

Applicant details

Name/s (Individual or Company)	
Trust Name <i>(if applicable) as trustee for</i>	
Date of Birth	
Director Name/s (for Companies)	
ABN	
Contact name	
Contact number/s	
Email	
Address	
Postal address	

Market details

Market name		
Market address		
Real property description	Lot #	Registered plan #
Days of operation	From	To
Time of operation	From	To

Trading details

Stall name		
Product description		
Food Safety Supervisor & number		Ph

Origin of food
Is the food being prepared at the market food stall?

Yes / No

If "No", provide details below of licensed premises where food will be prepared. If this premises is outside the Cairns Regional Council are, a copy of the food licence must be provided.

Name of premises
Licence number

OFFICE USE ONLY PAYMENT DETAILS Rec Type T 163	Payment Amount	\$	Date	
	Receipt Number	#	Health Number	#

Section 1 Food types

List the food types to be sold

The handling of unpackaged food will be assumed for each food type unless you indicate otherwise, eg *pre-packaged and labelled jam*

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Section 2 Stall structure

Ceiling

Describe your roof/ceiling.
What material is it?
How is it secured?

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Walls

Describe your walls.
How many sides?
What material is it?
How are they secured?

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Flooring

Describe the flooring.
What area does it cover?
What material is it?
How is it secured?

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Describe the layout of the stall

Include all equipment, eg *tables, bbq, cooler box, bain-marie, hand wash facility etc.*

Alternatively, you may draw a detailed floor plan here or attach separately. Floor plans must be clearly labelled with all equipment.

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Section 4 Food storage & display

Food storage during transportation

Describe how your food is stored during transportation eg *refrigerated vehicle, cooler box (esky), enclosed containers*

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Food storage within stall

Describe how your food is stored during transportation eg *refrigerated vehicle, cooler box (esky), enclosed containers*

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Food display

If relevant, describe your food display facilities, eg *bain-marie, pie warmer, cold display*

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Section 5 Hand washing facility

Hand washing

Describe your hand washing facilities

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Section 6 Equipment Checklist

Probe thermometer	<input type="checkbox"/>	Liquid Soap	<input type="checkbox"/>
Spare utensils	<input type="checkbox"/>	Paper towel	<input type="checkbox"/>
Utensil washing facility	<input type="checkbox"/>	Potable water supply	<input type="checkbox"/>
Detergent	<input type="checkbox"/>	Rubbish bins	<input type="checkbox"/>
Tea towels	<input type="checkbox"/>	Waste water disposal	<input type="checkbox"/>
Food Grade Sanitiser	<input type="checkbox"/>	Oil / fat disposal	<input type="checkbox"/>
Cloths / wipes / sponges	<input type="checkbox"/>	First Aid kit (with coloured band-aids)	<input type="checkbox"/>
Broom / dustpan / mop	<input type="checkbox"/>	Fire safety equipment	<input type="checkbox"/>
Buckets / containers	<input type="checkbox"/>	Electrical leads tagged and tested	<input type="checkbox"/>

Application Checklist, Fee Schedule & Declaration

Have you completed the Food Stall Design sheet?

Yes / No

Have you provided a copy of the Food Business Licence where the food is prepared? *If applicable*

Yes / No

Have you nominated a Food Safety Supervisor?

Yes / No

Have you included the appropriate Fees?

Yes / No

Fee Schedule:

Category A Licences

ANNUAL LICENCE FEE

\$ 104

Category B Licences

ANNUAL LICENCE FEE

\$ 364

Additional Notes

- **Category A** market food stall licences are for the preparation of non-alcoholic drinks, cutting up fruits and vegetables or the display and serving of food prepared in a licensed kitchen (no reheating, toasting or further food preparation).
- **Category B** market food stall licences allow for reheating, toasting and limited food preparation. Cooking is not permitted under either category of market food stall licence.
- For construction and operational requirements relating to temporary food premises, refer to Cairns Regional Council's *Guidelines for Temporary Food Premises*.
- At least one food safety supervisor (FSS) must be nominated for the stall. The FSS must have relevant skills and knowledge, have authority to give directions and be reasonably available to the food business. The FSS may be the licensee.
- Contact the Licensing & Approvals Unit for further information on licensing requirements.

I / We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME

SIGNATURE

DATE

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.