



## TEMPORARY EVENT FOOD NOTIFICATION FORM INDIVIDUAL FOOD OUTLET

**\*\*This form should be submitted at least 4 weeks prior to the activity/ event\*\***

This notification is for a food outlet that operates, or intends to operate:

More frequently than once every 3 months (e.g. regular markets/ fundraising stalls etc) – *no further notification required unless business details change*

Less frequently than once every 3 months (e.g. annual or occasional events/ fundraising stalls etc) – *notification required for each occasion*

### EVENT DETAILS:

Name of Event: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Proprietor (Person(s) or Company 'Pty Ltd'): \_\_\_\_\_

ABN: \_\_\_\_\_ Food business notification (FBN) number#: \_\_\_\_\_

*'To obtain your FBN number, complete and submit the SA Health Food Business Notification form on Council's website at [www.portlincoln.sa.gov.au/foodsafety](http://www.portlincoln.sa.gov.au/foodsafety)*

Trustee (if applicable): \_\_\_\_\_ Trustee ABN: \_\_\_\_\_

Business/ trading name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Vehicle Registration (if a food vehicle/ trailer): \_\_\_\_\_

Contact name: \_\_\_\_\_ Position/ Title: \_\_\_\_\_

Bus phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Registered charity/ not for profit organisation? Yes No

### FOOD STALL/ VEHICLE DETAILS:

***Please provide a short description of the business and the food being sold (attach copy of menu if available):***

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**Please tick all that apply:**

Raw fruit and vegetables  
Meat pies, sausage rolls or hot dogs  
Raw meat, poultry or seafood  
Processed meat, poultry or seafood

Dairy products  
Processed fruit/vegetables  
Bread, pastries or cakes  
Confectionary

Prepared salads  
Egg or egg products  
Soft drinks/juices  
Sandwiches or rolls

Other: \_\_\_\_\_

**Where will you prepare the food sold at the stall?**

At the food stall/ vehicle

At an approved food premises\*: Name of Food Business: \_\_\_\_\_

Address: \_\_\_\_\_ FBN: \_\_\_\_\_

All food is pre-packaged, no preparation required

\*All food prepared off-site must be prepared in an approved food premises

**Have you or your staff completed food safety training?**

Yes      No\*

*\*If you have not yet completed any training you may complete the City's free FM ALERT food safety training available online at [www.portlincoln.imalert.com.au](http://www.portlincoln.imalert.com.au).*

Food Safety Supervisor\* (if required) \_\_\_\_\_ expiry date \_\_\_\_\_

\*Food safety Supervisor required when potentially hazardous food that is unpackaged is handled. Exemptions apply for one-off fund raising events run by a charity / not for profit organisation.

**Stall set up**

Complete the attached checklist and return it with this form.

**DECLARATION**

I, \_\_\_\_\_ (Print Name), the person making this application declare that:

The information contained in this application is true and correct;

I will notify the City of Port Lincoln's Environment & Regulatory Services Department of any variation to details provided within this application prior to trading or changes during the trading period;

I agree to comply with the requirements of the SA food safety legislation and the National Food Standards Code

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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## Temporary food stall checklist

This checklist is designed as a guidance tool to ensure temporary food business operators achieve the minimum requirements based on the Food Safety Standard 3.2.2, Food Safety Standard 3.2.2A, and Food Safety Standard 3.2.3. It does not limit your legal responsibilities and obligations under the SA food safety legislation.

Refer also to SafeWork SA requirements for food catering sites at [www.safework.sa.gov.au](http://www.safework.sa.gov.au) or call 1300 365 255, and any additional requirements set by the event organiser and/ or approval authority.

Complete ALL sections below and attach to notification form	Yes	No	N/A
<b>Notification</b>			
The food business has been notified and the food business number is provided on the application form			
<b>Food Safety Standard 3.2.2A requirements (if required)</b>			
Food safety supervisor available when potentially hazardous unpackaged food handled *Exemptions apply for one-off fund-raising events run by a charity			
All other food handlers have training required under Standard 3.2.2A			
Records being kept under Standard 3.2.2A			
<b>General</b> (Note: Where LPG cylinders and cooking equipment are used, 3 sided stalls may not be required to allow for adequate ventilation however adequate steps to protect food, packaging and equipment from contamination must be in place)			
Preparation and service area to be enclosed is adequately screened			
The stall consists of a roof and at least three sides and is suitable for the purpose			
If on unsealed ground, the floor covering is of an impervious material that is free from open joints, cracks and crevices e.g. vinyl cut larger than the floor area			
<b>Food storage</b>			
All food is stored at least 150mm above the ground and is protected against all likely sources of contamination			
All raw food is stored separately from ready-to-eat food			
All food is covered			
<b>Equipment storage</b>			
All condiments are contained in squeeze-type containers, dispensers or individually sealed packs			
All eating utensils, e.g. spoons, straws, paper cups, are enclosed in suitable containers or otherwise protected from contamination			
<b>Food on display</b>			
Food on display is protected from all likely sources of contamination. Sneeze barriers provided			
<b>Labelling</b> (Note: some exemptions apply for charity/ fundraising events)			
Labelling of packaged foods complied with Chapter 1 of the Food Standards Code, where required.			
<b>Thermometer</b>			
The food business has a probe accurate to +/- 1°C). It is recommended that temperature checks are carried out and documented on a temperature record sheet			
The probe thermometer is cleaned and sanitised between uses			
<b>Single-use items</b>			
All single-use items are protected from contamination			

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Complete ALL sections below and attach to notification form	Yes	No	N/A
<b>Contact with food</b>			
Food handlers avoid unnecessary contact with food, e.g. tongs and gloves are used where possible. Hand washing is performed before handling any ready-to-eat food. It is recommended that separate staff handle money.			
<b>Sanitising</b>			
Cooking, eating & drinking utensils are cleaned & sanitised before each use			
Food contact surfaces of benches and equipment are cleaned & sanitised before use			
Details of sanitiser products are available and all bottles and equipment are appropriately labelled. Sanitisers are used in accordance with the manufacturer's directions			
<b>Hand Washing facilities</b>			
A minimum 10L container of fresh warm potable water with a suitable tap provided for hand washing and additional water available if required			
Liquid soap and disposable paper towels are maintained at the hand wash facility			
A suitably labelled container is provided for collecting all wastewater			
<b>Food preparation</b>			
A separate food preparation sink is required for onsite food preparation e.g. washing of fruit & vegetables			
<b>Food Preparation benches &amp; utensil washing:</b>			
A minimum 10L container (with a tap) of fresh potable water is available for utensil washing and additional water available if required			
A suitably labelled container for collecting wastewater is provided (or other approved method)			
If appropriate washing up facilities are not available onsite, enough clean serving utensils and cutlery are available in clean, labelled and lidded containers.			
A separate lidded and labelled container is available to store dirty utensils and cutlery for cleaning and sanitising off-site at the end of trade			
<b>Food temperature control</b>			
Food prepared at the stall is for immediate consumption only			
Potentially hazardous food, that is stored or on display, is under the following temperature control: Cold food at or below 5°C and hot food at or above 60°C			
Potentially hazardous foods that have been out of temperature control for 4 hours are discarded (records kept and can be provided for upon request)			
<b>Cooking</b>			
All heating and cooking equipment is located within food stall or otherwise suitably protected from contamination and public access			
All food waiting to be cooked is stored within the food stall or cool room			
The cooking area is kept free from contamination			
Cooked food is kept separate from any contaminated utensils and containers			
The walls of the stall are protected from heat, flame and hot liquid splashing			
<b>Waste disposal</b>			
Suitable waste containers are provided			
Waste products disposed of lawfully e.g. waste water disposed of to sewer			
Waste oil is stored and disposed of correctly			

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