

Temporary Food Permit Notification Form (Stall Holders) (One-Off)

Please return completed application form to:
 In Person: Clare & Gilbert Valleys Council, 4 Gleeson Street CLARE SA 5453
 By Post: 4 Gleeson Street CLARE SA 5453
 Email: development@cgvc.sa.gov.au



CLARE & GILBERT VALLEYS COUNCIL

BUSINESS REQUIREMENT: Each food vendor is required to complete this form and return to the event organiser for submission to the council as one document. Every food business must have a Food Business Notification Number as required by the Food Act. Please ensure you provide your FBN details issued by local authority (Council) to event organiser while submitting this form. If you don't have one, you must notify Council on the appropriate form within prescribed period.

PLEASE NOTE: Incomplete forms will not be approved.

Please note that this permit does not cover your permit to use Council land or use a public road for business purposes (for example a street stall). Contact Council to book use for an "Street Stall or Trading Table.

You will need to complete a new form for each event held by the organisation/group. This form must be provided to council 14 days prior to the event. Please note that Environmental Health Officers will periodically inspect such events to ensure compliance with relevant legislation.

A. Applicant Details

Business Name			
Contact Person			
Postal Address			
Contact Phone			
Email Address			
Food Business Notification Number & Issuing Authority Name (Council name)			
Has the business traded as a temporary event in the Clare & Gilbert Valleys Council area before?	YES	NO	If yes last event date:

B. Food Event Details

Event Location			
Date of Event		Operating Times	
Number of People Handling Food		Is the food prepared on site?	YES NO
Is all of the food being sold pre-packaged?	YES	NO	
Is the food preparation for this event being done:	At the event	Prior to Event	

Please describe what is being processed prior to the event:	
If no, what is the address where the food is being prepared?	
If the event is being held on Council land, has the event been booked?	YES NO
Describe the type of food to be sold or provide a menu	

C. Food Safety Control Information

Stallholder food handler training (if any) eg. SA TAFE, I'm Alert, prior experience etc	
Does your business have an appointed Food Safety Supervisor? If yes, will they be available on the event?	
Where is food sourced from eg. Supermarket, supplier, home kitchen etc.	
Are temperature control appliances available? Fridges, hot/cold food display?	
Please describe how food is being stored under temperature control (cold food 5°C or below and hot food 60°C and above)	
Is the probe thermometer available for use on the day?	
Are hand-washing facilities available at the event?	YES NO
If yes, please state what facilities will be provided for food handlers to wash their hands	
Detail how you will prevent contamination of food by food handlers and other sources. Eg. gloves, tongs, covers for food, pre-wrapped food, sneeze guards etc.	
Detail methods used to ensure surfaces (including crockery/cutlery) may be cleaned and sanitised. Eg. detergent and food grade sanitiser, disposable crockery, dishes placed in container for washing in kitchen etc.	

D. Food Transport Vehicles

Will transport vehicles be used to transport food?	YES NO
If yes, is the vehicle a refrigerated vehicle?	YES NO
If no, what other means will be used to ensure all Potentially hazardous foods (if any) are kept control during transportation	

E. Declaration

I declare, I have read and understand the information contained in this document and the information I have provided is accurate, to the best of my knowledge, at the time of submission. I am aware that incomplete forms will not receive approval. I also understand the Officer may also be on duty during the function and may collect food samples for physical, chemical or microbiological analysis. If compliances with the Food Act 2001 and Food Safety Standards are not met, Authorised Environmental Health Officers may require you to change your activities in order to comply, or if necessary, close a temporary food business.

Submit this form to the Event Organiser or Local Authority.

Name <i>(please use BLOCK letters)</i>	
Signature	
Date	

Office Use Only

Permit No.		Date	
Inspection Required	YES	NO	Date Inspected
<i>Officer delegated with powers of an enforcement agency under Section 91 of the Food Act 2001</i>			