



OFFICE USE ONLY	
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Date Received:	_____
Amount Paid:	_____
Customer Services Officer:	_____

TEMPORARY FOOD BUSINESS – APPLICATION FORM

An application to operate a temporary food business within Maitland City Council must be lodged at least **two weeks prior** to your first annual even to: Maitland City Council, PO Box 220, Maitland NSW 2320 Applicants submitting information less than two weeks prior to the event may not receive a permit to operate if there is not sufficient time to verify the necessary information.

APPLICANT DETAILS

Applicants Name			
Trading Name			
Address			
Phone		ABN	
Mobile		Email	

TEMPORARY FOOD BUSINESS DETAILS

Events expected to attend (if known)			
Type of Stall:	<input type="checkbox"/> Handled Foods <input type="checkbox"/> Pre-Packaged Only <input type="checkbox"/> Charity		
Stall Construction (detail materials and attach floor plan layout)			
NSW Food Authority Food Business Notification Number			

PROPOSED FOODS FOR HANDLING/SALE

Food Item (attach separate page if additional room required)	Off Site Preparation Yes/No	Cooking Procedures (Deep fry, grill, BBQ etc.)	Hot/Cold Holding of Potentially Hazardous foodsF

Name of facility for off site preparation/storage			
Address			
Relevant Council Reference number (where outside Maitland LGA)			
Food preparation will be done in a: <input type="checkbox"/> Stall (see diagram) <input type="checkbox"/> Mobile food prep. Unit (wheeled vehicle)			
Detail hot and cold holding equipment for potentially hazardous foods, and how you will monitor these temperatures			
Describe:	Cold Holding Equipment		
	Hot Holding Equipment		
	Cooking Equipment		
	Reheating equipment		
How is food to be transported to the event?		Vehicle Registration Number	

<p>How is food to be stored if event runs for more than 1 day?</p>	
<p>Cleaning and sanitising (provide a description of facilities and methods)</p>	
<p>Detail Hand washing facilities</p>	
<p>Water Supply (provide details of water /ice supply)</p>	
<p>Waste Management (provide details on disposal of garbage and waste water)</p>	

Attach any additional information you wish to provide in support of your application.

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

Signature of Applicant _____ Date _____