

Temporary Food Stall Details



About this form

You may use this form to apply for a Temporary Food Premises approval in the City of Sydney. This form is for individual stall holders to complete.

Note: Approval of a food stall is subject to compliance with Council's requirements for temporary food stalls, which can be found on the City of Sydney public website, www.cityofsydney.nsw.gov.au. Section 68 of the Local Government Act 1993 states that Approval is required to Use a standing vehicle or any article for the purpose of selling any article in a public place. On the spot fines will apply if you are found trading in the City of Sydney LGA without approval.

How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
- 3: Once completed you must submit this form as indicated in the Lodgement details section (Part 12 of this form).
- 4: Applications must be submitted at least 28 days prior to the first event at which you intend to operate or expiry of your current approval.

Please note: Incomplete applications will be returned to applicants to resubmit once complete.

Part 1: Type of application

New approval

Renewal of approval ▶ TFP number

Any other Temporary Food Premise approval numbers relating to this application

Expiry date of approval

First event date

Part 2: Applicant details

Title*

Given Name/s *

Family Name *

Company Name

ABN / ACN

Postal Address* (all correspondence will be sent to this address)

Note: Before this application can be lodged at least one of the types of contact below must be supplied.

Business Number *

Mobile Number *

Email Address

Site Contact* (if different to above)

Home Number

Mobile Number *

Email Address *

Part 3: Stall details

Type of stall/caravan/vehicle

Stall Name

Event Name

Location

Part 4: Equipment details (please complete all fields) *

Type of Equipment	List
Cold storage equipment. e.g. providing own mobile coolroom / esky with ice bricks / organiser providing coolroom.	
Hot storage and cooking equipment e.g. 3 burner gas cooker, 4 compartment baine marie.	
Floor covering - e.g. rubber matting	
Counter food protection/sneeze guards	
Hand Washing Facilities * Warm running water, soap and paper towel must be provided	
Overhead protection over all cooking/ preparation areas	

Part 5: List of Food *

Please provide a list of all food types to be sold in the boxes below

Part 6 Details of off-site food preparation area(s)*

The location(s) of any off-site food preparation areas, and/or food storage including partial preparation such as chopping and cutting of ingredients, must be listed below. Each preparation area must meet food hygiene requirements. If you prepare food at home, evidence of a home based business registration with the NSW Food Authority must be submitted with this application and a copy of any development consent OR a complying development certificate. If you are preparing potentially hazardous food then you must also have a recent inspection by a Council or appropriately qualified person (EHO) or organisation.

Location 1 (unit number, street number, street, suburb, postcode)

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Do you prepare potentially hazardous food? (see Part 9.1)

Yes No

Onsite deliveries - supplier details

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Part 7: Transportation details *

Please select how food will be transported to the site : Car Van Refrigerated van

Other ▶ Please describe mode of transport

What is the approximate travel time to the site?

Part 8: Food Safety Supervisor (Not required for Low Risk Approvals and businesses licenced by the NSW Food Authority)

Food Safety Supervisor name

Certificate Identification Number

Part 9: Type of fee - please mark one of the boxes below

PAYMENT TYPE: Cheque Money order Credit Card*

* If you post or email your application and opt to pay by credit card one of our Customer Service Team members will email you a link to make an online payment. Please ensure payment is made within 14 days, or your application will be cancelled.

NOTES: Applications received within 48 hours of the first event will not be approved in time for the event.

If the incorrect fee is selected or any additional fees not paid, there will be a delay in processing the application and / or the application may be refused.

1. Temporary Food Stall - High Risk (13 month approval) Fees \$210

High risk stalls contain all or some food that is 'potentially hazardous' (as defined by NSW Food Authority) and as such will require temperature control for safety (unless another method has been formally approved).

This includes:

- raw or cooked meat
- small goods
- dairy products
- seafood (excluding live seafood)
- processed fruit & vegetables
- cooked pasta and rice
- food containing eggs, beans, nuts or other protein rich foods
- food containing the above, such as sandwiches, rolls and pizza

2. Temporary Food Stall - Low Risk (24 month approval) Fee \$158

Low risk stalls sell **all** foods that are 'non-potentially hazardous' (as defined by NSW Food Authority). This type of food generally does not require temperature control for safety.

This includes:

dry goods,	pickles,
salad dressings,	bottled marinades,
pasta sauces,	nuts in the shell,
salted dried meats,	honey & jam,
fruit cake & plain cakes,	biscuits and crackers,
hard cheeses,	fruit juices,
unopened canned foods,	bottled salsas,
raw whole fruit & veg,	dried fruit,
fermented dried meats,	peanut butter,
plain bread & bread rolls,	yoghurts & confectionery,
Sauces (ketchup style / Asian and soy.	

Low risk stalls can also use commercial milk products to make hot drinks & pre-packaged ice cream

3. Charity / not for profit organisation - Low Risk - NO Fee High Risk - NO Fee

Please classify high or low risk stall in accordance with the information above. Please provide evidence of charitable status with your application.

4. One Temporary Food Event Only Fee \$86

Only apply for this option if you do not intend on trading at any other events in the City of Sydney in the future

5. Late Fee

A late fee will apply to all applications received less than 10 days prior to the event Fee \$49

Part 10: Applicant Checklist

Please tick applicable boxes below to confirm that you have provided copies of the documents requested. Please lodge copies with the completed application form.

- Certificate of Currency for Public and product Liability Insurance to a value not less than \$10,000,000
- Suggested menu or list of food being sold
- Food Safety Supervisor Certificate (Not required for Low Risk Approvals and businesses licenced by the NSW Food Authority)
- Food premises inspection report of commercial kitchen or other approved facility for off-site food preparation and storage - from a Local Government or the NSW Food Authority if required.
- Copy of development consent or complying development certificate if required
- Copy of NSW Food Authority Licence (for FSS exemption)

Note: If the above documents are not submitted with the application form, the application will not be accepted.

Part 11: Applicant Declaration

I have read, understood and will fully comply with the health conditions.
I declare that the information provided on this form is accurate, complete and correct.
I understand that this is an application, and approval of this application is not guaranteed.

Applicant Name

Applicant Signature

Date

Part 12: Lodgement details

Temporary Food Stall applications will only be accepted if you have prior approval from the land owner and event organisers. You can lodge your application by:

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001

EMAIL: applications@cityofsydney.nsw.gov.au

IN PERSON: CBD: Level 2, 456 Kent Street,
Kings Cross: 50-52 Darlinghurst Road,
Glebe: 186 Glebe Point Road,
Green Square: 100 Joynton Avenue,
Redfern: 158 Redfern Street,

Monday - Friday 8am-6pm
Monday - Friday 9am-5pm & Saturday 9am-12 midday
Monday - Friday 9am-5pm
Monday - Friday 10am-6pm
Monday - Friday 9am-5pm and Saturday 9am-12 midday

WHAT NOW: Once your application is received a Council Officer will contact you if further information is required.

For further information regarding your application please contact us by:

TELEPHONE: (02) 9265 9333

WEBSITE: www.cityofsydney.nsw.gov.au

Part 13: Privacy & personal information protection notice

Purpose of Collection: To contact the business as necessary to provide or request information that hasn't been included on the Temporary Food details form.

Intended recipients: Council staff and approved contractors of the City of Sydney Council.

Supply: Voluntary, however a Temporary Food stall application is required for assessment and approval of temporary food stalls in the City of Sydney Council area.

Access/Correction: Contact the City of Sydney Council Customer Service Team to access or correct this information.

Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000.

Office use only

Receiving Officer (print name)

Date

PID Number

File Number

Risk Rating

High

Medium

Low