

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 \$72.00*

Annual Approval \$183.00*

Not-For-Profit organisations - fee exempt

• NOTE: Application fees valid until 30 June 2025

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)

☐ Coffee / tea

☐ Confectionery / nuts

☐ Pre-packaged food / drinks

☐ Ice cream / slushies

☐ Baked goods / cakes

☐ Fresh fruit juices

☐ Food sampling only

☐ Pop up restaurant / café

☐ Alcohol / licensed bar

☐ Food caterer

☐ Take away food

☐ Barbeque / sausage sizzle

☐ High risk foods (i.e. requiring temperature control - cooked meat, dairy, seafood, raw salads, cooked rice/pasta etc)

☐ 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.

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

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