



## NOTIFICATION OF TEMPORARY/SPECIAL EVENT FOOD BUSINESS

Griffith City Council attracts local food stalls operators from across the region to its vibrant temporary events each year. Food businesses that sell food to the public at temporary events such as fairs, festival, markets and shows are considered retail food businesses and therefore need to meet a range of requirements and food safety control such as:

- Notifying the local council of their business and food activity details;
- Appointing a Food Safety Supervisor;
- Meeting the requirements of the Food Standards Code Food Standards Code
  - i. Standard 3.2.2 - Food Safety Practices and General Requirements
  - ii. Standard 3.2.3 - Food Premises and Equipment
  - iii. Part 1.2 - Labelling and other information requirements

Food businesses wishing to trade in Griffith LGA must ensure they comply with Griffith City Council's Factsheet: Food Safety Guidelines For Temporary Events and are required to notify their businesses with Griffith City Council by completing this form and provide all relevant document as per Part 5: Checklist.

OFFICE USE: APPLICATION NO: \_\_\_\_\_

Date Received: \_\_\_\_\_

**PPIA DISCLAIMER** – The personal information provided on this form is collected by *Griffith City Council* for the purposes of processing this application by Council employees and other authorized persons. This form will be stored within Council's record management system and may be available for public access and/or disclosure under various NSW Government legislation.

### Part 1: Applicant Details

Title: Mr  Mrs  Miss  Ms  Other  \_\_\_\_\_

Contact Name: \_\_\_\_\_

Food Business Trading Name: \_\_\_\_\_

Proprietor/Company Name: \_\_\_\_\_ ABN/ACN No: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (m) \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

### Part 2: Vehicle Housed/Food Stall Location Details

Unit No \_\_\_\_\_ Street No \_\_\_\_\_ Street \_\_\_\_\_ Locality/Town \_\_\_\_\_

Type of Food Stall (Please tick): Mobile Vehicle\*  Temporary Food Stall (e.g. Marquee)  Food Trailer

\*Registration No. of Mobile Vehicles selling articles: 1. \_\_\_\_\_ 2. \_\_\_\_\_

### Part 3: Vehicle/Food Stall Operational Details

Type of Business: \_\_\_\_\_

Articles Sold (Please tick): Hot Food  Cold Food  Potentially hazardous foods\*   
Non-Potentially hazardous foods  Packaged Food  Unpackaged Food

\*'potentially hazardous foods' means food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food. This includes but is not restricted to foods that contain meat, seafood, eggs, dairy, poultry and processed fruits and vegetables.

Description of Activity: \_\_\_\_\_

Proposed Vehicles operation times: From: \_\_\_\_\_ To: \_\_\_\_\_

#### Part 4: Activity Details (*All questions required to be answered*)

1. How will the temperature of the food be controlled during storage and display during the event? \_\_\_\_\_

2. Identify the type of thermometer that will be onsite (e.g. Probe, Infrared) \_\_\_\_\_

3. Describe the hand wash facilities that will be available for the food handlers \_\_\_\_\_

4. Name the food grade sanitiser that will be onsite to wipe food contact surfaces **Note: household disinfectants are not considered suitable.**

5. Will your food stall have a sufficient supply of potable (drinkable) water?

6. For all packaged food, will labels comply with Food Safety Standards?

#### Part 5: Checklist

*The following information is required to be submitted in conjunction with this form*

	<i>Please tick</i>		
	<b>YES</b>	<b>NO</b>	<b>Office Use</b>
<b>FOOD SAFETY SUPERVISORS CERTIFICATE – 1 Copy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOCAL COUNCIL MOBILE VENDING VEHICLE APPROVAL - 1 Copy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PREVIOUS FOOD SAFETY INSPECTION REPORT – 1 Copy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Issued by Council within 12 months of application</li></ul>			
<b>PUBLIC LIABILITY INSURANCE – 1 Copy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>To the value \$20 Million indemnifying Council against any claims</li></ul>			

#### Part 6: Declaration

I, \_\_\_\_\_ declare that to the best of my knowledge, the information provided in this application is accurate and correct and that I will comply with the Food Act 2003, the Australia New Zealand Food Standards Code and other relevant Food Safety related legislation.

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

### Lodgement of Application

#### Hours of Lodgement:

Monday to Friday: 8:15am – 4:00pm

#### Coming in to see us?:

**Council's Customer Service Centre is located on the ground floor of the Griffith City Council Administration Building, 1 Benerambah Street, Griffith.**

#### Postal address:

Griffith City Council PO Box 485  
GRIFFITH NSW 2680

#### How to contact us:

Phone: (02) 6962 8100

Fax: (02) 6962 7161

E-mail: [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au) Web: [www.griffith.nsw.gov.au](http://www.griffith.nsw.gov.au)