

OFFICE USE ONLY: Administration fee for a food business is to be paid at time of lodging application. Refer to Development and Environment /Compliance/Environmental Health) Administration fee: Receipt No. _____ Amount Paid: _____ Date Paid: _____.

All food businesses operating in Maitland City Council are required to notify Council.

This form should be used if you can answer 'Yes' to both of the points below:

- ☐ My food business sells medium to high risk food and I have a current approval from another NSW Local Government Area.
- ☐ My food business is based within Maitland City Council (I garage/store the vehicle or equipment here and/or undertake food preparation for my business here).

Low risk food includes whole fruit/veg/eggs, low risk packaged jams/sauces, bread, confectionary, etc.

Medium risk food includes cooking/reheating, ready to eat meals, sushi, burgers, hot/cold displays, multi-step food processing.

Type of Applications: (tick relevant box)

- ☐ New OR ☐ Renewal: Ref 150/11/H/.....
- ☐ Temporary food stall OR ☐ Mobile food van: Rego

PART 1: APPLICANT DETAILS

Trading name			ABN/ACN number	
Entity name			Entity type (eg. sole trader, company)	
Full name of main contact person				
Postal address	Unit/house number: Suburb: Or PO Box:		Street name: Postcode:	
Business phone/mobile			Email:	

PART 2: EVENTS EXPECTED TO ATTEND (if known)

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> Aroma | <input type="checkbox"/> Bitter & Twisted | <input type="checkbox"/> Maitland Showground (list) |
| <input type="checkbox"/> Steamfest | <input type="checkbox"/> Riverlights | |
| <input type="checkbox"/> Taste | <input type="checkbox"/> Total Field Days | <input type="checkbox"/> Other..... |

PART 3: FOOD PREMISES DETAILS

List the type of foods to be prepared/sold:

Hand washing facilities (including warm water, soap, paper towels)	Number: Location: Type / details:
Hot/cold storage units (refrigeration, eskies, pie warmers)	Number: Type / details:
Cleaning/sanitising equipment	Washing facilities for utensils: Chemical sanitisers:
Thermometer	Type: Number:
Waste water disposal	Volume: Type / details:
Food prep benches / storage	Type / details:
Floor, walls, and roof (3 side walls, roof and flooring required for food handling areas)	Type / details:
Fire safety equipment (if applicable)	Type / details:

Detailed guidance on food stall set up requirements can be found in the attached 'Guide for the Design and Operation of a Temporary Food Premises (stall)'.

PART 4: OFFSITE FOOD PREPARATION AREA(S)

The location(s) of any offsite food preparation areas, and/or food storage including partial preparation such as chopping and cutting of ingredients, must be listed below. Each preparation area must meet food hygiene requirements.

Refer to council's website for further information on the requirements for home based food businesses.

Location:			
Business name:			
Unit/house number:		Street name:	
Suburb:		Postcode:	
Relevant Council Approval/Reference:			

PART 5: FOOD SAFETY SUPERVISOR

A Food Safety Supervisor (FSS) is required if you process and sell food that is ready-to-eat, potentially hazardous (requires temperature control) or not sold and served in the supplier's original packaging require. Coffee vendors that only heat milk, and not-for profit community and charitable causes are exempt from these requirements.

A copy of the FSS certificate must be available at the temporary food premises when in operation.

Does your business require a FSS?

☐ Yes

☐ No

Have you attached a copy of the FSS certificate to this application? Please note this must be attached for Maitland Council to progress your application.

☐ Yes

☐ N/A

PART 6: SIGNATURE

☐ I declare that all the information given is true and correct.

Date:

Name:

Position:

Signature:

PRIVACY PROVISIONS - The information you provided will be recorded by Maitland City Council, PO Box 220, Maitland 2320, and used for the purposes of updating your business profile. The information is intended for use by the Council as the consent authority and any other relevant government agency who may require this information. Please contact council if any of the information you have provided changes.

PART 7: HOW TO LODGE YOUR APPLICATION

If based within Maitland LGA the Administration fee for a food business is to be paid at time of lodging application (and is only paid once per financial year). This administration fee includes the inspection associated with the application. A Council Environmental Health Officer will make contact with you to arrange for a suitable time and date to carry out the inspection.

Inspection fee(s) will be applied when inspections are undertaken by authorised council staff under operating conditions. Invoices for payment will be sent out following inspection.

For information on fees for the applicable financial year please refer to Council's website or contact Council's Customer Experience Team on 02 4934 9700.

If your temporary food business is based within the Maitland Local Government Area you must have a current Maitland Council Approval to Operate a Temporary Food Business prior to operating.

Address the application to:

General Manager
Maitland City Council
PO Box 220

MAITLAND NSW 2320

OR

General Manager
Maitland City Council
DX 21613
MAITLAND

Lodge in person (between 8.30am – 4.30pm) at Council's Administration Building located at 285-287 High Street MAITLAND

Payment Methods:

In person – Cash, Cheque, Bankcard, Mastercard, Visa and/or EFTPOS

By phone – Credit card. Please call Council's Customer Experience Team on 02 4934 9700 as per the office hours listed to process payment

In mail – Cheque. Please send a cheque in with your completed application

How to contact us

t 02 4934 9700

F 02 4933 3209

info@maitland.nsw.gov.au

maitland.nsw.gov.au

Office hours

8.30am to 5.00pm Monday to Thursday

8.30am to 4.30pm Friday

If you require further information regarding this request, please contact Council's Customer Service Centre on 02 4934 9700.

For information on council's Policy for Mobile Food in Public Places or council's Street Eats project please contact council's Place Activation Officer on 02 4934 9700.

Temporary food premises

If your business sells food at temporary events like markets, you need to meet the same food safety requirements as other food businesses, regardless of the size of your business or how often you sell food.



SAFE FOOD AUSTRALIA

InfoBite

What are temporary food premises?

Temporary food premises are structures that are:

- used to sell food at occasional events like a fete, market or show
- dismantled after the event, like a stall, tent or barbeque stand.

They can also include parts of structures or land, and permanent structures not owned or leased by the business and used occasionally (e.g. a community hall).

What are the requirements?

Food businesses using temporary premises must comply with the Food Standards Code, including:

- [Standard 3.2.2 - Food Safety Practices and General Requirements](#)
- [Standard 3.2.3 Food Premises and Equipment](#)
- [Part 1.2 - Labelling and Other Information Requirements](#)

Getting started

- before you start your business you must notify your local council
- charities and community groups may not need to notify if only low-risk food is sold – check with your council

Food safety skills and knowledge

- everyone in your business who handles food needs to know how to keep it safe to eat
- you or someone in your business may need formal training e.g. a certified food safety supervisor – check with your local council
- fundraising events selling only low-risk foods (e.g. canned drinks, packaged lollies) or food that is cooked on-site and eaten straightaway (e.g. sausage sizzle) may be exempt from training
- regardless, all food handlers must meet health, hygiene and other food safety standards requirements

Premises design

- the temporary premises where your food is handled should be designed and fitted out to handle food safely and avoid contamination
- see the diagram for a guide to stall design - check with your council to be sure

Prevent contamination

- protect food at all times from pests, dirt, animals, chemicals, waste and people
- keep food contact surfaces like table tops, utensils and containers clean and sanitary
- wash and dry hands thoroughly before handling food
- do not handle food if you are sick
- keep raw foods separate from ready-to-eat foods – e.g. use different cutting boards, store raw food away from ready-to-eat food
- use food-safe containers and wrapping
- use a drinking-quality water supply

Safe food temperatures

- potentially hazardous foods (e.g. food that contains meat, egg and dairy) must be kept cold (5°C or colder) or hot (60°C or hotter) during receipt, storage, display and transport
- prepare food quickly to minimise time out of the fridge
- cook food to safe temperatures (e.g. 75°C for poultry and minced meat)
- cool cooked food quickly to store in the fridge and within required timeframes
- know the critical limits for safety (e.g. acidity, water activity) for the processes you use

More information

Safe Food Australia, a guide to the food safety standards in Chapter 3 of the Code, covers temporary premises in Appendix 9. The guide and more InfoBites are available at www.foodstandards.gov.au/safefood or email information@foodstandards.gov.au.

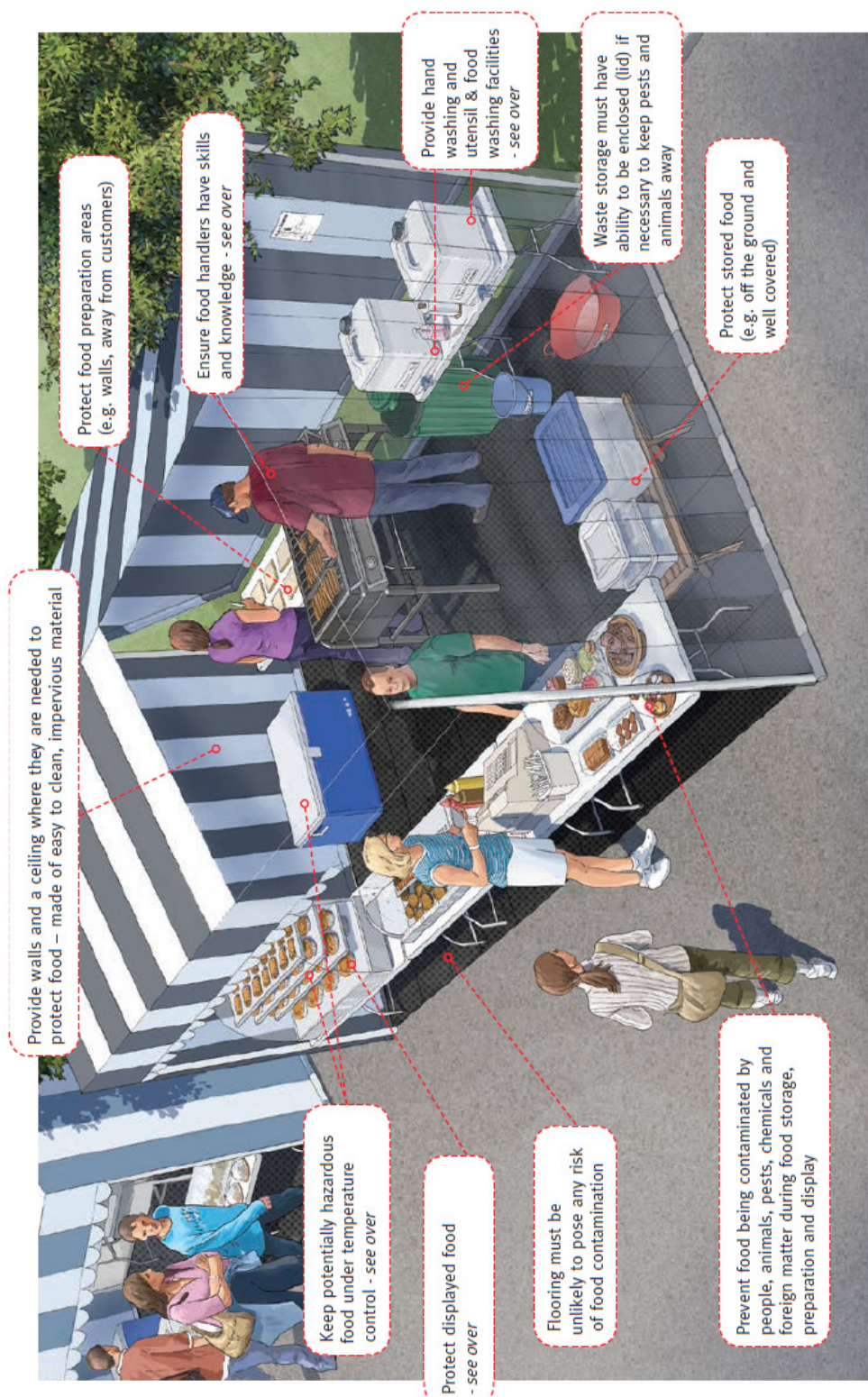
Temporary food premises



SAFE FOOD AUSTRALIA

InfoBite

GUIDE FOR THE DESIGN AND OPERATION OF A TEMPORARY FOOD PREMISES (STALL)



This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) – seek advice from your local enforcement agency.

Image courtesy of City of Gold Coast

Temporary food premises



SAFE FOOD AUSTRALIA

InfoBite



Image courtesy of City of Gold Coast