



Dear Owner / Operator

This information pack is designed to assist you in ensuring certain requirements are met by your temporary food business.

This pack includes:

- Food Business Notification/ Registration Form
- Temporary Food Business Application Form,
- Food Handling Guidelines for Temporary Events.

Temporary food businesses include food vending vehicles, demountable stalls, stands and the like in the open or in another structure used for the purpose of selling any article of food and any area adjacent thereto.

You will be required to:

- Submit to Council the
 - I. Food Business Notification/ Registration' form along with the applicable fees; and
 - II. Temporary Food Business Application Form
- Comply with the requirements set out in the 'Food Handling guidelines for Temporary Events' as enclosed below; and
- Ensure that the temporary food business complies with the guidelines using the checklist provided.

The City's Environmental Health Officers are authorized to enforce this standard and to issue any necessary direction to ensure compliance with the approval to operate.

Temporary Food Businesses that are for fundraising events, that is, events:

- that raise funds solely for community or charitable causes and not for personal financial gain; and
- at which all the food sold is not *potentially hazardous* or is to be consumed immediately after thorough cooking;

are exempt from paying the associated fee with the annual or single event approval to operate within the City of Nedlands. These businesses however are still required to complete and return the application within the City of Nedlands.

The most important part of temporary food operations is that the food safety practices in Standard 3.2.2 are met for the duration of the businesses operation. Each type of event will be assessed separately.

Please do not hesitate to contact the City's Environmental Health Services on (08) 9273 3500 for any further information.



Food Business Notification/ Registration Form

This is a legal document in accordance with the *Food Act 2008* all information entered must be true and correct to the best of your knowledge. It is a requirement of the *Food Act 2008* that this form be completed in full. You are required to notify the City of any changes to the information provided below. The new information must be provided before the changes occur

Proprietor or business details

Proprietor name _____
 Trading name _____
 Business address _____

 Postal address _____

 Email _____
 Phone _____ Fax _____

Nominated contact details

Name _____
 Street address _____

 Email _____
 Phone _____ Fax _____
 Mobile _____

What is your business type?

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Manufacturer or processor | <input type="checkbox"/> Retailer | <input type="checkbox"/> Food service |
| <input type="checkbox"/> Distributer or importer | <input type="checkbox"/> Home delivery | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Restaurant or cafe | <input type="checkbox"/> Snack bar or takeaway | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> Pub or tavern | <input type="checkbox"/> Packer | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Hotel, motel or guesthouse | <input type="checkbox"/> Canteen or kitchen | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Hospital or nursing home | <input type="checkbox"/> Meals on wheels | <input type="checkbox"/> Market stall |
| <input type="checkbox"/> Mobile food operator | <input type="checkbox"/> Charitable or community organisation | |
| <input type="checkbox"/> Other, please specify _____ | | |

Please provide more detail about your business type. i.e. butcher, bakery, service station _____



Do you provide, produce, handle or manufacture any of the following foods?

- Ready to eat table meals
- Frozen meals
- Raw fruit or vegetables
- Dairy
- Baby foods
- Soft drinks and juices
- Prepared salads
 - Description of fillings _____
- Raw meat, poultry or seafood
- Processed meat, poultry or seafood
- Fermented meat, poultry or seafood
- Egg or egg products
- Confectionary

- Processed fruit or vegetables
 - Cooked
 - Cut
 - Other, please specify _____

- Meat pies, sausage rolls or hotdogs
 - Home made
 - Pre-packaged heat and eat
 - Other, please specify _____

- Breads, pastries or cakes
 - Description of fillings _____

- Sandwiches or rolls
 - Description of fillings _____

- Other, please specify _____

Please indicate all other ingredients you use in your food business not already covered above _____

- Please provide a copy of your proposed menu as an attached document**

Note: you are required to provide an updated version with each change that may occur to your usual menu.



Are you a small business?

A **small businesses** employ less than 50 people in the manufacturing sector or employs less than 10 people in the food service sector.

- No Yes

Is the food that you provide, produce or manufacture ready to eat when sold to the customer?

- No Yes, provide details _____

Do you process the food that you produce or provide before the sale or distribution?

Process in relation to food refers to the activities conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.

- No Yes, provide details _____

Do you directly supply or manufacture food for organisations that cater to sick, elderly, children under 5 years old or pregnant women such as hospitals, nursing homes or childcare centres?

- No Yes, provide details _____

Do you manufacture or produce products that are not shelf stable?

Shelf-stable refers to non perishable food with a shelf life of many months to years eg tinned food

- No Yes, provide details _____

Do you manufacture or produce fermented meat products such as salami?

- No Yes, provide details _____

Do you sell ready to eat foods at a different location to where it is prepared?

Ready to eat food is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.

- No Yes, provide details _____

Please fill in the below table regarding business trading hours.

Day	Open time	Close time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		



Proprietor authorisation

This is a legal document by signing this document you declare that all information entered is true and correct. Should you make any changes to your food business e.g. fit out or food preparations you are required to contact the City prior to doing so.

Name _____
Signature _____
Date _____

Once this application has been completed, please return it to the City of Nedlands Administration Centre together with payment of the \$67 Notification fee

OFFICE USE ONLY

Payment Code: 54701.1517.12

Receipt Number: _____

Customer Service Officer: _____



Temporary Food Business Application Form

An application to operate a temporary food business within City of Nedlands must be lodged prior to the event to: City of Nedlands, PO Box 9 Nedlands WA 6909 or in person at 71 Stirling Hwy, Nedlands.

Applicant Details

Name Contact _____

Address _____

Phone _____ Fax _____

Mobile _____ Email _____

Event

Event Name _____

Address _____

Date/s of Event _____

Times of Operation _____

Type of Temporary Food Premises

Food Stall

Mobile Food Vehicle

'Certificate of Registration of a Food Business' for a Mobile Food Vehicle from the issuing Local Government must be attached. (Applications will not be accepted without this approval)

Vehicle Make _____ Registration No _____

Address where vehicle is normally garaged or housed _____

Food Preparation

Is food pre-prepared prior to bringing to the event?

YES/NO

If yes, please indicate below where it is prepared:

Registered Food Premises

Name _____

Address _____

A copy of the 'Certificate of Registration of Food Business' must be attached.

Residential Kitchen

Food prepared in residential premises requires the approval from the local government in which the residence is located. A copy of the 'Certificate of Registration of Food Business' must be attached.



Proposed Foods for Handling/ Sale

Food item	Off site preparation (Y/N)	Cooking Procedures (deep fry, grill, BBQ etc.)	Hot / Cold Holding of PHF* (Y/N)

**PHF being potentially hazardous foods: meaning food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food.*

If more space is required please attach on separate sheet.

Have you or your staff complete any food handler hygiene training? YES/NO
If yes, what is the name of the course and when was it completed? _____

Food Storage

Is all food for sale pre-packaged? YES/NO

How will all unpackaged food products be stored on site to protect them from contamination? _____

For food requiring temperature control describe:

- Cold holding equipment _____

- Hot holding equipment _____

- Cooking equipment _____

- Reheating equipment _____



Do you have a probe thermometer?

YES/NO

What methods of cleaning the thermometer will be used

alcohol wipes

Other: (Please specify) _____

Please Note: Cold foods must be kept below 5°C and hot food must be kept above 60°C at all times.

How is food to be stored if event runs for more than 1 day? _____

Food Transportation

If food is transported to site what is the length of time in transport? _____

How is the food transported? (Tick all which apply)

Refrigerated food vehicle

Heated food vehicle

Mobile coolroom/freezer

On ice in eskies

Other: (Please specify) _____

Food Stalls

1. Structure

Please describe how the stall will be constructed addressing in particular how food will be protected from airborne contaminants _____

2. Facilities

Separate hand wash facilities and utensils washing facilities shall be provided within the vehicle / stall. Facilities are to be of sufficient capacity for adequate cleaning of hands and utensils and a supply of hot and cold water shall be immediately available. Hand towels, liquid soap and detergent shall be provided in each vehicle / food stall where washing facilities are required.

What hand-washing facility will be provided within the temporary food premises?

Purpose-built hand wash basin with running water

Water storage container with tap and bucket underneath to catch wastewater

Other: (Please specify) _____

Please Note: Soap and single-use paper towels must be provided adjacent to hand-washing facility at all times



What dish washing facility will be provided within the temporary food premises?

- Purpose-built dish wash basin
 - Water storage container with tap and bucket underneath to catch wastewater
 - Other: (Please specify) _____
-
-

Please Note: Detergent and sanitiser must be supplied at all times for dish washing, hand sanitizer gel is not a replacement for handwashing.

3. Equipment

Please provide details of all equipment e.g. BBQ, table, bain marie etc _____

4. Power Supply (e.g. gas bottle, generator, mains power) _____

If you are using a gas appliance please complete the 'Gas safety checklist for caterers, food outlets and others at public venues' together with the support document 'Use of gas appliances in public venues' and submit with this application.

5. Water Supply (for hand washing and utensil washing)

- Self contained
 - External Source – Please specify _____
-
-

6. Wastewater Disposal (for water used above)

- Self contained
 - External Source – Please specify _____
-
-

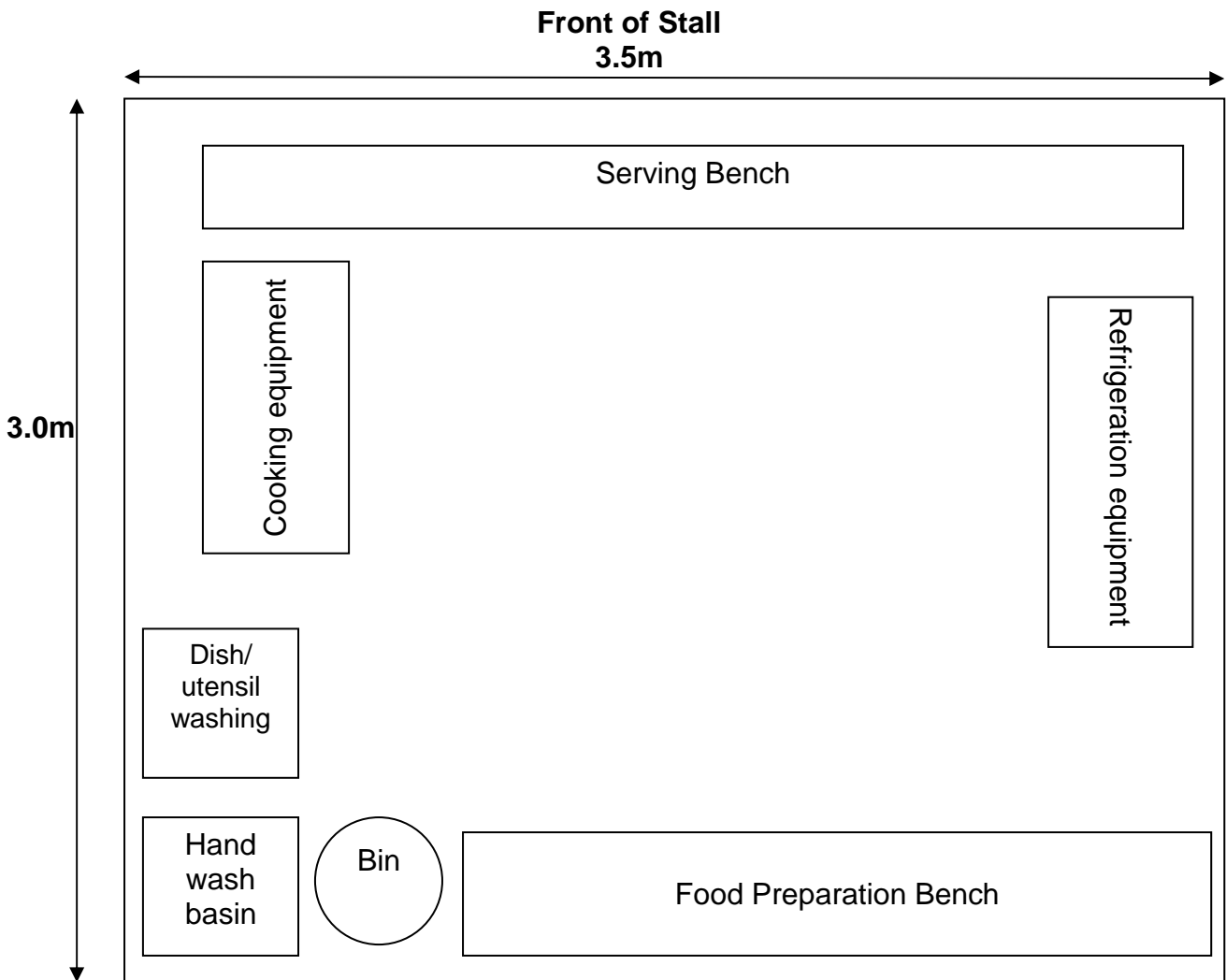
7. Rubbish Disposal

- Self contained
 - External Source – Please specify _____
-
-



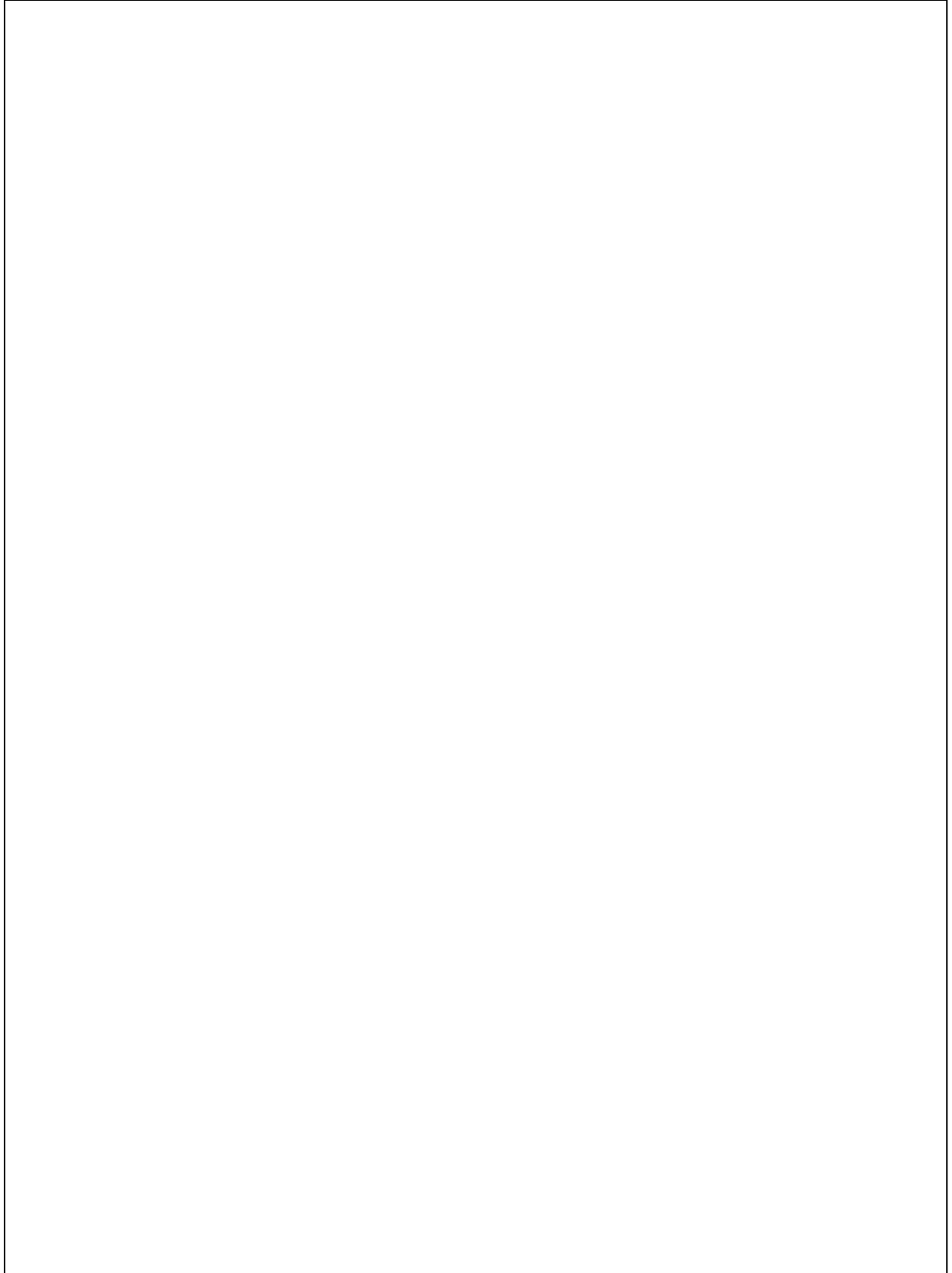
Plans for Stalls and Mobile Food Vehicles

Please complete a basic floor plans in the space provided showing the layout of the stall detailing dimensions and including all benches, location of all equipment, hand wash facility and means of protecting of food from contamination in the space provided below. Please refer to the *Food Handling Guidelines for Temporary Events* for additional information on the level of detail required and minimum requirements. If you are not preparing food on-site or selling only pre-packaged food then you are not required to submit plans.





Front of Stall





Conditions of Consent

* Temporary food businesses must meet the minimum standards of the *Food Act 2008*, *Food Regulations 2009*, Australia New Zealand Food Standards Code – Standard 3.2.3 Food Premises and Equipment and Australian Standards *AS 4674 - Design, Construction and Fit out of Food Premises*.

* All food handling is to be conducted in accordance with the *Food Act 2008*, *Food Regulations 2009*, Australia New Zealand Food Standards Code – Standard 3.2.2 Food Safety Practices and General Requirements

I have read and understand and will comply with the above requirements:

Signature of Applicant _____

Date _____

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Checklist

- Certificate of Food Business Registration received
- Completed stall or vehicle plans and / or photographs
- Operator has thermometer



Food Safety

This information sheet has been designed to provide guidance to those wishing to undertake food handling activities in the City of Nedlands. It aims to provide a basic yet informative source of information on important aspects of food safety. It applies particularly to persons wishing to operate temporary food stalls at events being held within the City of Nedlands. This is a guide only. All food handling activities must comply with the *Health Act 1911*, *Food Act 2008* and Food Standards *Food Safety Standards*. Please contact Council's Environmental Health Officer on 9273 3500 for further information.

What are my responsibilities as a food handler?

It has been shown that approximately 5.4 million Australian's suffer from food borne disease (food poisoning) every year as a result of eating 'bad' food. Symptoms of food poisoning range in severity from vomiting and diarrhoea to organ damage and even death. Official notifications of food poisoning continue to increase globally with most 'victims' being either elderly, young or having compromised immune systems.

In Western Australia, the *Food Act 2008* governs the preparation, sale and supply of food products for gain or reward (i.e. business purposes). The intent of the Act and associated legislation is to prevent the transmission of food borne disease (food poisoning) within the community. It requires food handlers (e.g. restaurant operators/food stall operators) to take all practicable measures to protect food from contamination and to serve only safe and suitable food.

As a food handler, you are responsible for the safe handling of food. More specifically, this means:

- Handling food in a manner that maintains the food free from harmful bacteria/germs
- Displaying good personal hygiene practices
- Maintaining clean and sanitary food preparation and storage areas to minimise the risk of contamination of food
- Transporting and storing food at adequate temperatures to prevent bacterial growth; and
- Disposing of waste correctly

By applying safe food handling practices, food is more likely to be safe for consumption, particularly for those in the at risk categories such as the elderly and young children.



Personal Hygiene

1. Hand washing

Many people undervalue the importance of hand washing. It has been shown however, that lack of or improper hand washing increases the risk of transmission of illness. Good hand washing practices are essential to the safe preparation and consumption of food. It is a legal requirement that hands be washed whenever they are likely to be a source of contamination of food. As a rule, hands should be washed at the following times:

- Before handling food (particularly ready to eat food)
- After visiting the toilet
- After smoking
- After handling money or touching any part of the body or thing that may contaminate food

Hands should be washed with soap/detergent and warm water and dried with a paper towel not a tea towel. Hand sanitizer gels are not sufficient for use in food handling

If gloves are used, separate gloves must be used for separate activities. Gloves are not a replacement for hand washing, bacteria can survive on gloves in much the same way as hands.

2. Hand washing facilities

Hand washing facilities shall be provided within all stalls selling ready to eat food, potentially hazardous foods or providing tastings/samples to the public. As a minimum, the following is required:

- A clean 20L container with a tap containing fresh potable water
- A bucket or other receptacle to contain used water
- Liquid soap and paper towels shall be provided

All waste water shall be disposed of to sewer (i.e. down toilets) not to storm water drains. If sewer access is not available, waste water shall be taken away with the stallholder at the end of the day.

3. Clothing

Persons involved in the handling of food are should wear clean work attire appropriate for the food handling activity in which they are engaged. Clothing is to be maintained free from contamination at all times as far as practicable. Enclosed footwear is recommended to be worn in food preparation areas at all times.

Persons involved in the preparation / sale of food are advised to tie hair back or wear an adequate hair covering to prevent hair from falling into food

4. Personal Effects

Non-essential jewellery should not be worn during food handling activities. Jewellery provides an obstacle to thorough and effective hand washing and may harbour high levels of bacteria. Jewellery may also become loose and fall into food. For this reason, wedding bands/engagement rings and earrings should also be removed or secured with a bandaid. Long fingernails and nail varnish/polish are not appropriate for food handling activities as they can contaminate food should they break or chip.

5. Sickness

Any person suffering from a food borne illness (e.g. food poisoning, stomach bug) shall not participate in food handling activities. Any person suffering a health condition that may be a source of contamination of food (e.g. chest cold/wound) must take all reasonable measures to prevent the contamination of food as a result of the condition.

Cleaning

All food preparation areas, utensils, surfaces and equipment within a food premises whether temporary or permanent must be thoroughly cleaned and sanitised after being used or otherwise soiled. Cleaning is necessary to remove potentially harmful bacteria from food contact surfaces. The following steps are regarded as the most effective way of achieving a 'good clean'.

1. **Preparation** - remove loose dirt and food particles
2. **Cleaning** – wash with hot water and detergent. Rinse with clean water
3. **Sanitising** – apply sanitiser (e.g. dilute bleach). Rinse with clean water
4. **Air drying** – leave surfaces and equipment to dry

Both a detergent and a sanitising agent are required for effective cleaning. Detergent used in conjunction with warm/hot water breaks down grease, fats, oils and other food accumulations whilst the use of a sanitiser kills bacteria. Washing with detergent alone does not effectively kill harmful bacteria.

How to Sanitise

Most food poisoning bacteria are killed if they are exposed to chemical sanitisers, heat or a combination of both. To sanitise small items, soak them for at least 5 minutes in clean hot water (50°C) with 1.25ml of bleach added per litre of water. To sanitise surfaces, a dilute bleach solution or equivalent sanitising agent applied using a spray bottle is recommended. A contact time of at least 5 minutes is recommended for effective sanitation of surfaces.

Please note that "Spray and Wipe" or other similar products are not sanitisers.

Effective cleaning removes bacteria from surfaces and reduces the likelihood of contamination of food. Cleaning should be carried out on a regular basis in order to maintain food preparation/storage areas in a clean and sanitary state.



Utensil washing facilities

Utensil washing facilities shall be provided within stalls selling ready to eat foods or stalls where utensils are used in the preparation, service and/or sale of food. Utensil washing facilities must be separated from hand washing facilities.

Food

Temperature Control

Potentially hazardous foods are defined as those *'foods that must be kept at certain temperatures to minimise the growth or harmful microorganisms that may be present in the food'* (FSANZ). Potentially hazardous foods are frequently associated with food borne disease (food poisoning). Potentially hazardous foods may be classified as either hot or cold.

Hot potentially hazardous foods – are those foods intended to be served/sold hot. Such foods may include stews, soups, carved meat, cooked rice, meat pies etc. These foods must be kept at above 60°C to minimise/inhibit the growth of harmful bacteria.

Cold potentially hazardous foods – are those foods intended to be served/sold cold. Such foods may include uncooked meat, cold meats, cream, custard, cakes/slices, sandwiches and salads. These foods must be kept below 5°C to minimise/ inhibit the growth of harmful bacteria.

Equipment used to maintain food at either above 60°C or below 5°C (e.g. refrigerator, pie warmer) must be functional and capable of maintaining required temperatures at all times during storage, transport and/or display.

A probe food thermometer must be available for use. Thermometers are available from catering suppliers or hardware stores.

Storage of food

All foods at the stall shall be covered or suitably enclosed to provide protection from dirt, dust, flies and other sources of contamination. All containers/equipment used to store food shall be clean, impervious and free from damage /deterioration. All foods shall be stored off the ground.

All cold potentially hazardous foods shall be stored below 5°C during the operation of the stall. All potentially hazardous hot foods shall be stored above 60°C during the operation of the stall.

Making Food at Home

Potentially hazardous foods prepared for sale must be prepared in a commercial kitchen facility. Potentially hazardous foods are not permitted to be prepared for sale in residential kitchens. Low risk foods eg. bread, some baked goods or confectionery, are only permitted to be prepared in residential premises following the approval of the



respective local government in which the home resides. This City of Nedlands has produced an information sheet “Food Prepared in Residential Premises” which may be referred to for further detail.

Cooking

All heating and cooking equipment including open flames, barbeques and cooking plates shall be located within the stall or otherwise suitably protected from contamination. Raw foods awaiting cooking and foods which have been cooked shall not be displayed, stored or held outside the stall. Cooked and raw foods should be stored separately to avoid cross contamination. The cooking area is to be kept free from air-borne contamination (dust, coughing, sneezing etc).

Where cooking is carried out, provision shall be made to protect the stall walls from heat, flame and splashing. A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.

Labelling of Food

All packaged food not intended for consumption at the stall/event (e.g. jam, chutney, biscuits, cakes, lollies) shall bear a legible and appropriately sized label comply with Part 1.2 of the FSANZ Food Standards Code available from www.foodstandards.gov.au

Transport of food

An approved food transport vehicle shall be provided for the transport of food to the stall unless otherwise authorised by an Environmental Health Officer.

All food in transit to the stall shall be covered or suitably enclosed to provide protection from dirt, dust, flies and other sources of contamination. All containers/equipment used to store food must be clean, impervious and free from damage /deterioration.

All potentially hazardous cold foods shall be stored **below 5°C** during transport to the stall. All potentially hazardous hot foods shall be stored **above 60°C** during transport to the stall.

The parts vehicle itself must be designed and constructed so that it is capable of being effectively cleaned. In addition any surfaces in the vehicle that are in contact with food must be able to be cleaned and where required sanitised to an acceptable standard.



Waste Disposal

All wastes generated at food premises whether temporary or permanent must be disposed of correctly. Proprietors/stall holders have a responsibility to ensure that wastes do not become offensive with regard to odour and do not attract pests and vermin.

Waste receptacles should therefore have their lids on at all times except where waste is being deposited into the bin or the bin is being emptied. Heavy duty bin liners are also encouraged as they assist in the capture of any moisture/liquid associated with food wastes. Receptacle areas should be adequately separated from food preparation areas to reduce the possibility of contamination of food.

A suitable refuse receptacle (bin) shall be provided at each stall for the disposal of wastes generated at the stall. Separation of recyclables from non recyclables is also encouraged. An area sufficient in size to store all containers used in connection with the stall shall be provided. The specified stall and surrounding areas shall be kept free from refuse and rubbish as far as possible at all times.

Minimum Stall Requirements

Stall Surfaces

The stall is to consist of surfaces that are:

- Smooth;
- Impervious;
- Unable to absorb grease, food particles or water; and
- Made from material that will not contaminate food easily cleanable.

Stalls are also advised to have some form of shade structure to assist in temperature control.

Facilities

An adequate supply of power shall be provided for all powered equipment. All power cables/cords/leads shall be isolated from the public and affixed off the ground or managed in such a way so as not to present a tripping hazard.

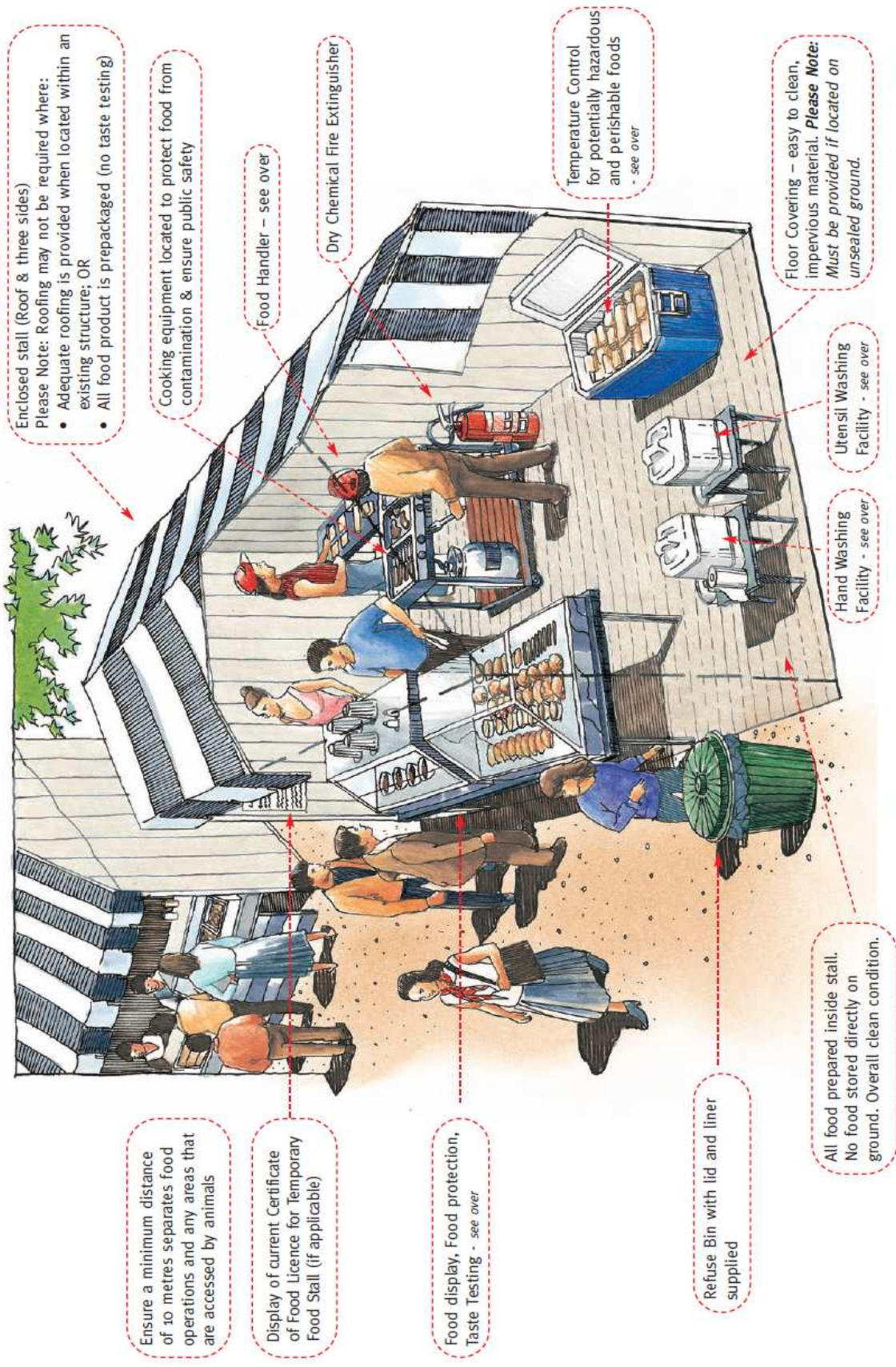
All barbecue facilities or hot surfaces shall be isolated from the public effectively. A fire extinguisher shall be provided at any stall using a BBQ or open flame burner.

All gas and electrical installations shall comply with the Office of Energy requirements.

Please refer to the diagrams below for further detail of minimum requirements of temporary food stalls. Should you require additional assistance please contact the City's Health Services on 9273 3500.



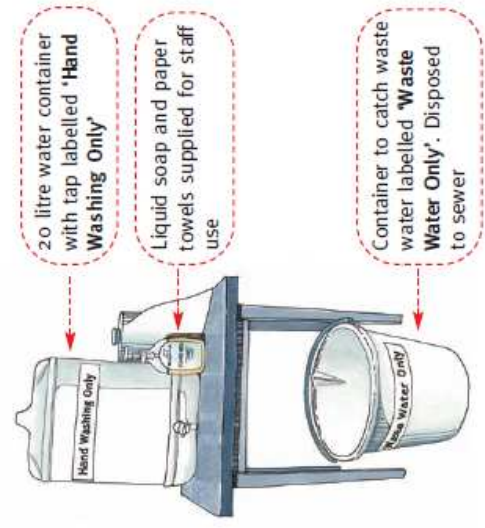
ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



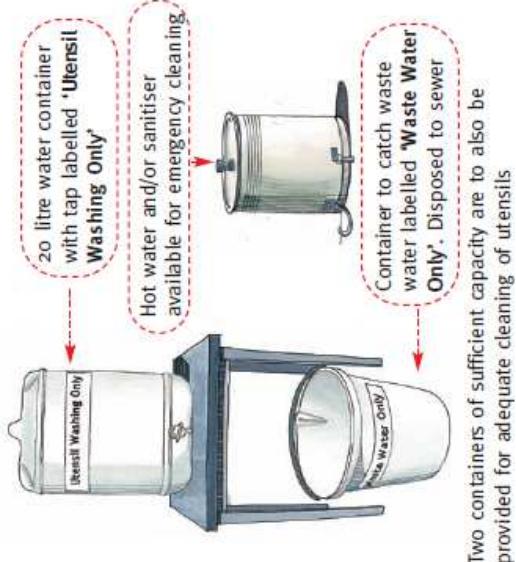
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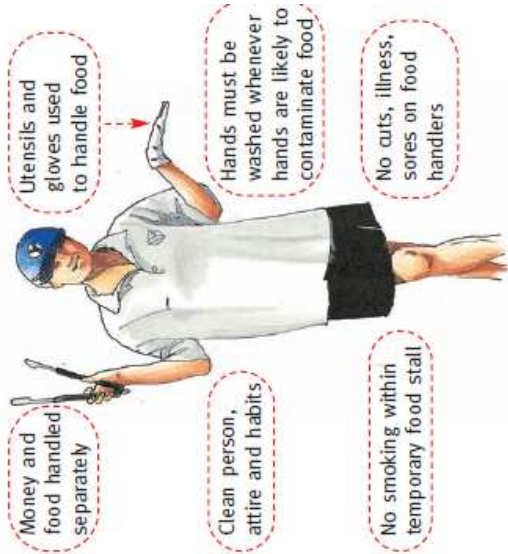
Minimum hand washing facilities



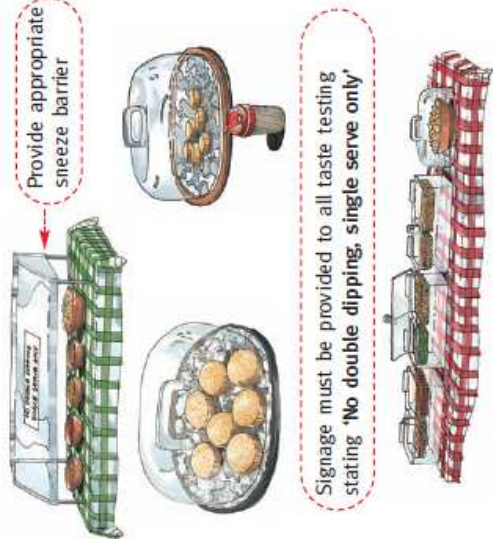
Minimum utensil washing facilities



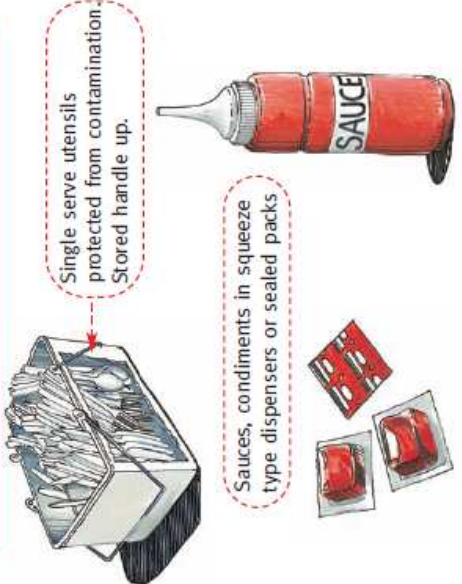
Food Handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



For further information on this topic, please contact Council