



Application for an Individual Temporary Food Permit Form

Food Act 2003

Applicant Details

Full Name of Responsible Person:

Full Residential Address:

Phone Number:

Mobile:

Email:

It is a requirement of the *Food Act 2003* that the person responsible for a Temporary Food Premise can demonstrate a satisfactory level of knowledge and skills of food safety. Please provide details of such experience and qualifications:

Business Details (if applicable)

Food Business Name:

Full Business Address:

Details of Operations

Location of Operation:

Name of Event (if applicable):

Date:

Event Time - From:

To:

Description of Premises (ie. tent, food van, etc):

Vehicle Registration No. (if applicable):

Description of food types proposed for sale:

Food Safety Details (Permit will not be granted if these sections are left blank)

Food Preparation - Describe how foods are to prepared (ie. cooked, heated, mixed, cut, etc) on-site at the event:

Will foods be prepared and/or stored prior to the event? YES / NO (please circle)

If yes, please advise address:

If yes, is this premise a registered kitchen with Devonport City Council? YES / NO (please circle)

How will temperatures of foods be monitored during this time?



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Temperature Control - Explain how potentially hazardous foods will be kept either cold (below 5 degrees C) or hot (above 60 degrees C) **during transportation to the event:**

Explain how potentially hazardous foods will be kept either cold (below 5 degrees C) or hot (above 60 degrees C) **during storage and sale at the event:**

Hand Washing - Does your temporary premise have separate hand washing facilities with warm running potable water from a single spout, together with pump soap & paper towel? YES / NO (please circle)

Note: Waste water must be collected and disposed of correctly, water must not be recycled/reused.

If no, please advise details of alternate facility:

Skills/Knowledge - Do staff working in the food business have any food handler training or previous skills & knowledge of food safety? Please describe:

Structure (N/A for vans) - Does your temporary booth, tent, etc have the following (please tick)?

- | | |
|---|--|
| <input type="checkbox"/> Water resistant roof | <input type="checkbox"/> 3 walls which cover the entire food prep & display area |
| <input type="checkbox"/> Easy to clean flooring area | <input type="checkbox"/> Restricted public access |
| <input type="checkbox"/> Separate dish washing facilities | <input type="checkbox"/> Sneeze guard or similar to protect food from the public |
| <input type="checkbox"/> Protection from insects, pests, etc | <input type="checkbox"/> Smooth, easy clean & non-absorbent work surfaces |
| <input type="checkbox"/> Ample supply of gloves & clean tongs | <input type="checkbox"/> A sanitising/cleaning method for all work surfaces |
| <input type="checkbox"/> Sufficient rubbish receptacles | <input type="checkbox"/> A method of disposing of waste-water |

If you cannot comply with any of the above, please provide alternative details:

Site Plan - Please draw an approximate sketch of your food premises, showing the location of equipment, fixtures and fittings in a bird's eye view (looking down on the premises). Please specify the items listed and indicate the corresponding numbers, as well as any other features you feel appropriate.

- | | |
|-------------------------------|-------------------------------|
| 1. Refrigeration/Cold Storage | 2. Equipment Washing Facility |
| 3. Hand Washing Area | 4. Counter/Payment Area |
| 5. Food Preparation Area | 6. Display Area |
| 7. Wastewater Display | 8. Other: _____ |
| 9. Other: _____ | 9. Other: _____ |



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Large grid area for application details.

Fees

Licensed Charities - No Charge.

1 Day Permit - \$25. 2-4 Day Permit - \$60.

If applicable, an invoice will be issued to you once your application has ben procesed.

I, _____ have read all relevant information regarding the sale of food at a Temporary Food Premises and I agree to abide with all mentioned requirements. I also agree to abide with any directives given to me by the Environmental Health Officer & I understand that on the day of the event an Environmental Health Officer may be present and reserves the right to stop the sale of food, if I am not adhering to such requirements.

Signature of Applicant/Responsible Person:

Date:

Personal Information Protection Statement

As required under the Personal Information Protection Act 2004: 1. Personal information will be collected from you for the purpose of dealing with your application and may be used for other purposes permitted by the Local Government Act 1993 and regulations made or under that Act. 2. Failure to provide this information may result in your application not being able to be accepted and processed. 3. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Devonport City Council. 4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. 5. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to Devonport City Council. You may be charged a fee for this service.

Office Use Only:

Date Received:

Receipt No.: