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| <p>Generate CRM</p> <p>RFD _____</p> <p>Receipt No: _____</p> <p>Date: _____</p> |
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Food Act 2003
Sections 87 & 89

Temporary Food Business Application

Application for Registration of a Temporary Food Business

Please allow **ten (10) working days** for processing

You must select one of the following:

- Temporary Food Stall e.g. tent or marquee - **See fee schedule page 4.**
(Please complete form)
- Licensed Mobile Food Business - **No Fee**
(Please fill in the first page below only & attach copy of current annual licence)
- Non-Potentially Hazardous Food* - **No Fee**
(Please complete form)

*Non-potentially hazardous food means food for sale that does not require temperature control to maintain the safety and suitability of the food. Eg Jams, biscuits, whole fruit and vegetables.

APPLICANT DETAILS

Name of applicant/person responsible

Name of Organisation/Business

Postal Address Postcode

Telephone Mobile Phone

Facsimile..... Email

Would you like your licence emailed? (Please circle one) **Yes** **No**

Emergency contact..... Telephone

TEMPORARY FOOD BUSINESS DETAILS

Name of event (if applicable):

Location of temporary food stall:

Name of food stall:

For Mobile Food Business- vehicle registration number and address where garaged.....

.....

Proposed dates:

Start Time..... Finish Time.....

Types of foods/drinks to be sold

.....

.....

Food preparation on-site - describe foods to be prepared (i.e. cooked, heated, cut etc) on-site at the event. Attach details if insufficient space:

.....
.....
.....
.....

Food preparation & storage off-site - if any food sold from the mobile food business is to be prepared and/or stored at another location, please provide details, including the address of any premises where food is to be stored or prepared. Attach details if insufficient space:

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.....

Temperature Control - explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) **during storage, transportation and sale:**

Storage:.....
Transportation:
Sale:

NOTE: Potentially Hazardous Foods are those foods that support the growth of bacteria including food poisoning bacteria and include foods such as meat and meat products, seafood, chicken, milk and milk products, gravy, mayonnaise, custard, cooked rice and other similar type products.

Hand Washing Facilities - Provide details of hand washing facilities for your stall:

.....
.....

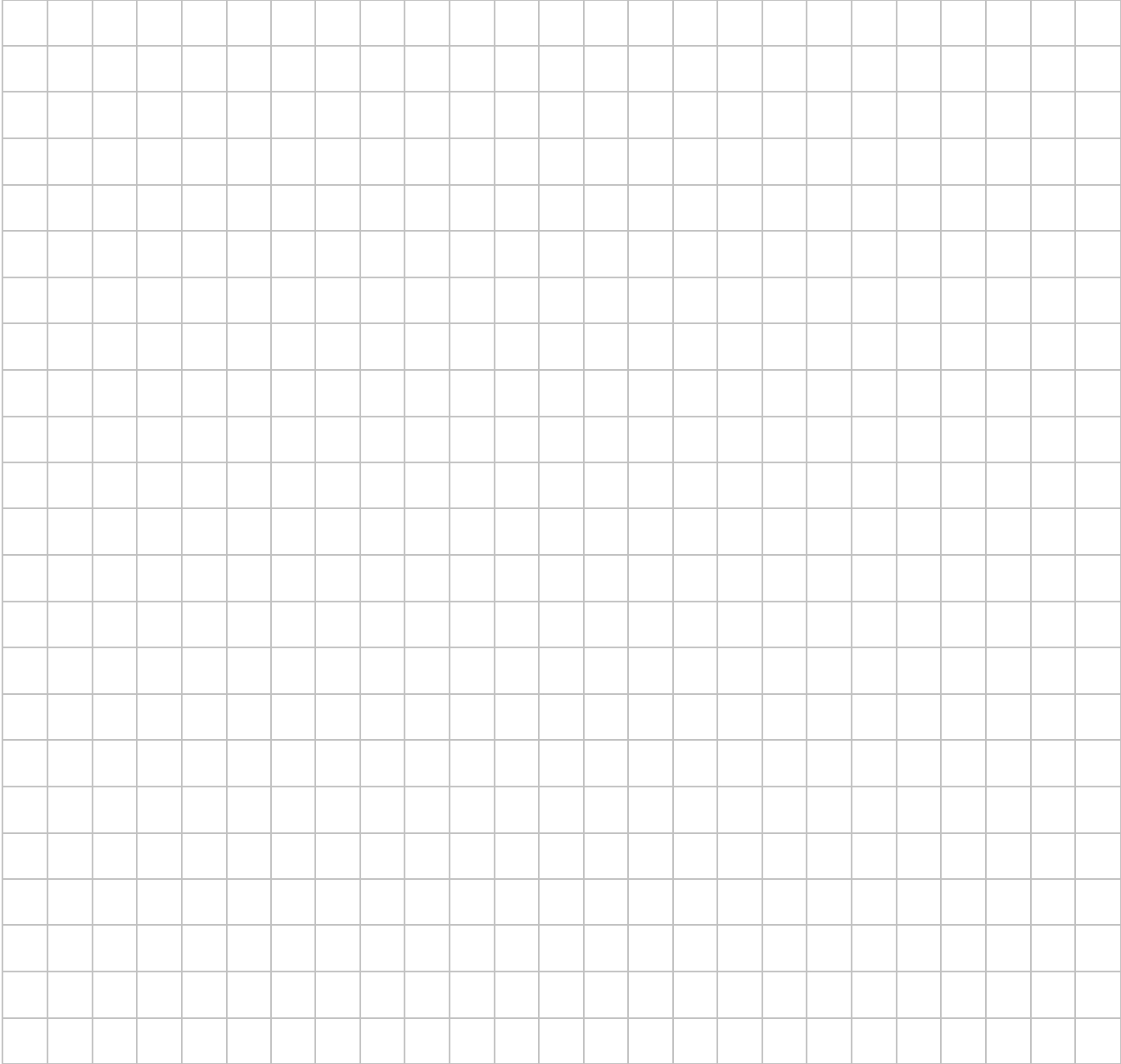
Food Safety Skills and Knowledge - Provide details of Food Safety Training/Qualification or experience of the proprietor and/or food handlers:

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.....

Do you intend to provide any of the following to staff or volunteers working at your stall? (please tick)

- I'm Alert on line food handler training
 - Foodsafe
 - On the job training
 - Briefing to staff advising of acceptable food handling practices
 - Other
-

Food Stall Layout/Plan - Please draw a plan of your stall on the grid including dimensions. Label each area with the corresponding numbers from the legend below. Please add other items you have in your stall.



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| 1. Hand Washing..... | 6. |
| 2. Food Preparation..... | 7. |
| 3. Fridge or Cold Storage..... | 8. |
| 4. Equipment Washing Facilities..... | 9. |
| 5. | 10. |

FEE AND SIGNATURE

Application fee **2020/2021**: \$

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|--|----------|
| Non-Profit Organisation (Evidence must be provided with application) | No fee |
| Licensed Mobile Food Van | No fee |
| Pre-packaged Non Potentially Hazardous food only | No fee |
| Up to one week: | \$27.00 |
| 1 week to 2 months: | \$82.00 |
| 2 – 6 months: | \$128.00 |
| 6 - 12 months | \$197.00 |

If application is received less than 10 working days prior to event a late fee of \$65 will apply

Please include details if this application is for more than a single event, and the food stall layout/plan is the same for each event.

Name of event (if applicable):
Location of temporary food stall:.....
Proposed dates:

Name of event (if applicable):
Location of temporary food stall:.....
Proposed dates:

Name of event (if applicable):
Location of temporary food stall:.....
Proposed dates:

Name of event (if applicable):
Location of temporary food stall:.....
Proposed dates:

I / We have read the Department of Health & Human Services "Guidelines for Mobile Food Business 2015" and agree to abide by the Guideline's and any other conditions, specified by the Environmental Health Officer.

Signature of applicant.....

Name of applicant..... Date:...../...../.....

PAYMENT OPTIONS

Paying in Person: Submit signed application form and other requirements with your payment in person at our Customer Service Centre, Town Hall, 18-28 St John Street, Launceston.

Mailing your Payment: Cheques or Money Order should be made payable to City of Launceston and mailed along with your application to PO Box 396 LAUNCESTON TAS 7250

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| Office use Only | <u>Generate CRM</u> |
| I hereby recommend that the registration should be issued. The method and manner of trading is to my satisfaction and the prescribed fee has been paid. | |
| Date..... | Environmental Health Officer |

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

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| 1. | Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to Launceston City Council. |
| 2. | Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Launceston City Council, in accordance with Council's Personal Information Protection Policy (17-Plx-005). |
| 3. | Failure to provide this information may result in your application not being able to be accepted or processed. |