

Application for Temporary Food Business Licence

2019/20
Food Act 2006

Please ensure you fully complete this application

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	

Please note additional Council Permits may be required for some events

Event details (for annual licence, see Section 4)

Event name		
Event location		
Event date/s	From	To
Food Safety Supervisor		

Trading details

Trading name / Stall name		
Set up time		
Trading hours	From	To
Description <i>foods intended to be prepared, processed and sold</i>		

Origin of food

Is all food being prepared within the temporary food premises?

Yes / No

This Temporary Food Business Licence is only for the storage, processing and handling of food at this temporary location. If you are storing, processing or handling food at any other location, you are required to provide the food business licence details below.

Name and address 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 and the processes to be undertaken
Provide detailed menus and a list of all processes

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Section 2 - Stall structure

Select type:

<input type="checkbox"/> Gazebo	<input type="checkbox"/> Marquee	<input type="checkbox"/> Tent	<input type="checkbox"/> Awning
<input type="checkbox"/> Other (please list below)			

Tick if you have:

	<input type="checkbox"/> Ceiling	<input type="checkbox"/> Walls	<input type="checkbox"/> Flooring
Walls:	If so, how many?	Construction Material used?	
	How are they secured?	How can they be cleaned?	
Floor:	If so, what type?	Construction Material used?	
	How is it secured?	How can they be cleaned?	

Section 3 - Food storage & display – How do you store food?

During Transport:

<input type="checkbox"/> Esky	<input type="checkbox"/> Mobile Cold Room	<input type="checkbox"/> Non-temperature controlled containers
<input type="checkbox"/> Refrigerator in vehicle	<input type="checkbox"/> Other (please list below)	

Within the stall:

<input type="checkbox"/> Esky	<input type="checkbox"/> Mobile Cold Room	<input type="checkbox"/> Non-temperature controlled containers
<input type="checkbox"/> Refrigerator in vehicle	<input type="checkbox"/> Other (please list below)	

Food display:

<input type="checkbox"/> Hot Box	<input type="checkbox"/> Pie Warmer	<input type="checkbox"/> Cold Display	<input type="checkbox"/> Cook to order
<input type="checkbox"/> Other (please list below)			

Section 4 - Event Information

Event Name	Location	Date	Time

Section 5 - Equipment Checklist

Please tick which items you will be utilizing

Hand Wash Facilities (minimum 20L & tap)	<input type="checkbox"/> *	Tea towels	<input type="checkbox"/>
Probe thermometer	<input type="checkbox"/> *	Cloths / wipes / sponges	<input type="checkbox"/>
Spare utensils	<input type="checkbox"/> *	Broom / dustpan / mop	<input type="checkbox"/>
Utensil washing facility	<input type="checkbox"/> *	Buckets / containers	<input type="checkbox"/>
Detergent	<input type="checkbox"/> *	Waste water disposal	<input type="checkbox"/>
Liquid Soap	<input type="checkbox"/> *	Oil / fat disposal	<input type="checkbox"/>
Sanitiser	<input type="checkbox"/> *	First Aid kit (with coloured band-aids)	<input type="checkbox"/>
Paper towel	<input type="checkbox"/> *	Fire safety equipment	<input type="checkbox"/>
Potable water supply	<input type="checkbox"/> *	Electrical leads tagged and tested	<input type="checkbox"/>
Rubbish bins	<input type="checkbox"/>	Gas Bottles (ensure sufficient airflow)	<input type="checkbox"/>

Please send photographs along with your application of all items that are marked with an asterisk (*)

Additional Notes

- Temporary food premises operated on a regular basis may attract additional requirements.
- 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.

Section 6 - Stall Design Sheet

Provide photographs of your stall set up and provide a detailed floor plan where food preparation and handling is taking place.

Floor plans must be clearly labelled with all equipment. Include all equipment, eg tables, bbq, cooler box, bain-marie, hand wash facility, money handling etc.

Application Checklist, Fee Schedule & Declaration

Have you completed the Food Stall Design sheet (Section 6)?

Yes / No

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

Yes / No

Have you included the appropriate Fees?

Yes / No

Fee Schedule:

LICENCE PER EVENT

\$ 104

ANNUAL LICENCE

\$ 364

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
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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.