

Application – Temporary Food Premises Licence (Individual Events)

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

Please ensure temporary food licence applications are submitted 2 weeks prior to the date of your event, to allow Council time to assess your application. Applications submitted less than two weeks prior to an event, may result in your temporary food licence not being issued in time. Operating without a temporary food licence may result in a penalty infringement notice being issued by Council.

☐ Temporary Food Licence

☐ Taste Testing Food Stall

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:

ACN / ABN: (where applicable)

2. EVENT DETAILS

Event Name:

Event Location:

Event Dates:

Operation Hours:

Estimated number of attendees:

(for private or corporate functions)

OFFICE USE ONLY

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

Receipt Type: 760
(Taste test Only: 627)

Fee Paid:

Receipt No:

CSO:

3. SITE DETAILS

Trading Name if Stall:

Site Contact Name:

(if different to Applicant)

Site Telephone:

(if different to Applicant)

Site Contact Mobile:

(if different to Applicant)

Product description - describe the food types intended to be sold / provided:

Taste Testing Offered: ☐ Yes ☐ No

4. ORIGIN OF FOOD

Note: Food prepared by you *other than at the temporary food premises* must be done in a licensed kitchen. If this kitchen is located outside the Douglas Shire Council area, a copy of its food licence must be provided.

Is all food being prepared within the temporary food premises? YES ☐ NO ☐

If 'no', what is the name, address of the licenced kitchen where food is being prepared?

5. 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. 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 ☐

6. 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.

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. CHECKLIST

Food Stall Design form completed & submitted? (mandatory)	<input type="checkbox"/>
Evidence of payment of licence fee	<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"/>

10. BPAY TRANSACTION DETAILS (if applicable)

Payment Date: Amount: BPay Receipt No:

Please provide payment information to assist with reconciling payment with this form

11. ADDITIONAL NOTES

- Temporary food premises operated on a regular basis may attract additional requirements.
- For construction and operational requirements relating to temporary food premises, please contact Environmental Health on 07 4099 9444.
- Contact an Environmental Health Officer at Douglas Shire Council for further information.

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

Temporary Food Licence	\$142.00
Taste Testing Food Stall	\$ 78.00

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:

