

WYONG SHIRE COUNCIL TEMPORARY FOOD BUSINESS INFORMATION PACK

Dear Owner / Operator

This information pack is designed to assist you in ensuring certain requirements are met by your temporary food business.

This pack includes:

- Temporary Food Business Application Form,
- Relevant Food Safety requirements and factsheets,
- NSW Food Business Notification Form, and
- Temporary Food Premises Checklist.

Temporary food businesses include food vending vehicles, demountable stalls, stands and the like in the open or in another structure used for the purpose of selling any article of food and any area adjacent thereto.

You will be required to submit the application form to Council to be granted consent to operate and will also be required to make application for an Approval to Operate annually, meet requirements set out in the information sheets, notify the food business to the NSW Food Authority and ensure all components of the Temporary Food Business Checklist are met. The Council's Environmental Health Officer is authorised to enforce this standard and to issue any necessary direction or licence with or without conditions, or cancel any licence.

Temporary Food Businesses that are for fundraising events, that is, events:


- that raise funds solely for community or charitable causes and not for personal financial gain, *and*
- at which all the food sold is not *potentially hazardous* or is to be consumed immediately after thorough cooking

are not required to notify the NSW Food Authority of their Temporary Food Business. These businesses are also exempt from paying the associated fee with the annual Approval to Operate within Wyong Shire Council. These businesses however are still required to complete and return the Approval to Operate form to Wyong Shire Council.

The most important part of temporary food operations is that the food safety practices in Standard 3.2.2 are met for the duration of the businesses operation. Each type of event will have to be assessed separately.

Please ensure all required information is accurate and up to date.

Please do not hesitate to contact our Customer Service Centre on (02) 43505555 for any further information.



Rob Van Hese
Manager Regulation & Compliance

**WYONG SHIRE COUNCIL
TEMPORARY FOOD BUSINESS - APPLICATION FORM**

An application to operate a temporary food business within Wyong Shire Council must be lodged prior to the event to: Wyong Shire Council, PO Box 20 or 16 Hely St, Wyong, NSW, 2259. Applicants or operators who fail to apply for an Approval to Operate prior to the event may be prevented from operating at the event.

APPLICANT DETAILS

Name _____

Address _____

Phone _____ Fax _____

Mobile _____ Email _____

TEMPORARY FOOD BUSINESS DETAILS

Vehicle Make _____ Registration No _____

Address where vehicle is normally garaged or housed if different to above _____

Stall Description _____

NSW Food Authority Food Business Notification Number _____

PROPOSED FOODS FOR HANDLING / SALE

Food item	Off site preparation Yes / No	Cooking Procedures (deep fry, grill, BBQ etc.)	Hot / Cold Holding of PHF

Name of facility for off site preparation _____

Address _____

Food preparation will be done in a: [] Stall (see diagram [] Mobile food prep. Unit (wheeled vehicle)

Describe: Cold holding equipment _____

Hot holding equipment _____

Cooking equipment _____

Reheating equipment _____

If food is transported to site, what is the length of time in transport? _____

How is food to be stored if event runs for more than 1 day? _____

Where will utensils (food handling / eating) be cleaned? _____

A probe food thermometer must be available for use. Thermometers are available from catering suppliers or hardware stores.

Separate hand wash facilities and utensils washing facilities shall be provided within the vehicle / stall. Facilities are to be of sufficient capacity for adequate cleaning of hands and utensils and a supply of hot and cold water shall be immediately available. Hand towels, liquid soap and detergent shall be provided in each vehicle / food stall where washing facilities are required.

CONDITIONS OF CONSENT

* Current Approval to Operate

* Temporary Food Business meets the minimum standards of the NSW Food Act, Food Regulation, Australia New Zealand Food Standards Code – Standard 3.2.3 Food Premises and Equipment and National Code for Food Vending Vehicles and Temporary Food Premises

* All Food Handling is to be conducted in accordance with the NSW Food Act, Food Regulation, Australia New Zealand Food Standards Code – Standard 3.2.2 Food Safety Practices and General Requirements

I have read and understand and will comply with the above requirements

Signature of Applicant _____

Date _____

OFFICE USE ONLY

RC Number: _____ 67

Receipt Number: _____

Customer Service Officer: _____