



Approval for a Temporary Premises

Application Form: Part 2 Design and Detail

Local Government Act 1993- section 68

2020/21

NSW Food Act (2003) – Food Safety Standards 3.2.2 (4) Notification

Part 2 of the application for a temporary premises* approval (e.g. market stall, tents) is relevant for food businesses that are –

Please tick

- applying for the first time;
- applying to reinstate a previously held approval that has expired greater than 6 months;
- seeking approval to substantially modify stall design/operation of an existing approval, or food sold at stall.

* **temporary premises** means premises comprising a tent or stall or the like from which food is sold by retail on an occasional basis only, such as for a fete, fair, market or other event.

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Food businesses applying for the first time, or where an approval has expired, will require **Part 1 and Part 2** to be submitted together. Food businesses seeking to substantially modify an existing stall design or food types sold at the stall do not need to submit Part 1. Fees may apply where changes to risk category occur for existing businesses.

Please allow 10 working days for the issuing of an approval. If the application form is not completed correctly or is not accompanied by the necessary information, processing delays can occur and the application may be returned to you. If you need help lodging your form please contact Council on:

(02) 6626 7107 or pes@byron.nsw.gov.au.

1. Food Business Details

Trading name of temporary premises: _____

Food business number (for current approval holders): _____

2. Food Safety Supervisor (FSS)

The Food Act 2003 (NSW) requires certain food businesses to have at least one trained Food Safety Supervisor (FSS).

The FSS requirement applies to food businesses that process and sell (prepare and serve) food that is –

- ready-to-eat
- potentially hazardous (i.e. needs temperature control)
- NOT sold and served in the supplier's original package.

A FSS will require a certificate issued by the NSW Food Authority. For more information, please refer to - <http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors>.

FSS certificate required?

Please tick

- No – Business is exempt e.g. coffee vendor, selling packaged food or food that doesn't require temperature control, not for profit organisation.
- Yes – Please complete details below and attach copy of certificate
- Yes – The FSS certificate is not available yet (Please complete details below and provide the FSS certificate to Council prior to trading)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms		If you have more than one FSS, please use the Additional Details section to supply name & contact information.
First / Given name(s):			Last / Family name:	
Phone / Mobile:			Email:	
FSS Number (if available):			FSS Certificate Expiry Date (if available):	

3. Origin of Food

Is all food being prepared within the temporary premises? YES NO

If 'no', name and address of where the food is being prepared:

Food must be prepared at an approved premises. Supply copy of a Council or Food Act approval for the business.

4. Food Types

List the types of food to be sold at the temporary premises:

The listed food types will be stated on your approval e.g. sushi, burgers, hot chips, chicken salad, ice cream, jams, chutneys, etc....

5. Temporary Premises Design

TICK the boxes that apply and use the space provided to supply any relevant information

5. a. Structural Details

- 3 sided tent with roof
- Gazebo style (only for low risk, packaged food)
- Trestle table(s) at indoor venue

Flooring

The floor is to be non-absorbent and easily cleanable.
Note: temporary premises at multi-day events will require raised flooring.

Construction material of floor? _____

The walls and ceiling of the temporary premises must be smooth, impervious and non-absorbent.

5. b. Within Or Connected To The Stall

- | | |
|--|--|
| <input type="checkbox"/> Mobile Cool room | <input type="checkbox"/> Refrigerator in vehicle |
| <input type="checkbox"/> Esky | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Shelves, Counters | <input type="checkbox"/> Other |

Oil and Fat Disposal

Cooking Equipment

- | | | | |
|-------------------------------------|----------------|------------------------------|-----------------------------------|
| <input type="checkbox"/> Griller | How many _____ | <input type="checkbox"/> Gas | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Deep Fryer | How many _____ | <input type="checkbox"/> Gas | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Top Burner | How many _____ | <input type="checkbox"/> Gas | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Oven | How many _____ | <input type="checkbox"/> Gas | <input type="checkbox"/> Electric |

All gas and electrical equipment must be checked and tagged by a qualified person.

Washing up sinks

- | | |
|--------------------------------------|----------------|
| <input type="checkbox"/> Single | How many _____ |
| <input type="checkbox"/> Double bowl | How many _____ |

Sinks need to be connected to a reticulated water supply if at a multi-day event

Waste Water Disposal

Waste water needs to be reticulated to a holding tank or sewer for multi-day events

5. c. Food Display

- | | | | |
|--|----------------|---------------------------------------|----------------|
| <input type="checkbox"/> Hot Box | How many _____ | <input type="checkbox"/> Soup Kettle | How many _____ |
| <input type="checkbox"/> Baine-Marie | How many _____ | <input type="checkbox"/> Cold Display | How many _____ |
| <input type="checkbox"/> Other please specify: | | | |

6. Hand Wash Facility

<input type="checkbox"/> Liquid soap	<input type="checkbox"/> Paper towel
<input type="checkbox"/> Other single use towels (must have adequate supply)	<input type="checkbox"/> Single spout
<input type="checkbox"/> Basin large enough to wash hands, arms and face	<input type="checkbox"/> Bin to collect waste paper towels
<input type="checkbox"/> Potable water supply	<input type="checkbox"/> Warm water supply e.g. 20°C to 40°C
<input type="checkbox"/> Single day event – minimum 20L supply with tap	
<input type="checkbox"/> Multi-day event – reticulated water source with constant water supply	

7. Cleaning And Sanitising

<input type="checkbox"/> Access to hot water (70°C or more)	<input type="checkbox"/> Bucket and mop
<input type="checkbox"/> Detergent	<input type="checkbox"/> Broom or dust pan
<input type="checkbox"/> Sanitiser Manufacturer's directions on label must be available or displayed on bottle	<input type="checkbox"/> Cloths/wipes/sponges
<input type="checkbox"/> Supply of clean tea towels	<input type="checkbox"/> Sinks to wash up
<input type="checkbox"/> Spare items	

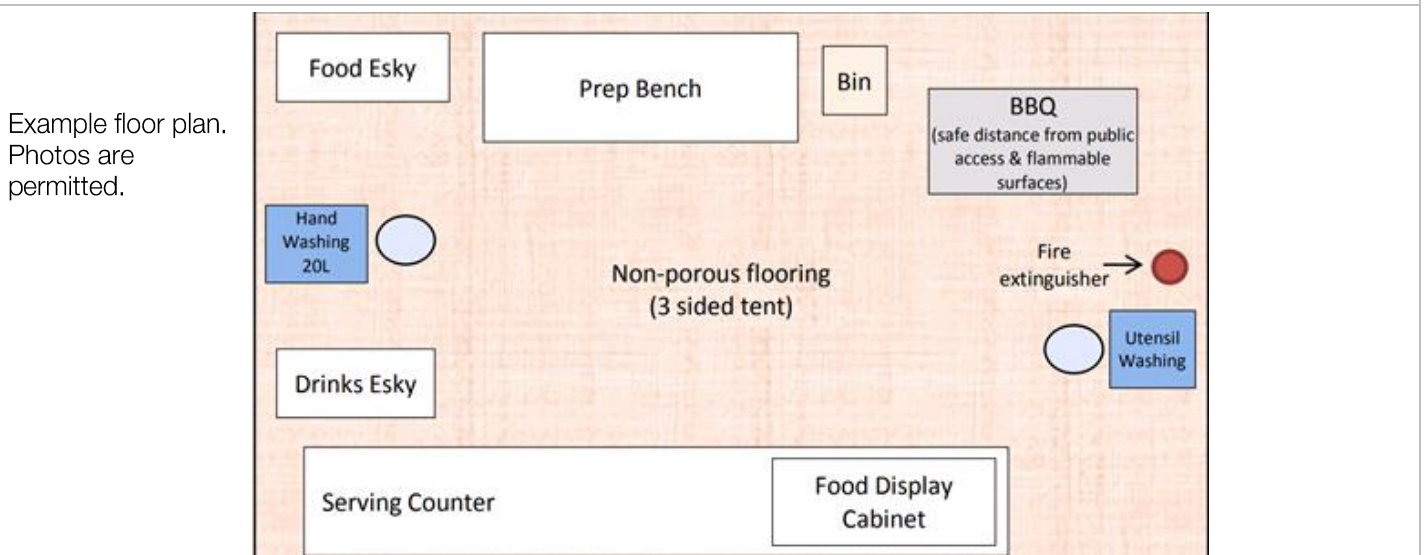
8. Other Equipment

<input type="checkbox"/> Probe thermometer with sanitiser	<input type="checkbox"/> Spare utensils
<input type="checkbox"/> Gloves for food handlers	<input type="checkbox"/> First aid kit (with coloured Band-Aids)
<input type="checkbox"/> Single use utensils and plates etc.(please consider the environment and consider compostable if possible)	<input type="checkbox"/> Fire safety equipment
<input type="checkbox"/> Electrical leads tagged and tested	<input type="checkbox"/> Ensure a copy of temporary premises approval certificate from Council is on public display
<input type="checkbox"/> Printed copy of food safety supervisor certificate/s	

9. Additional Details

10. Temporary Premises Design Sheet

Provide a floor plan of your stall set up (photographs can be used) showing where food preparation and handling is taking place. Floor plan must be labelled showing equipment. Example provided below.



Floor Plan Of Temporary Premises

Show all structures within the stall, including external equipment connected or associated with the stall e.g. mobile cool room, tables, griller, cooler box, bain-marie, hand wash facility, counter, display units, money handling etc...

Can supply the plan on a separate sheet. Photos can be used.



11. Declaration

I declare that:

- All information provided including that on any attachments, to the best of my knowledge, are true and correct*
- I understand my obligations under the Local Government Act 1993** and the Food Act 2003*** and have read the terms and conditions.
- I understand application processing times are ten (10) working days, and I am not approved to operate the food businesses until an approval has been issued and displayed on site at the temporary premises.

Signature: _____

Signature: _____

Full name: _____

Full name: _____

Date: _____

Date: _____

Privacy statement: Your personal information is collected and recorded in accordance with the Privacy and Personal Information Protection Act 1998. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.

- *Local Government Act 1993 s665 False or misleading information (1) A person who, in or in connection with an application under this Act, makes any statement that the person knows to be false or misleading in a material particular is guilty of an offence. Maximum penalty: 20 penalty units.
- **Local Government Act 1993 s98 Other conditions (1) An approval may be granted subject to a condition that a specified aspect of the activity that is ancillary to the core purpose of the activity is to be carried out to the satisfaction of the council or a person specified by the council (2) An approval is subject to any condition prescribed by the regulations as a condition of the approval.
- ***Food Act 2003 s42 A person must not, in connection with a requirement or direction under this Act, provide any information or produce any document that the person knows is false or misleading in a material particular.

How to lodge your application

- For email submission, send to pes@byron.nsw.gov.au
- For postal submission, send to PO Box 219, MULLUMBIMBY 2482

Checklist	Initial	Date	Comments
Food safety supervisor certificate if applicable	<input type="checkbox"/>		
Food types sold	<input type="checkbox"/>		
Floor plan of stall	<input type="checkbox"/>		
Proof of approval for off-site premises preparation if applicable	<input type="checkbox"/>		
Declaration signed & Payment of fee if applicable	<input type="checkbox"/>		
Part 1 of application 'Business Details' if applicable	<input type="checkbox"/>		