

## Application for Street Stall or Temporary Food Permit

To be completed for all Street Stalls and or Temporary Food Permits within the Shire. Bookings are not confirmed until Approved by the Chief Executive Officer

Please submit completed Application and supporting information as early as possible to avoid disappointment. Bookings must be submitted to the Shire of Kellerberrin **2 weeks prior to the commencement of the Stall**. Any forms received less than 1 week prior to the event **may be** refused.

Bookings can be made by:

- **Email:** [shire@kellerberrin.wa.gov.au](mailto:shire@kellerberrin.wa.gov.au)
- **Mail:** Po Box 145 KELLERBERRIN WA 6410
- **In person:** Shire Office - 110 Massingham Street Kellerberrin

Terms and conditions for the Application are included on this form and must be signed on submission to the shire.

Any questions or queries, do not hesitate to contact the Shire of Kellerberrin Staff on 08) 9045 4006 or [shire@kellerberrin.wa.gov.au](mailto:shire@kellerberrin.wa.gov.au) who will assist you with your application or direct you to the relevant staff member.

**Terms and Conditions of Street Stall Application or Temporary Food Permit**

**Bookings**

The shire reserves the right to refuse an application for the hire of a location, or to cancel any reservation already made without explanation. The shire shall not be liable in any way for any loss or damage otherwise in consequences of the exercise of this right.

**Period of Application**

Applications are available from the booked commencement time. Application must allow appropriate time to setup, clean up and complete restoration to the area/s when completing the Application form.

**Cleaning Requirements**

The area must be left in a clean and tidy condition and upon the hirer’s departure.

Hirer’s are responsible for:

- The provision of, and application of, appropriate protection of all surfaces (including floors and tables) during Hire.
- All cleaning , any equipment, tables, chairs etc. must be wiped down and all residue removed from surfaces – floors, walls and windows (if hired Shire of Kellerberrin equipment)
- The removal of all rubbish and any decorations and/or signage from area/s
- Making sure area/s are left to original plan.

Time for cleaning is included in the booking period and charged accordingly therefore the clearing and cleaning of the area/s is to be conducted immediately following the event unless alternative arrangements have been negotiated and agreed between the Shire and the Hirer. The shire reserves the right to impose an additional waste disposal charge if the garbage is not removed; a cleaning fee if the area/s required cleaning following the hire period.

Any serious damage to the Shires area/s must be reported to the Shire as soon as possible. In the event if Shire staff discovers any damage, the Hirer will be contacted where possible and invited to inspect the damage themselves. The cost of repairs will be invoiced accordingly.

**Your Privacy**

The supply of personal information on forms is voluntary, although failure to include information required may result in processing delays or rejection. The details supplied are not publicly available however the person signing this form is able to access to view or correct any information supplied by requesting same from the Shire of Kellerberrin Office.

**Disclaimer**

As ‘the hirer’ I acknowledge that I have read and understood the terms and conditions for hire of the Shire of Kellerberrin grounds and agree to be bound by them. I agree that failure to comply with all the terms and conditions as stated may result in fees and may jeopardize any future use of the Shire of Kellerberrin grounds.

.....  
Full Name

.....  
Signature

.....  
Date

# Application for Street Stall or Temporary Food Permit

Business/Group		
Name		
Contact Number		
Date/s		
Time	____: ____ am/pm - ____: ____ am/pm	
Location	IGA <input type="checkbox"/> CRC <input type="checkbox"/> Newsagency <input type="checkbox"/> Takeaway <input type="checkbox"/> Other <input type="checkbox"/> _____	
Stall Type	Commercial <input type="checkbox"/> Raffles <input type="checkbox"/> Products ( <i>Not Food</i> ) <input type="checkbox"/> Food <input type="checkbox"/> Amusements <input type="checkbox"/> Not For Profit <input type="checkbox"/> Other <input type="checkbox"/>	
It is an offence under the Food Act 2008 to conduct a temporary food business without approval from the relevant enforcement agency.		
Detailed description of all items to be sold at the stall		
Tick which type of food you will be selling (if applicable)		
<input type="checkbox"/> High to Medium Risk Foods	<input type="checkbox"/> Low Risk Foods	
<ul style="list-style-type: none"> <li>• Raw and cooked meat or foods containing raw or cooked meat eg. Casseroles, curries, lasagne, meat pies, pastries, curry puffs or similar</li> <li>• Dairy products and foods containing dairy products eg. Milk, custard, and dairy based products</li> <li>• Seafood (excluding live seafood) and foods containing seafood</li> <li>• Processed fruits and vegetables eg. Salads and unpasteurised juices</li> <li>• Cooked rice and pasta</li> <li>• Processed foods containing eggs, beans, nuts or other protein-rich foods eg. Quiche and soya bean products</li> <li>• Foods that contain any of the above foods eg. Sandwiches and quiches</li> </ul>	<ul style="list-style-type: none"> <li>• Cake decorating, cakes, biscuits, flour products which do not contain potentially hazardous foods such as cream</li> <li>• Food prepared for farm stay and home stay accommodation</li> <li>• Food prepared for a single fund raising event arranged by a community or charitable group</li> <li>• Pickled onions and vegetables</li> <li>• Jams, chutneys, relishes and sauces that are heat treated by boiling or cooking</li> <li>• Herb vinegars with a pH of less than 4.5</li> <li>• Repackaging of bulk packaged low risk confectionary products</li> </ul>	





## GUIDELINES FOR SAUSAGE SIZZLES

The following food handling practices should be used at sausage sizzles to ensure that food is safe.

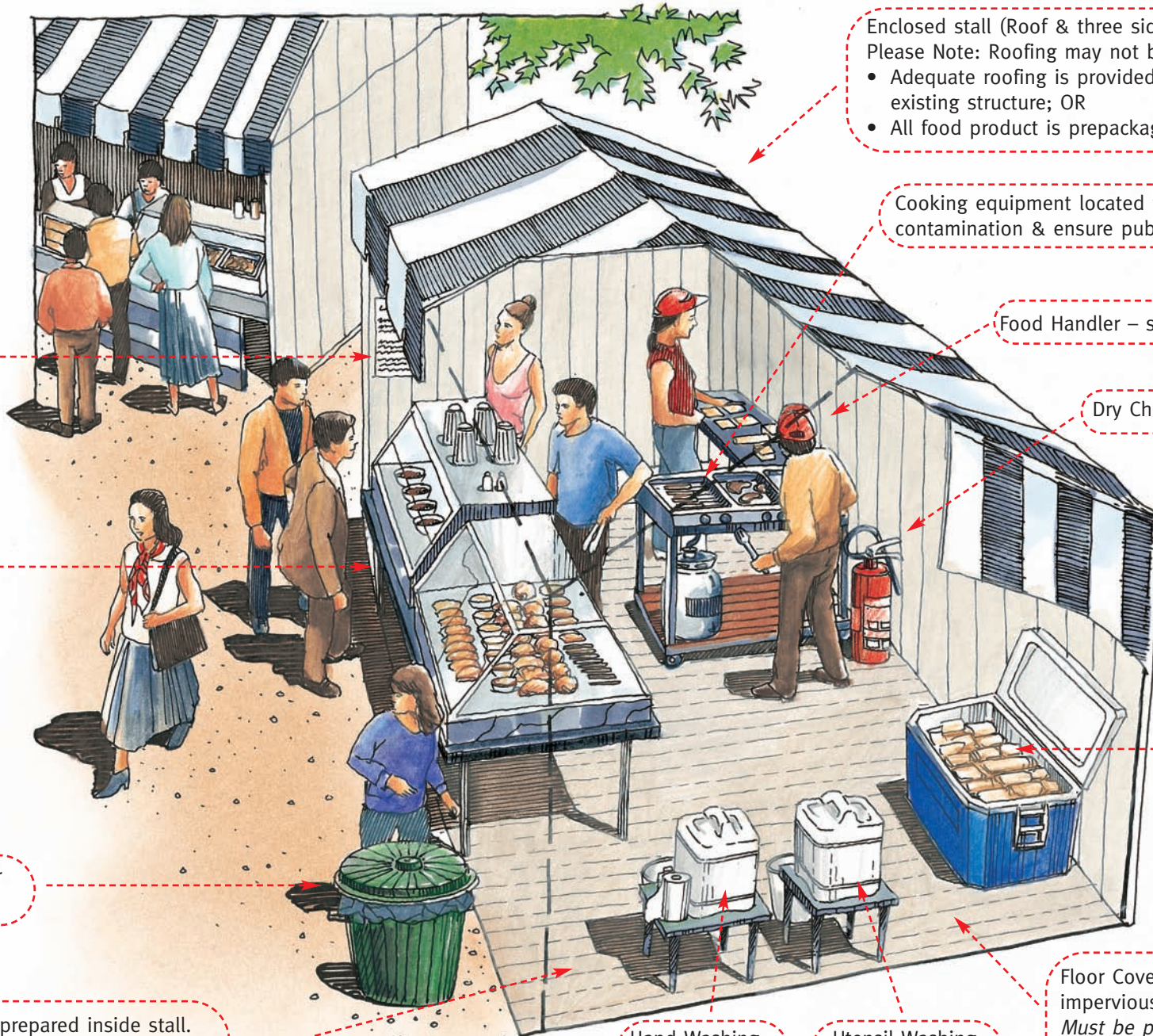
### General

- All food for sale must be prepared hygienically and protected from contamination (dirt, flies etc).
- Tables, trestles etc shall be smooth, impervious to water and easily cleaned.
- Locate the stall tables and BBQ on a hard surface such as footpath, roadway or car park. It is recommended floor matting is used on grass surfaces or on gravel or sandy surfaces to help keep dust to a minimum.
- Food is to be stored at least 450 mm above the ground and covered or in closed containers.
- All cold foods shall be kept below 5oC (esky with ice satisfactory) and hot foods above 60oC until served.
- Keep cooked meat and salads separate from raw meat at all times to prevent contamination.
- Store drinks for sale in separate eskies as they are opened frequently and also to avoid cross contamination.
- Provide hand washing facilities (ie container with tap and a bucket to catch waste water), including liquid soap and disposable paper towels.
- Provide utensil washing facilities ie plastic bowl, detergent and warm water.
- Sufficient personnel to cook and serve food shall be provided. It's suggested one person cooks the sausages and onions, one person handles drinks and money and one person assembles the sausages and buns for customers.
- The barbeque shall be fitted with a drip tray to prevent fat dripping onto the ground.
- Disposable eating and drinking utensils shall be used.
- All condiments such as sauce, mustard etc shall be in squeeze type dispensers or in individual sealed packs.
- All disposable eating utensils shall be pre wrapped or stored in a sealed container prior to distribution to the public.
- All takeaway foods prepared on the stall (e.g. barbecued food) shall be for immediate sale and consumption unless a suitable food warmer or food display, capable of maintaining food at a temperature of at least 60oC (hot food) or below 5oC (cold food).

**For any further queries about food safety please contact Councils Environmental Health Officer Services on (08) 9045 4006 or [shire@kellerberrin.wa.gov.au](mailto:shire@kellerberrin.wa.gov.au)**



# ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals

Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

Food display, Food protection, Taste Testing - see over

Refuse Bin with lid and liner supplied

All food prepared inside stall. No food stored directly on ground. Overall clean condition.

Enclosed stall (Roof & three sides)

Please Note: Roofing may not be required where:

- Adequate roofing is provided when located within an existing structure; OR
- All food product is prepackaged (no taste testing)

Cooking equipment located to protect food from contamination & ensure public safety

Food Handler – see over

Dry Chemical Fire Extinguisher

Temperature Control for potentially hazardous and perishable foods - see over

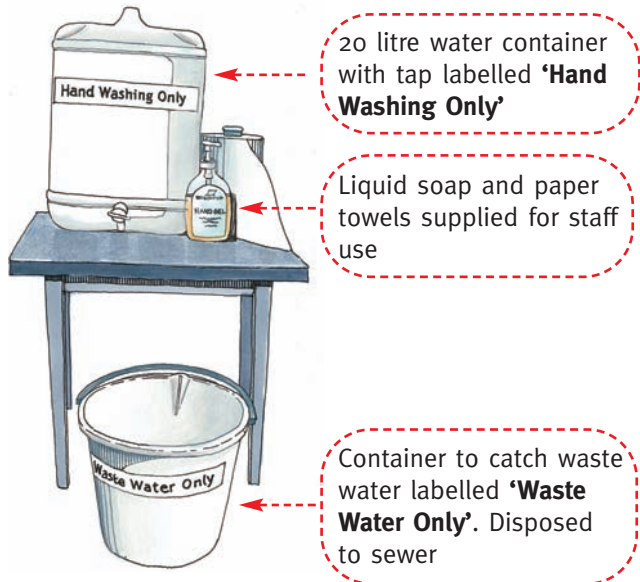
Hand Washing Facility - see over

Utensil Washing Facility - see over

Floor Covering – easy to clean, impervious material. **Please Note:** Must be provided if located on unsealed ground.



## Minimum hand washing facilities



20 litre water container with tap labelled '**Hand Washing Only**'

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled '**Waste Water Only**'. Disposed to sewer

## Minimum utensil washing facilities



20 litre water container with tap labelled '**Utensil Washing Only**'

Hot water and/or sanitiser available for emergency cleaning

Container to catch waste water labelled '**Waste Water Only**'. Disposed to sewer

Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

## Food Handlers



Money and food handled separately

Utensils and gloves used to handle food

Clean person, attire and habits

Hands must be washed whenever hands are likely to contaminate food

No smoking within temporary food stall

No cuts, illness, sores on food handlers

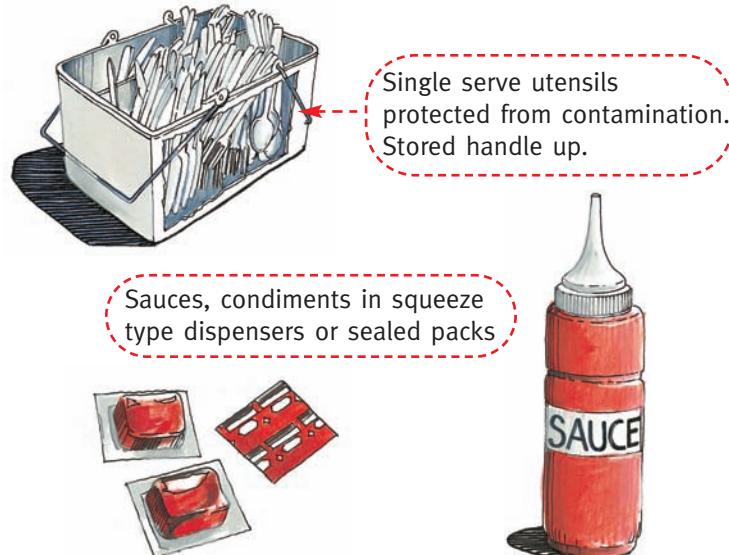
## Food display, food protection, taste testing



Provide appropriate sneeze barrier

Signage must be provided to all taste testing stating '**No double dipping, single serve only**'

## Sauces, condiments and single serve utensils



Single serve utensils protected from contamination. Stored handle up.

Sauces, condiments in squeeze type dispensers or sealed packs

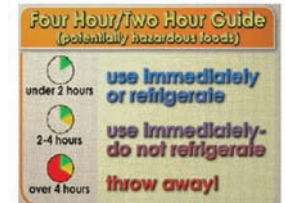
## Temperature control of potentially hazardous food

Cold Food – ensure 5°C or below



Hot Food – ensure 60°C or above

Thermometer in use



For further information on this topic, please contact Shire of Kellerberrin on 08 9045 4006