

Application – Market Food Stall Licence

Food Act 2006

You must complete all questions unless the form indicates otherwise.
Incomplete forms or forms without all necessary information and documentation will result
in your application being an improperly made application.

Please:

- complete the form and return to Council; and
- provide any mandatory supporting information identified on the application form; and
- submit the applicable fee

Definition of a market food stall: the operation of a temporary food premises on a regular basis at an approved market site within the Douglas Shire Council area.

☐ **New Licence – New Business** Please complete all sections of this form

☐ **New Licence - Change of Proprietor of Existing Market Food Stall** Please complete all sections of this form AND provide written confirmation from existing Licence holder, including request to cancel licence and the proposed changeover date of ownership. If taking over an existing market food stall, then a new Market Food Stall Licence application must be made.

☐ **Amendment to Market Food Stall Licence** Please complete sections 1, 6 & 8
Applies to: Trading Name of Business, Director's/Coordinator's Name/s, Address of Registered Office/Applicant's Address

To: Chief Executive Officer, Douglas Shire Council

1. APPLICANT DETAILS

Note: The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Example – Jane Bloggs & Joe Bloggs, Joe Bloggs Pty Ltd, Jones Ltd, The Business Inc.

Applicant (Entity) Name:
(Individual/Partnership/Corporation)

Is the Applicant a Not for Profit (Community, Sporting or Service) Organisation? ☐ Yes ☐ No

If Yes, Please attach a certificate of incorporation to this application

Applicant Postal Address:

Does this postal address apply to all Council Departments (i.e. rates, water, permits, animals etc.) ☐ Yes ☐ No

Applicant Registered Office Street Address:
or nominated address if applicant is a Not for Profit Organisation

Applicant Phone Number:

Applicant Mobile:

Applicant Email Address:

Applicant Contact Name if not an Individual:

For Corporations, please provide the following information. For additional names, please attach.

Director Name:

Director Address:

Director Name:

Director Address:

For Committees of Incorporated Entities, please attach a list of all current committee members.

ACN / ABN:
(where applicable)

OFFICE USE ONLY

☐ Are all sections of the application completed and signed? ☐ Are all the supporting documents attached (see page 3)?

Receipt Type: 779

Fee Paid:

Receipt No:

CSO:

2. MARKET FOOD STALL DETAILS

Trading Name: *Example – Fresh Tropical Juice by Joe*
(Name of Market Food Stall)

Site Contact Name:
(if different to Applicant)

Site Telephone:
(if different to Applicant)

Site Contact Mobile:
(if different to Applicant)

Site Email:
(if different to Applicant)

Please indicate which market/s you intend to operate from and on which days:
For a list of currently approved market sites, please contact Council on 07 4099 9444.

Product description - describe the food types intended to be sold at the stall:

Taste Testing Offered: ☐ Yes ☐ No

3. ORIGIN OF FOOD

Note: Food prepared by you other than at the market stall must be done in a licensed kitchen.

Is all food being prepared within the market food stall? YES ☐ NO ☐

If 'no', please attach a copy of the Food Business Licence for the licensed kitchen where food is prepared.

4. NOMINATION OF FOOD SAFETY SUPERVISOR (FSS)

All licensed food businesses must have a nominated food safety supervisor.
Proof of specific food safety knowledge must be provided.

All licensed food businesses must have a food safety supervisor.

☐ I will nominate a food safety supervisor within 30 days of receiving the food licence.

☐ I will nominate a food safety supervisor with this application.
Complete the food safety supervisor section/s below.

Statement of attainment certificate/s copy MUST be attached to this application.

If you have more than one Food Safety Supervisor, please advise details and relevant contact information in the Additional Details section and attach certificate/s.

Full Name:

Business Hours
Contact No:

Certificate Training Provider:

Certificate Date
of Issue:

Please tick to indicate you have attached the food safety supervisor statement of attainment certificate copy YES ☐

5. SUITABILITY OF PERSON TO HOLD A LICENCE

- 4a. Have any of the applicants been convicted for a breach of any food legislation? YES ☐ NO ☐
- 4b. Have any of the applicants been refused a licence under the *Food Act 2006*, the *Food Act 1981*, or a corresponding law? YES ☐ NO ☐
- 4c. Have any of the applicants previously held a licence under the *Food Act 2006*, the *Food Act 1981*, or a corresponding law? YES ☐ NO ☐

NB: If the applicant is a Corporation or an Incorporated Association, an executive officer of the Corporation, or a member of the Association's management committee, are included. If the answer is Yes to items 4a. and 4b. please provide details.

6. MARKET FOOD STALL LICENCE AMENDMENT DETAILS

Existing Licence No:

Complete all that apply:

New Premises Address:

Note: A change of premises may require an application for kitchen plan approval to be lodged first
(Form EHF1 Application – Plan Approval to Construct or Refit a Food Premises)

New Trading Name: *Example – Fresh Tropical Juice by Joe*
(Name of Market Food Stall)

New Director's/Coordinator's Name/s and address/es:

New Address of Registered Office/Applicant's Address:

Note, if applicant is a Douglas Shire Council ratepayer this address change may have to go through the Rates Department using Form RT02

7. ADDITIONAL DETAILS (if required)

8. DECLARATION

I _____ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:

Date:

Douglas Shire Council – Privacy Collection Notice: Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

9. PRESCRIBED FEE (Applicable from 1 July 2025 to 30 June 2026)

Please contact Environmental Health on 07 4099 9444 to confirm which Licence Category applies

| Licence Category | Full Fee |
|------------------------------------|----------|
| Market Food Stall Licence - Annual | \$174.00 |

10. CHECKLIST

| | |
|--|--------------------------|
| Food Stall Design Form completed & submitted? | <input type="checkbox"/> |
| Evidence of payment of the applicable fee as above | <input type="checkbox"/> |
| Copy of Food Licence of premises where food is being prepared attached? (where applicable) | <input type="checkbox"/> |
| Nominated a food safety supervisor and attached food safety supervisor statement of attainment certificate | <input type="checkbox"/> |

You can either email/mail the application or lodge it in person at Council's administration office.

ADDITIONAL NOTES

- With the exception of cutting up fruit and vegetables, or juicing, there is to be no food preparation at market sites.
- Cooking is strictly prohibited (this includes reheating), except for mobile food vans and non-profit organisations. Non Profit Organisations should complete EHT3 Notice of Temporary Food Premises Event if intending to cook.
- For Medium - High risk foods the stall holder will be limited to serve, display and offer taste testing at the market site. Any cooking, reheating, or preparation must be done in a licensed kitchen or mobile food van.
- For construction and operational requirements relating to temporary food premises, please contact Council's Environmental Health department on 4099 9444.
- At least one food safety supervisor (FSS) must be nominated for the stall. The FSS must have relevant skills and knowledge, have authority to give directions and be contactable by food handlers. The FSS may be the licensee.
- Contact an Environmental Health Officer at Douglas Shire Council on 07 4099 9444 for further information on the above.

DEBTOR ACCOUNT TERMS & CONDITIONS

Renewals and associated fees and charges will be invoiced by Douglas Shire Council via a debtor account to the Applicant.

The Applicant shall settle all accounts in full no later than the due date shown on the invoices.

Where debtor accounts are overdue by 60 days or more, the debt may be referred to a credit reference agency and your permit/approval/license may be suspended or cancelled.

In the case that the Applicant shall be a company acting as a trustee for the trust, the Applicant hereby acknowledges that the trust shall be liable on the account, has sufficient assets to meet payment of the debtor account and is empowered to enter into the account agreement.

Temporary Food Premises - Food Stall Design Form

(events, markets and non-profit organisations)

Food Act 2006

This form is to be submitted together with an application for a temporary food premises
Please complete ALL sections of the form

1. FOOD TYPES

List the food types to be sold:

2. STALL TYPE

Ceiling:

Describe your roof/ceiling.

What material is it?

How is it secured?

Walls:

Describe your walls.

How many sides?

What material?

How are they secured?

Flooring:

Describe the flooring.

What area does it cover?

What material is it?

How is it secured?

3. STALL LAYOUT

Describe the layout of the stall:

Include all equipment, e.g. tables, BBQ, cooler box, bain-marie, hand wash facility etc.

Alternatively, you may draw a floor plan here or attach separately.

(does not need to be to scale)

4. FOOD STORAGE & DISPLAY

Food storage during transportation:

Describe how your food is stored during transportation, e.g. refrigerated vehicle, cooler box (esky), enclosed containers.

Food storage within stall:

Describe your food storage facilities within the stall, e.g. cooler box (esky), hot box, enclosed containers

Food display:

If relevant, describe your food display facilities, e.g. bain-marie, pie warmer, cold display.

5. HAND WASHING FACILITY

Hand washing:

Describe your hand washing facilities.

6. CHECKLIST

| | | | |
|--------------------------|--------------------------|---|--------------------------|
| Probe thermometer | <input type="checkbox"/> | Liquid soap | <input type="checkbox"/> |
| Spare utensils | <input type="checkbox"/> | Paper towel | <input type="checkbox"/> |
| Utensil washing facility | <input type="checkbox"/> | Potable water supply | <input type="checkbox"/> |
| Detergent | <input type="checkbox"/> | Rubbish bins | <input type="checkbox"/> |
| Tea towels | <input type="checkbox"/> | Waste water disposal | <input type="checkbox"/> |
| Sanitiser | <input type="checkbox"/> | Oil/fat disposal | <input type="checkbox"/> |
| Cloths/wipes/sponges | <input type="checkbox"/> | 1 st aid kit (with coloured band-aids) | <input type="checkbox"/> |
| Broom/dustpan/mop | <input type="checkbox"/> | Fire safety equipment | <input type="checkbox"/> |
| Buckets/containers | <input type="checkbox"/> | Electrical leads tagged and tested | <input type="checkbox"/> |

Example floor plan:

