access Act (2009) and the Local Government Act (1993).