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

Note: It is a legal requirement to notify Council before starting a temporary food business in the City of Sydney.

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 9 of this form).
4. Applications must be submitted at least 28 days prior to the first event at which you intend to operate.
   Please note: Incomplete applications will be returned to applicants to resubmit once complete.

<table>
<thead>
<tr>
<th>Part 1: Applicant details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title*</td>
</tr>
<tr>
<td>Company Name</td>
</tr>
<tr>
<td>ABN / ACN</td>
</tr>
<tr>
<td>Postal Address* (all correspondence will be sent to this address)</td>
</tr>
</tbody>
</table>

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 * |

<table>
<thead>
<tr>
<th>Part 2: Stall details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of stall/caravan/vehicle</td>
</tr>
</tbody>
</table>
**Part 3: Equipment details (please complete all fields)***

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

**Part 4: List of Food***

Please provide a list of all food types to be sold

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**Part 5: 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 from your local Council must be submitted with this application and a copy of any development consent OR a complying development certificate.

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

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Do you prepare potentially hazardous food? (see below)  

Yes [?] No [ ]

NOTE: Hazardous foods can include: raw or cooked meat, dairy products, seafood, processed fruit & vegetables, cooked pasta and rice, food containing eggs, beans, nuts, or food containing any of the above including sandwiches, rolls, pizza etc.

Onsite deliveries - supplier details (if relevant)

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What is the approximate travel time to the site?

Please describe mode of transport:

Refrigerated van
Van
Car

Part 7: 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 8: 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.

Applicant Name
Applicant Signature
Date

Part 9: Lodgement details

You can lodge your application by:
EMAIL: council@cityofsydney.nsw.gov.au

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

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours: http://www.cityofsydney.nsw.gov.au/customer-service

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 10: 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 registration of a temporary food business 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.