



INNER WEST COUNCIL

NORTON STREET FESTA TEMPORARY FOOD STALL APPLICANTS

All payments to be receipted to: HEALTH/249///TEMP
Fee: \$130.00 per Stall
Please attach Insurance Policy

The sale of food in NSW is regulated by the *Food Act 2003* and *Food Regulation 2010*. Anyone who wishes to operate a temporary food stall for the sale of food within the Leichhardt area must be registered and approved with Council. Food for sale includes all prepared and pre-packaged food.

APPLICATION REQUIREMENTS

The following information must be submitted to Council for approval prior to the commencement of a temporary food stall:-

1. A completed 'Temporary Stall Application Form';
2. An application fee of **\$130.00 per stall / per day**;
3. A current insurance Policy; and

If applicable, a confirmation letter from the appropriate Council of any off-site food preparation areas.

Please note that the insurance policy must include the following information:-

- **Show a current expiry date (the policy must not expiry prior to the end of the current financial year period);**
- **Inner West Council must be nominated as an interested party;**
- **Public liability must be valued at 10 million dollars; and**
- **Product liability must be valued at 10 million dollars.**

Trading can only commence once a laminated permit has been issued by Council. Please allow at least two (2) working days for the processing of any temporary food stall application.

NOTIFICATION OF TEMPORARY FOOD PREMISES

Section 4 of Food Safety Standard 3.2.2 requires anyone involved in selling food at a temporary event to notify their food activity details to the NSW Food Authority prior to the commencement of any food handling operations.

Upon receipt of your temporary food premises permit, you are required to notify your details to the NSW Food Authority at www.foodnotify.nsw.gov.au. Failure to notify your details can incur an individual fine or penalty notice.

PREPARATION OF FOOD

Food that will be sold at a temporary food stall and which has been prepared at a different location (other than at the food stall) must be prepared in a food preparation area that has been registered by the applicable Council. Food preparation areas that are not within the Inner West Council area must be registered with the applicable Council in which it is located. Evidence of registration with the appropriate Council must be provided with the application form (refer to point 4 of application form). Evidence of registration applies for pre-prepared and pre-packaged foods.

SALE OF MEAT PRODUCTS

If you are selling butchers' meat, smallgoods, uncooked fermented manufactured meats, raw poultry, or wholesaling/processing meat, poultry, dairy products, seafood or plant products, you will probably need to be licensed by the NSW Food Authority. Contact the Authority before the event to find out the requirements.

REQUIREMENTS DURING THE OPERATION OF A TEMPORARY FOOD STALL

It is the responsibility of each stall holder to ensure that the following is complied with during the operation of their temporary food stall:-

1. The construction and operation of the temporary food stall must comply with the requirements of the *Food Act 2003*, *Food Regulation 2010*, Food Standards Code and Council's Code for Temporary Food Stalls; and
2. Hold a current temporary food stall permit issued by Council. The original permit must be on display at the premises at all times.

You can lodge the completed application form to Impact Exhibitions & Events by email:

EMAIL: festa@labc.org.au

For any additional information you may require please visit: www.nortonstreetfesta.com.au



INNER WEST COUNCIL

TEMPORARY FOOD STALL – TEMP/249 Norton Street Festa

Please tick one of the following business types:

OUT OF AREA BUSINESS - Applicant

EXISTING BUSINESS IN IWC AREA – Applicant

APPLICANT DETAILS

Applicant Name:			
Postal Address:			
Business number:		Mobile number:	
Email Address:			

EVENT AND TEMPORARY STALL DETAILS

Date and Time of Event:	Sunday, 30 October 2016		
Event Name:	Norton Street Festa		
Event Location:	Norton Street, Leichhardt		
Trading Name of Stall/s:			
No of Stall/s:			
Contact Person in Control of Stall/s:			
Address of Contact Person:			
Email Address:			
Contact Number:		ABN:	
List of food to be sold at the stall/s:			

*(Note: Section 6.5 of the Temporary Food Premises Code does not permit **pre-cooked** potentially hazardous food such as chicken, meat, seafood, rice etc to be sold from a temporary food stall)*



INNER WEST COUNCIL

EQUIPMENT LIST

Equipment / Surfaces	List of Equipment being used at the stall/s
Food warming devices:	
Refrigeration:	
Hand washing facilities: (must provide warm running water)	
Waste facilities:	
Counter food protection/sneeze guards:	
Overhead protection over all cooking/food preparation areas:	
Floor covering:	

DETAILS OF OFF-SITE FOOD PREPARATION AREA(S)

The location(s) of any off-site preparation areas, including cooking and partial preparation such as chopping and cutting of ingredients, must be listed below. Each preparation area must meet Council's health requirements. If the location(s) are not in the Inner West Council area, evidence of registration with the applicable Council must be provided.

REQUIREMENTS	Yes	No
Is food preparation being carried out off-site other than at the stall?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide address of the location where food preparation is being carried out below:		
Is this location in the Inner West Council area?	<input type="checkbox"/>	<input type="checkbox"/>
If the location is not in the Inner West Council area, have you attached evidence of registration with the applicable Council for this location?	<input type="checkbox"/>	<input type="checkbox"/>



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INSURANCE POLICY CHECKLIST – Attach Insurance Policy to this Form

REQUIREMENTS	Yes	No
Is the insurance policy current?	<input type="checkbox"/>	<input type="checkbox"/>
Does the insurance policy cover all food to be sold at the stall?	<input type="checkbox"/>	<input type="checkbox"/>
Is Public Liability valued at \$10 million ?	<input type="checkbox"/>	<input type="checkbox"/>
Is Product Liability valued at \$10 million ?	<input type="checkbox"/>	<input type="checkbox"/>
Is Inner West Council nominated as interested party?	<input type="checkbox"/>	<input type="checkbox"/>

FEE DETAILS

Application Fee - \$130.00 per stall / per day	
Number of stall/s:	
Total payable = (No. of stalls x No of days x \$130.00)	\$

DECLARATION

I declare that all information supplied on this form is true and correct and there are necessary records and / or documentation to support this application form.

Print name here:			
Signature:		Date:	

OFFICE USE ONLY

Cashier / Receipt Code: HEALTH/249////TEMP	Date:	Amount Paid: \$	Receipt No:
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PRIVACY NOTICE:

Purpose of collection of information on this form: For delivery of Temporary Food Stall approvals in the Council area. **Intended recipients:** Council staff. **Supply of Information:** A Temporary Food Stall application is required for delivery and management of temporary food stalls in the Council area. **Consequence of non-provision of information:** Failure to notify the appropriate enforcement agency is a breach of the Food Safety Standards. **Storage of Document/Information:** Council's record management system and Archives.

INSTRUCTIONS FOR APPLICANTS

- Lodging an application requires a completed application form, all relevant information and the payment of the required fee.

INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU

- Lodge in person – Inner West Council's Leichhardt Customer Service Centre, 7-15 Wetherill St, Leichhardt.
- Council's opening hours are Monday - Friday, 8.30am – 5.00pm, cashiering hours are Monday - Friday, 8.30am - 4.30pm. Please note Applications must be lodged by 4.00pm.
- Lodge by mail – Inner West Council - Leichhardt, PO Box 45, Leichhardt NSW 2040
- Lodge by Email – leichhardt@lmc.nsw.gov.au
- Application will be checked at lodgement to ensure the required information is provided
- Payment – In person – cash, cheque, EFTPOS, credit card (0.8% charged on credit card payments; MasterCard and Visa only).
- Payment – By mail/Email – Cheque or complete the Credit Card Authorisation form – located on Council's website under About Council / Forms / General Forms. Make cheque payable to Inner West Council - Leichhardt.



INNER WEST COUNCIL

CREDIT CARD AUTHORISATION

How to complete this form;

1. Complete all fields ensuring that all mandatory fields marked with * have been completed.
2. Review the information to ensure it has been entered correctly.
3. Once completed either email, post or fax to Inner West Council - Leichhardt.
4. Payment will not be processed unless all information is present, including if other relevant forms/documentation needs to be attached.

CUSTOMER DETAILS

Surname*		Given Name/s*	
Company Name*			
Address*			
Home Number		Business Number	
Mobile		Fax Number	
Email			
Reason for Payment* (If paying for multiple services, please itemise. If you are paying an invoice please state the Debtor ID and Invoice number)			

OFFICE USE ONLY

Application number or details	HEALTH/249///TEMP		
Council Officer:		Date	
Receipt Number		Amount	\$

CREDIT CARD DETAILS

Please note that an additional 0.8% merchant service fee will apply to all payment made by credit card.

Cardholders Name* (Please print in capital letters)															
Credit Card Details* (Visa and MasterCard only)										<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard				
CVC* (3 digit reference on the back of credit card)								Credit Card Expiry Date*							

AUTHORISATION

I hereby authorise Inner West Council to debit my credit card in the amount of:*										\$
(Please specify the amount)										
Card Holders Signature*										
Date*										
Contact Telephone No.*										
Is a receipt needed? (Unless otherwise stated the receipt will be made out to the cardholders name)										