

# Temporary Food Premises Food Licence Application

Food Act 2006

**Application for licence to conduct a food business at a temporary location, including fete, events, markets**

All sections of this form MUST be completed and application submitted to Council in advance of the event, otherwise, the application may not be processed

Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

## 1. APPLICANT DETAILS

Title  Mr  Mrs  Ms  Miss  Other

Full name

Company  ABN

Postal address

Locality/Suburb  State  Postcode

Phone  Mobile

Email

Preferred method of correspondence  Phone  Mail  Email

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*

## 2. SITE DETAILS

Trading Name

Site Contact Name (if different from applicant)

Site Telephone (if different from applicant)

## 3. EVENT DETAILS

Event Name

Event Location

Event Start Date  Finish Date

Expected number of attendees (for private or corporate functions)

## 4. FOOD (Please read the [Guidelines for Food Businesses at Events](#) and complete the checklist)

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

Note – Food prepared by you *other than at the temporary food premises* must be done in a licenced kitchen. If this kitchen is located outside the Cook 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** – Please provide the name and address of the licenced kitchen where food is being prepared?

Name

Address

## 5. OPERATION

How will you store cold food during transportation? (e.g. Esky, mobile refrigeration unit)

How will food be protected from contamination during transportation?

How will you store or display cold food? (e.g. Esky, display unit)

How will you store or display hot food? (e.g. bain marie or pie warmer)

How will you store or display dry/liquid foods? (e.g. sauces, chocolates)

## 6. PREMISES SETUP

Type of premises

Stall

Vehicle (Please complete mobile food vehicle section)

Other (specify)

Stall Structure (e.g. gazebo, marquee, tent, awning, under a solid roof)

How will you secure the stall structure?

What materials are your ceiling, walls and flooring? (e.g. sheet metal, mesh curtain)

Describe the layout of the stall (Attach floor plan and include all equipment, e.g. tables, BBQ, cooler box, bain-marie, handwashing facility etc.

Describe your hand washing facility

Where will you dispose of your waste water and cooking oil?

Will you need access to Council's Power Supply?  Yes  No

How will you power your cooking, food storage or food display equipment (if applicable)?

Gas     Electricity     Generator     Other (please specify)

List the type of electrical equipment used within the stall and the wattage:

Cooking		Watts (W)	
Food storage		Watts (W)	
Food display		Watts (W)	
Total Wattage		Watts (W)	

**7. FOOD SAFETY SUPERVISOR – Please provide details of your nominated Food Safety Supervisor**

Full Name       Phone number

Please provide a certified copy of a Statement of Attainment for specified units of competency.

**8. SUITABILITY OF PERSON TO HOLD A LICENCE**

8a. Have any of the applicants been convicted for a breach of any food legislation?  Yes  No

8b. Have any of the applicants been refused a licence under the *Food Act 2006*, the *Food Act 1981*, or a corresponding law?  Yes  No

8c. Have any of the applicants previously held a licence under the *Food Act 2006*, the *Food Act 1981*, or a corresponding law?  Yes  No

If the answer is Yes to items 8a. or 8b. please provide details.

## 9. COVID-19 COMPLIANCE

Are you following an Approved CovidSafe Retail Food Services Plan?  Yes  No

Links to Approved COVID Industry Safe Plans:

<https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans/food-services>

Have you completed a COVID Safe Checklist: Seated dining and drinking? (see COVID Safe Businesses)

Yes  No

If Yes, attach completed and signed checklist which can be found here:

[https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans#\\_checklists](https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans#_checklists)

*Note: The event/food service must comply with the Public Health Directions that are current at the time of the event.*

## 10. DOCUMENTATION (Attach evidence of the following)

Is a copy of your food safety supervisor certificate attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a copy of your current food business licence (if applicable) attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a copy of your floor plan of the stall / temporary structure attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a copy of the Public Liability Insurance attached? (Minimum of \$20 million)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the <a href="#">Guidelines for Food Businesses at Events</a> and completed the checklist?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**If you have answered No to any of the above questions Cook Shire is unable to accept your application until these are provided**

## 11. CHECKLIST - The following are your responsibility to provide

- Temperature measuring device
- Single-use straws/utensils stored handle up or individually wrapped
- Disposable food packaging is protected before use
- Hand washing facilities supplied with minimum 20L potable water (drinking water) via tap
- Hand washing facilities provided with a container to collect waste water
- Hand wash facilities provided with liquid soap and paper towels
- Utensils washing facility
- Food grade sanitiser
- Food grade hose / food grade containers
- Waste water disposal (*Disposing of waste water at site is prohibited*)
- Oil/fat disposal
- Rubbish bins
- First aid kit (with coloured band-aids)
- Fire fighting equipment – *Provide expiry date:*
- Electrical leads tagged and tested – *Provide date tested:*

## 12. DECLARATION

I understand Cook Shire Council cannot be held liable in any way, including for personal injury, death, damage to property, or economic loss, as a result of the approval of this proposal. To the best of my knowledge, the information provided in this application is correct.

Applicants Signature  Date

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

## LODGEMENT

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OFFICE USE ONLY

G/L: 2050.105.68

Application fee

Approval issued

Yes

No

Date paid

Receipt number

Received by

Signature