

# Application for Annual Approval to Operate a Food Stall (for a Non-Profit Organisation)

Food Act 2006

**Definition of non-profit organisation:**

- Is not carried on for the profit or gain of its individual members, and
- Is engaged in activities for a charitable, cultural, educational, political, social welfare, sporting or recreational purpose

Please:

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

**You can either email/mail the notification or lodge it in person at a Council administration office.**

1. APPLICANT DETAILS	
<p><b>Note:</b> 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.</p>	
<p><b>Applicant (Entity) Name:</b> (Individual/Partnership/Corporation)</p>	<p><i>Example – Jane Bloggs &amp; Joe Bloggs, Joe Bloggs Pty Ltd, Jones Ltd, The Business Inc.</i></p>
<p><b>Is the Applicant a Not for Profit (Community, Sporting or Service) Organisation?</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If Yes, Please attach a certificate of incorporation to this application</p> <p><b>Note: Documentation must be provided to show your organisation is ‘non-profit’ as per the above definition.</b></p>	
<p><b>Applicant Postal Address:</b></p>	
<p>Does this postal address apply to all Council Departments (i.e. rates, water, permits, animals etc.)</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Applicant Registered Office Street Address:</b> <i>or nominated address if applicant is a Not for Profit Organisation</i></p>	
<p><b>Applicant Phone Number:</b></p>	<p><b>Applicant Mobile:</b></p>
<p><b>Applicant Email Address:</b></p>	
<p><b>Applicant Contact Name if not an Individual:</b></p>	
<p><b>ACN / ABN:</b> (where applicable)</p>	

2. SUITABILITY			
2a.	Have any of the applicants been convicted for a breach of any food legislation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2b.	Have any of the applicants been refused a licence under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> , or a corresponding law?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2c.	Have any of the applicants previously held a licence under the <i>Food Act 2006</i> , the <i>Food Act 1981</i> , or a corresponding law?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p><b>NB:</b> 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.</p>			

### 3. EVENT SITE SUPERVISOR DETAILS

**Site Contact Name:**  
(if different to Applicant)

**Site Telephone:**  
(if different to Applicant)

**Site Contact Mobile:**  
(if different to Applicant)

### 4. STAFF TRAINING

**A) If any person holds a current Food Safety Supervisor certificate, complete the details below and provide a copy of the certificate**

Full Name:

Contact Number:

Email Address:

**B) If no Food Safety Supervisor certificate is held, the site supervisor for each event is recommended to complete the free online IM ALERT course, available at this link: <https://www.imalert.com.au/foodsafety/>**

**Please provide a copy of the IM ALERT certificate with this application**

### 5. FOOD TYPES

**List the type of foods applying for in this Annual Approval**

*Refer to 'General Requirements Number 6' on the Annual Approval for more details*

### 6. ORIGIN OF FOOD

**Will all food be prepared within the temporary food premises for each event?**

YES

NO

**If 'no', foods must be prepared in a premises that holds a current food business licence – please provide the licence number, business name and address where the food will be prepared?**

### 7. 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.*

**8. HAND WASHING FACILITIES**

<b>Hand washing:</b> Describe your hand washing facilities.	
	<i>Refer to 'Stall Design ii' on the Annual Approval for more details</i>

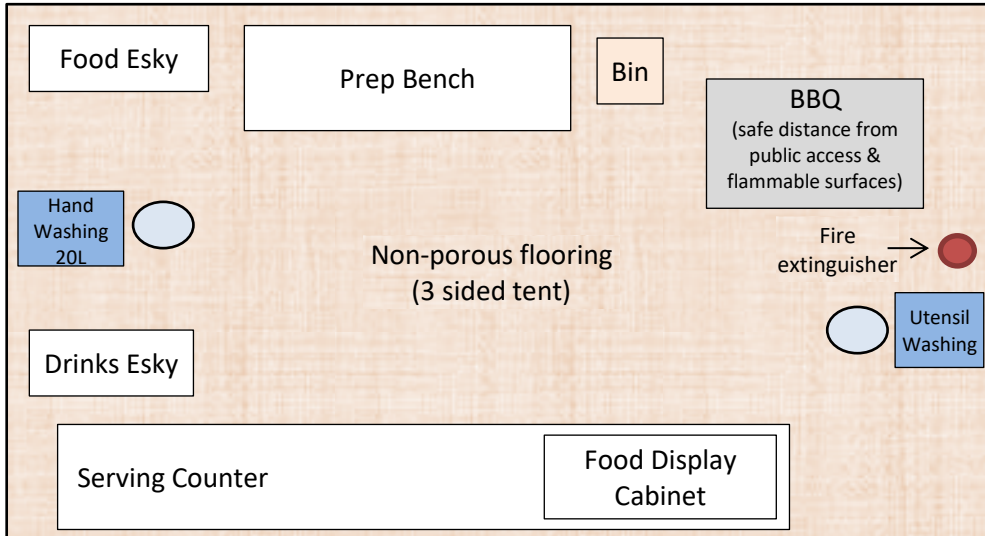
**9. STALL TYPE**

<b>Ceiling:</b> Describe your roof/ceiling. What material is it? How is it secured?	
	<i>Refer to 'Stall Design i' on the Annual Approval for more details</i>
<b>Walls:</b> Describe your walls. How many sides? What material? How are they secured?	
	<i>Refer to 'Stall Design i' on the Annual Approval for more details</i>
<b>Flooring:</b> Describe the flooring. What area does it cover? What material is it? How is it secured?	
	<i>Refer to 'Stall Design i' on the Annual Approval for more details</i>

**10. ADDITIONAL DETAILS (if required)**


## 11. STALL LAYOUT

Example floor plan:



**Draw a basic diagram of the layout of your stall using the sample above as an example:**

**Include all equipment, e.g. tables, BBQ, cooler box, bain-marie, hand wash facility etc. that you will use.**

**You may draw your floor plan here or attach separately.**

**Note:  
Drawing does not need to be to scale.**

## 12. CHECKLIST

Food Stall Design Form completed ?	<input type="checkbox"/>		<input type="checkbox"/>
Documentation to show your organisation is 'non-profit'? (Not for Profit Notification) (e.g. letter on official letterhead that includes the ABN / ACN)	<input type="checkbox"/>		<input type="checkbox"/>
Food Safety Supervisor certificate provided – or -	<input type="checkbox"/>		<input type="checkbox"/>
Food Safety IM ALERT training certificate provided	<input type="checkbox"/>		<input type="checkbox"/>
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"/>	First 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"/>

## 13. ADDITIONAL NOTES

- A Not for Profit business may conduct up to but not more than 11 events per year without requiring a full Food Business Licence. If you intend to or may conduct more than 11 events during this approval, please contact the Environmental Health Team on 4099 9444 to discuss your options.
- Not For Profit Temp food businesses must update Council if there are any changes to how they will conduct their food stall differing from their current annual approval (above), site contact person / details or food safety supervisor (if one is held)
- Annual approval period commences on 1st December and expires on 30th November each year. This means that a new application is required to be submitted in November of each year to reapply for an annual approval.
- For stall set up and operational requirements relating to temporary food premises, please contact Environmental Health on 4099 9444.
- For any other enquiries, feel free to contact an Environmental Health Officer at Douglas Shire Council on 4099 9444 for further information.

## 14. 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 regard to any matters relevant to this application.

<b>Applicant Signature:</b>		<b>Date:</b>	
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### **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.