

PO Box 44 Broome WA 6725 Ph: 91913456 Fax: 91913455 shire@broome.wa.gov.au	<p>Please note application must be received <u>at least 6 working days before the event</u> or a late fee may be applied.</p> <p>Ensure that pages 3 and 4 of this form are completed in addition to the details below. Incomplete applications will be returned.</p>
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APPLICATION TO OPERATE A TEMPORARY FOOD PREMISE

Name of Organisation:	
<input type="checkbox"/> Charity/community group	<input type="checkbox"/> Commercial/business
Applicant Name:	
Postal Address:	
Preferred phone number:	Other contact number:
email address:	
Signature:	Date:
<p>NOTE: In signing this application, the applicant agrees to the terms and conditions as written below and attached in the checklist overleaf and acknowledges that the permit may be revoked at any time by Shire of Broome Authorised Officers should any condition be deemed to have been breached. Should the permit be revoked, operations are required to cease immediately.</p>	
Description of Serving Area (tick/describe as applicable to your application):	
<input type="checkbox"/> Van	<input type="checkbox"/> Tent
<input type="checkbox"/> BBQ	<input type="checkbox"/> Other (please specify)
<p>NOTE ALL PREPARATION AND SERVING AREAS ARE REQUIRED TO COMPLY WITH <i>FOOD REGULATIONS 2009</i> (includes reference to the Food Standards Code.)</p>	
Food types being sold (include how cooked/prepared): (Attach a menu if needed)	
Food being sold at:	
Location of food preparation (if different from above):	
Date(s) for Approval: ____/____/____ to ____/____/____ ** Submit application at least 6 working days before event	
For multiple dates, please include here:	
NB: Please go to pages 3 and 4 and complete prior to return to shire@broome.wa.gov.au (or in person)	

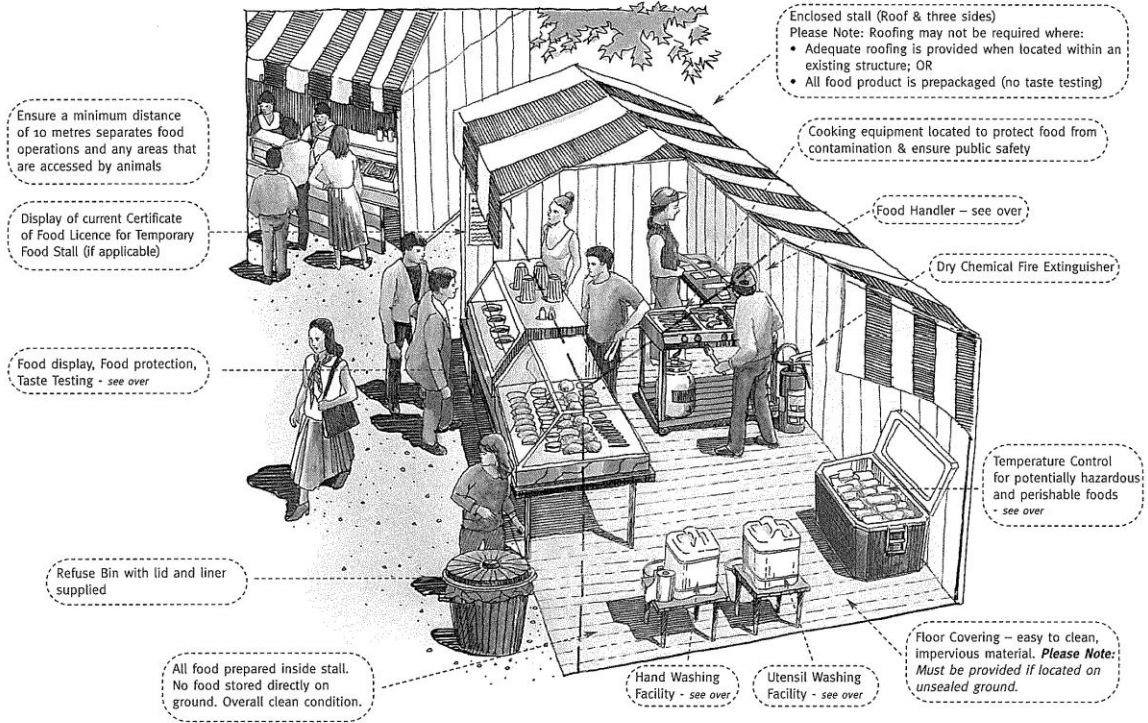
INTERNAL USE ONLY

**THE FOOD PREMISE AS DESCRIBED ABOVE IS APPROVED IN ACCORDANCE WITH
FOOD REGULATIONS 2009 AS SIGNED BELOW:**

Conditions of approval:	
Signed: Shire Health Services	Date:
THIS APPROVAL HAS BEEN ISSUED ON BEHALF OF THE SHIRE'S ENVIRONMENTAL HEALTH SERVICES DEPARTMENT AND IS REQUIRED TO BE DISPLAYED WITHIN THE APPROVED PREMISE AT ALL TIMES.	

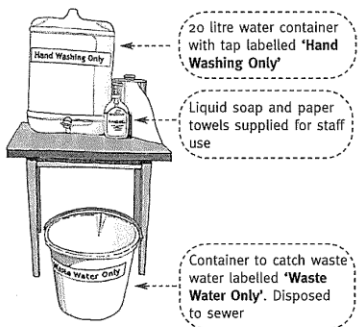
Please attach a floor plan showing the layout of the temporary food stall at time of submitting application. Please use the picture below as a guide. Floor plan is adequate – detail this on following page – page 3. Include reference to the items in the table at the top of page 3.

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL

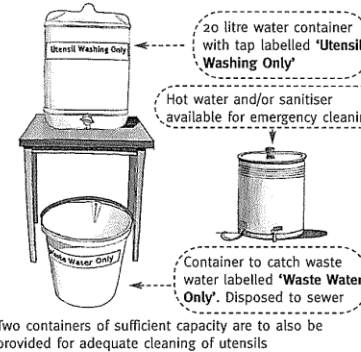


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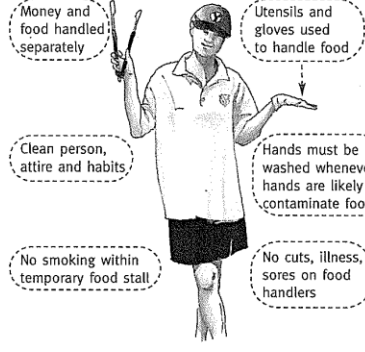
Minimum hand washing facilities



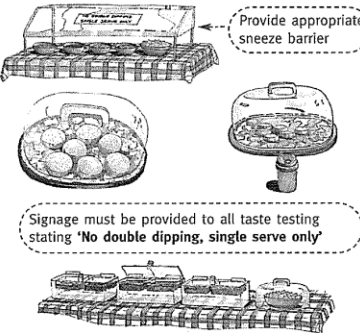
Minimum utensil washing facilities



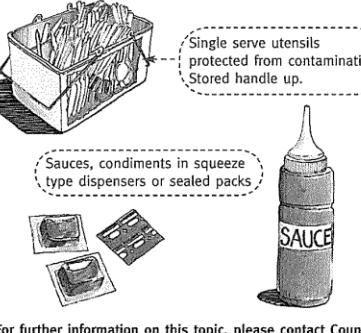
Food Handlers



Food display, food protection, taste testing

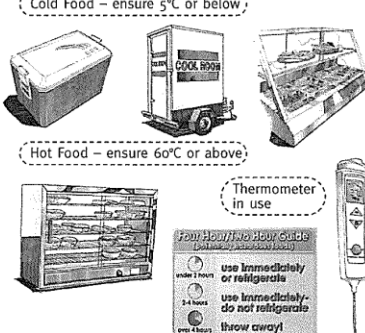


Sauces, condiments and single serve utensils



For further information on this topic, please contact Council

Temperature control of potentially hazardous food



LAYOUT OF TEMPORARY FOOD STALL

A layout plan of the temporary food stall is to be submitted with the completed application form. Please draw this accurately below including its location to nearby building/s and road/s. The layout plan is to identify the following requirements and features:

☞ Location of the stall (street/facility name)	☞ Proposed flooring
☞ Location of food tables/benches	☞ Type of overhead cover
☞ Location of cooking equipment	☞ Location of food serving area
☞ Location and arrangement for cold storage.	☞ Cashier/money handling location and arrangement
☞ Location and type of dishwashing facilities	☞ All/any other food storage arrangements
☞ Location and type of handwashing facilities	☞ Any other facilities/equipment relevant

Shire of Broome



BASIC CHECKLIST

Please submit as part of your application to acknowledge the checks that you will do on the day

STALL	YES	NO
Are the stall and components kept in a clean condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is the food stall at least 30m from an animal enclosure or activity?	<input type="checkbox"/>	<input type="checkbox"/>
Is the food preparation area roofed and adequately enclosed to stop dust?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient food handling/serving equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are all preparation benches smooth and impervious?	<input type="checkbox"/>	<input type="checkbox"/>
Is an adequate power supply provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are all power cords tested, tagged and made safe?	<input type="checkbox"/>	<input type="checkbox"/>
Are there safety barricades around hot surfaces to prevent the public endangering themselves?	<input type="checkbox"/>	<input type="checkbox"/>
Are there hot water provisions?	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to regularly bag and remove rubbish?	<input type="checkbox"/>	<input type="checkbox"/>

CROSS CONTAMINATION	YES	NO
Is all food adequately protected from dust, contamination, flies, sunlight, touch etc?	<input type="checkbox"/>	<input type="checkbox"/>
Are all sauces or condiments served in squeeze type dispensers or individually sealed?	<input type="checkbox"/>	<input type="checkbox"/>
Can the public access and serve themselves unprotected food?	<input type="checkbox"/>	<input type="checkbox"/>
Are all different types of foods separately packaged?	<input type="checkbox"/>	<input type="checkbox"/>
Are only disposable utensils used for the public?	<input type="checkbox"/>	<input type="checkbox"/>
Are raw foods kept separate from other foods?	<input type="checkbox"/>	<input type="checkbox"/>
Are there separate cutting boards for each food type?	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL CLEANLINESS	YES	NO
Is everyone clean and wearing clean clothes?	<input type="checkbox"/>	<input type="checkbox"/>
Is there soap, washing and drying facilities available?	<input type="checkbox"/>	<input type="checkbox"/>
Are all wounds covered up with coloured and waterproof bandages and disposable gloves used? (Note people acutely unwell with a communicable disease should not be involved with the stall)	<input type="checkbox"/>	<input type="checkbox"/>
Do all staff members have their hair adequately tied back (where required)?	<input type="checkbox"/>	<input type="checkbox"/>

TEMPERATURE CONTROL	YES	NO
How will raw and perishable foods being kept at less than 5°C?		
How will hot foods kept above 60°C?		
How is food protected/ transported to the event?		
Will you have an accurate food thermometer at the site?		
LABELLING	YES	NO
Are all foods clearly labelled outlining ingredients used? All allergens must be declared.	<input type="checkbox"/>	<input type="checkbox"/>