

# Application for Temporary Food Stall and Non-Profit Group Notification

## 2024-25

*Food Act 2006*

### IMPORTANT NOTICE

Western Downs Regional Council is collecting personal information you supply on this form in accordance with *Food Act 2006*. The personal information collected on this form will be used to administer the act and maintain a register of Licensed Premises. Your personal information will be accessed by persons who have been authorised to do so. Some of this information may be given to Queensland Health for the purpose of administering the act. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.



### Application for Permit - Temporary Food Stalls

### Fee

- |   |          |
|---|----------|
| <input type="checkbox"/> Temporary Premises: (maximum 3 day permit)      Dates:    /    /    to    /    /                       | \$59.00  |
| <input type="checkbox"/> Late application fee (payable if application is received less than 10 working days prior to the event) | \$116.50 |

### Notification Not-for-Profit Organisations

- |   |         |
|---|---------|
| <input type="checkbox"/> Temporary Premises (maximum 3 day permit)      Dates:    /    /    to    /    /                        | Nil Fee |
| <input type="checkbox"/> Late application fee (payable if application is received less than 10 working days prior to the event) | \$56.00 |

NOTE: Please allow 10 working days for Temporary application/notifications to be assessed. Applications that do not contain adequate detail/information will generally take longer to process as further information will need to be sought from the applicant.

\* Not-For-Profits that provide sit down meals on more than 12 occasions per year need to complete a Food Licence Application.



### Applicant Details (This person/company will be the licence holder, and hold responsibility for compliance with the *Food Act 2006*)

Applicant (person or registered Charity):			
Contact Name:			
Postal Address:	Suburb:		
Phone(m):	Post Code:		
Phone(h):	Phone(w):		
Email Address:			



### Event Details

Name of Event:			
Event Organiser:	Contact Number:		
Dates:			
Operating times:			
Location of Event:	Address:	Suburb:	Post code:





## Stall Information

### 1. Is all food being prepared within the stall?

Yes

No If no, name and address and food licence of premises being used.

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### 2. Types of food / menu items


### 3. Stall construction details, or name alternative venue (e.g. church hall)

Floor	<input type="checkbox"/> Concrete <input type="checkbox"/> Plastic <input type="checkbox"/> Rubber mats <input type="checkbox"/> Other (provide details):
Ceiling	<input type="checkbox"/> Tarpaulin <input type="checkbox"/> Marque <input type="checkbox"/> Other (provide details):
Walls	<input type="checkbox"/> Tarpaulin <input type="checkbox"/> Tent <input type="checkbox"/> Other (provide details):

### 4. Food Storage (How are you keeping cold foods cold [ $<5^{\circ}\text{C}$ ] and hot foods hot [ $>60^{\circ}\text{C}$ ])

Cold storage	<input type="checkbox"/> Esky with Ice <input type="checkbox"/> domestic refrigerator <input type="checkbox"/> hired cold room
Hot storage	<input type="checkbox"/> Insulated Boxes <input type="checkbox"/> Bain Marie <input type="checkbox"/> BBQ <input type="checkbox"/> Other (provide details):
Transportation	Provide details:

### 5. Hand Washing Station

Equipment	<input type="checkbox"/> Minimum 20L container with tap on a table with a 20L container to capture waste water <input type="checkbox"/> permanent fixture <input type="checkbox"/> Other (provide details):
Hand Washing	<input type="checkbox"/> Liquid soap <input type="checkbox"/> Single-use paper towel

### 6. Garbage and waste disposal (Provide details on storing and disposing of your waste)


### 7. Temperature Control

<input type="checkbox"/> Digital probe thermometer <input type="checkbox"/> Infra-red thermometer
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### 8. Food Grade Sanitiser (Surface Spray for food handling areas)

<input type="checkbox"/> Bleach & water solution*. <i>Make fresh daily.</i>	<input type="checkbox"/> Commercial Food Grade Sanitiser	Commercial Food Grade Sanitiser Brand name: _____
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\*Refer to Fact Sheet 4 Cleaning & Sanitising on how to make one up from household bleach and water.



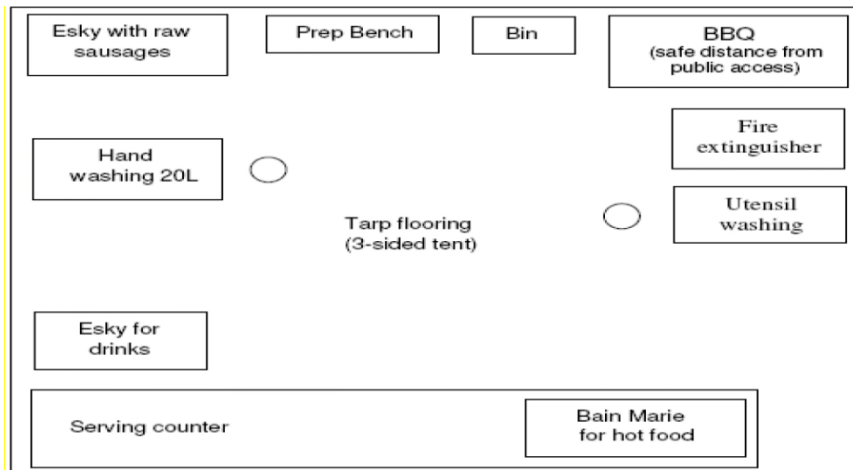


## Attachments

A copy of a Site Plan, drawn to A4 as displayed below containing the following minimum information. *Review Fact Sheet 9: Food Stall, Non-profit Notification for further guidance on set-up.*

Hand washing facilities    Hot & Cold Food Storage    Cooking Facilities    Food Preparation area

Rubbish Disposal    Cash Handling Area    Washing-up Facilities    Stall structure



Attach any relevant Food Safety Handling education and training.

## Customer Signatory

I/we hereby make application for Food Business Licence (or Non-profit Notification), and declare the information provided to be true and correct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ / / 20

Payment on this application is considered an invoice; ABN: 91 232 587 651. NO GST is applicable on Licence Fees.



### Application Lodgement - Applications may be lodged as follows:

By email: [info@wdrc.qld.gov.au](mailto:info@wdrc.qld.gov.au) - scan with signatures and attached floor plan only

By Post: Mail to Western Downs Regional Council, PO Box 551, Dalby QLD 4405

In Person: At your local Customer Service Centre

<b>Chinchilla Customer Service Centre</b> 80-86 Heeney Street, Chinchilla Monday to Friday 8am - 5pm	<b>Miles Customer Service Centre</b> 29 Dawson Street, Miles Monday to Friday 8am - 5pm	<b>Jandowae Customer Service Centre</b> 22 George Street, Jandowae Monday to Friday 9am - 5pm
<b>Dalby Customer Service Centre</b> 30 Marble Street, Dalby Monday to Friday 8am - 5pm	<b>Tara Customer Service Centre</b> 19 Fry Street, Tara Monday to Friday 8am - 5pm	<b>Wandoan Customer Service Centre</b> 6 Henderson Road, Wandoan Monday to Friday



### Office Use Only

Assessment number:		EH No.:	
Amount paid:	\$	Date paid:	/ /
Receipt number:		Initials:	

Postal address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405

