

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 | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Are all sections of the application completed and signed? | <input type="checkbox"/> | Are all the supporting documents attached (see page 3)? |
| Receipt Type: 786 | 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)

Postal Address:
(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)

Full Name: **Business Hours**
Contact No:

NB: Please provide a certified copy of a Statement of Attainment for specified units of competency to Council. If you have more than one FSS, please advise details and relevant contact information in the Additional Details section.

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:

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

7. ADDITIONAL DETAILS (if required)

8. DECLARATION (please use Additional Details for further applicant signatures where applicable)

Signing this form is a legal declaration that all the details provided are true and correct.

NB: If the applicant is a Corporation, the signing applicant must state his/her position and have delegated authority to sign on behalf of the Corporation. If the applicant is a partnership, both partners must sign the form.

Print Name/s:

Signature/s:

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of processing your application for food safety accreditation. The collections of this information is authorised under the Food Act 2006. You are providing personal information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by personal who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.

FEES AND CHARGES 2020/21

| Licence Category | Full Fee: 1 Jul - 31 Dec | Pro-Rata Fee: 1 Jan – 31 Mar | Pro-Rata Fee: 1 Apr – 30 Jun |
|------------------------------------|-----------------------------|---------------------------------|---------------------------------|
| Market Food Stall Licence - Annual | \$149.00 | \$104.30 | \$52.15 |
| Taste Testing | \$66.50 | | |

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? | <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:

