

Definition of non-profit organisation:

- Is not carried on for the profit or gain of its individual members, and
- Is engaged in activities for a charitable, cultural, educational, political, social welfare, sporting or recreational purpose

Section 1 Organisation details

| | |
|---|--|
| Name of non-profit organisation | |
| Trust Name <i>(if applicable) as trustee for</i> | |
| Contact person | |
| Contact Number/s | |
| Email | |
| Postal Address | |

Note: Documentation must be provided to show your organisation is 'non-profit' as per the above definition.

Section 2 Stall details

| | |
|---|--|
| Location of Temporary Food Stall | |
| Event / Stall name | |
| Trading hours and date(s) | |
| Description <i>intended foods to be sold at the stall</i> | |

Section 3 Origin of food

| | |
|---|-----------------|
| Is all food being prepared within the temporary food premises? | YES / NO |
| If not, where is the food being prepared? | |

Section 5 – Checklist and Declaration

| | |
|--|-----------------|
| Included documentation to show your organisation is 'non-profit'? <i>(eg letter on official letterhead)</i> | YES / NO |
| Completed the attached Stall Design Information sheet? | YES / NO |
| Print Name | |
| Signature | Date |

Section 6 – Additional notes

- The sale of meals on more than 11 occasions per year requires a Food Licence.
- For construction and operational requirements relating to temporary food premises, refer to the document *Structural and operational requirements for temporary food premises*.
- Contact an Environmental Health Officer at Cairns Regional Council for further information on the above.

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.

This form is to be submitted together with an application for a temporary food premises / market food stall licence

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*

Section 2 Stall structure

Ceiling

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

Walls

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

Flooring

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

Section 3 Stall layout

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.

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

Food storage within stall

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

Food display

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

Section 5 Hand washing facility

Hand washing

Describe your hand washing facilities

Section 6 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"/> |
| 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 | |