

## APPLICATION FOR APPROVAL AS A FOOD PROVIDER FOR TEMPORARY EVENTS

Under Food Act 2003 and Local Government Act 1993 &  
Section 4 of the Food Safety Standard 3.2.2

### FEES AND CHARGES

Assessment  Receipt No  copy required ☐ Yes ☐ No Date

**Lodgement Fee** (Job No. 1205-1170)

**Fees: Single Day/Event Approval \$69.00\*** **Annual Approval \$174.00 \*** Not-For-Profit organisations – fee exempt

• NOTE: Application fees valid until 30 June 2024

### PART A – APPLICANT DETAILS

**Type of Provider** ☐ Registered Food Business ☐ Food Stall ☐ Mobile Vendor ☐ Caterer

**Registered Business Name** (if applicable)

**Trading Name** (if different from above)

**ABN/ACN**  **Date Business Started**

**Business Address**

**Mailing Address**

**Business Phone No.**  **Alternate Phone No**

**Are you a not-for-profit organisation?** ☐ Yes ☐ No

**Proprietor/Director/Responsible Officer Name**

**Contact Phone No.**  **Email**

**Food Safety Supervisor (FSS)**  OR ☐ Voluntary Online Training Completed

**FSS Certificate No.**  **FSS Contact No.**

**Date Certificate Issued**  **Date Certificate Expires**

### PART B – TYPE OF FOOD PREMISES (please tick most relevant)

☐ Marquee or tent ☐ Food / drinks cart ☐ Food truck / van

### PART C – TYPE OF FOOD OR DRINKS (please tick most relevant)

<input type="checkbox"/> Coffee / tea	<input type="checkbox"/> Confectionery / nuts	<input type="checkbox"/> Pre-packaged food / drinks
<input type="checkbox"/> Ice cream / slushies	<input type="checkbox"/> Baked goods / cakes	<input type="checkbox"/> Fresh fruit juices
<input type="checkbox"/> Food sampling only	<input type="checkbox"/> Pop up restaurant / café	<input type="checkbox"/> Alcohol / licensed bar
<input type="checkbox"/> Food caterer	<input type="checkbox"/> Take away food	<input type="checkbox"/> Barbeque / sausage sizzle
<input type="checkbox"/> High risk foods (i.e. requiring temperature control - cooked meat, dairy, seafood, raw salads, cooked rice/pasta etc)		
<input type="checkbox"/> Other type of food or drinks (specify) _____		

**PART D – APPROVAL TYPE**

- ☐ Single day OR One event    ☐ Annual Permit - Estimated number of events:    ☐ 1 – 5    ☐ 5 – 10    ☐ >10
- Event/s will be located on    ☐ Council land    ☐ Private land
- Type of Event/s    ☐ Market    ☐ Show    ☐ Field Day
- ☐ Community Function / Event    ☐ Function Catering    ☐ Sporting Events
- ☐ Other (specify) \_\_\_\_\_

Event Name

Address

Date/s

Approved from event organiser/s received ☐ Yes ☐ No

Event Name

Address

Date/s

Approved from event organiser/s received ☐ Yes ☐ No

Event Name

Address

Date/s

Approved from event organiser/s received ☐ Yes ☐ No

Event Name

Address

Date/s

Approved from event organiser/s received ☐ Yes ☐ No**NOTE: FOR ANNUAL PERMITS to remain valid:**

- **Additional events** must be notified to Council at least 7 days prior; and
- **Any change in details** from those specified in this Application must be notified to Council; and
- **If public liability insurance** expires during the term of the Permit, the new Certificate of Currency must be sent to Council prior to the next event.

**PART E – DETAILS OF FOOD PREPARATION AREAS**

Are the premises connected to sewer?

☐ Yes☐ No

What type of water supply does the property have:

☐ Reticulated☐ Water from a water carter☐ Rain Water Tanks☐ Other

Is all food prepared on-site at the event?

☐ Yes☐ No

If NO, please answer the following:

Address where food is prepared

Is there development consent to prepare food at this address?

☐ Yes☐ No

Type of food/drink prepared at this address?

**For food preparation premises outside the Wentworth LGA, please provide a copy of the following:**

- ☐ A copy of the most recent food inspection report from the applicable Council
- ☐ A copy of evidence of registration with the applicable Council

## PART F – FOOD TRANSPORT DETAILS

Transport vehicle description

Vehicle registration number

Types of food being transported

Travel time (hours)

Does the vehicle have a refrigeration unit

☐ Yes

☐ No

Is the vehicle a registered food truck/van

☐ Yes

☐ No

If YES provide copy of Council certificate of registration

## PART G – INSURANCE DETAILS

A copy of the *Certificate of Currency* for your insurance showing the following details must be provided:

- Public liability insurance provider
- Policy No.
- Sum Insured
- Expiry Date

## PART H – TEMPORARY EVENT APPLICATION CHECKLIST

I have (tick the boxes)

- ☐ Received the necessary approvals (as applicable) for:
- ☐ Home-based operations – *copy of Registration to be provided*
  - ☐ Registered Food Business – *copy of Registration to be provided*
  - ☐ My food vending vehicle from my local Council – *copy of Registration to be provided.*
  - ☐ Operating at the event from the event organiser
- ☐ Obtained Public Indemnity Insurance and *provided a Certificate of Currency with this application.*
- ☐ Checked my stall will:
- Be located in a dust free area
  - Have a sufficient supply of potable water
  - Have adequate wastewater disposal facilities
  - Have adequate garbage bins
  - Have power (if required)
  - Be suitably constructed – floor, walls and ceiling (3 sided marquee)
  - Have food handling facilities for storage, cooking, hot/cold holding, preparation and serving
  - Have cleaning and hand washing facilities
  - Comply with safety requirements – fire control (current fire extinguisher and blanket) and WorkCover issues.
- ☐ A suitable vehicle and containers for transporting and storing the food.
- ☐ Addressed food handling operations adequately, including:
- Have nominated a trained Food Safety Supervisor (if required) – *copy of training certificate to be provided*
  - Ensured all food handlers have adequate skills and knowledge for their activities
  - Checked if there are potentially hazardous food involved.
- ☐ (If applicable) Addressed the requirements for potentially hazardous foods (as defined) and I can:
- Provide adequate hot or cold storage facilities (for example: portable coolroom, adequate supply of ice and / or hot boxes)
  - Provide a digital thermometer
  - Provide a food grade sanitiser for food contact surfaces and washing up
  - Defrost frozen foods correctly at the event
  - Organise designated staff to handle money only, while other staff serve ready to eat food using tongs or gloves
  - Provide adequate measures to protect food from contamination until use
  - Minimise the use of reusable dinnerware and tableware
  - Ensure all foods are appropriately labelled.
  - Ensure adequate shelving so food is not stored on the ground
  - Provide adequate hand washing facilities including a constant supply of warm water, soap and paper towels.

If you answered *NO* to any of the Checklist questions, you may need to discuss these issues with Council and/or change your management plan before the event begins.

For further information on the safe handling of food at temporary events can be found in *the NSW Food Authority: Guidelines for businesses at temporary events (2016)* at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au).

#### **DECLARATION**

**I have read and agree and understand that I must comply with the NSW Food Act 2003 and the Food Standards Code.**

**I have filled in the checklist and can comply with these requirements.**

**I have provided all documentation relevant to my business/group with this application.**

**I understand that my vehicle/stall may be inspected by Council officers and an inspection fee may apply.**

Name  Signature  Date

#### **PART G – LODGEMENT DETAILS**

**Applications must be lodged a minimum of three (3) weeks prior to the first event.** Council reserves the right to refuse an application that is lodged without sufficient notice.

By Mail: PO Box 81  
WENTWORTH NSW 2648

In Person: 26-28 Adelaide Street  
WENTWORTH NSW 2648

Email: [council@wentworth.nsw.gov.au](mailto:council@wentworth.nsw.gov.au)

#### **Privacy and Personal Information Protection Notice**

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary and it will not be used for any other purpose without seeking your consent. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our Privacy Management Plan sets out how you can access or correct your personal information. Please visit [www.wentworth.nsw.gov.au](http://www.wentworth.nsw.gov.au) for a copy of the plan.