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Version: 3

FOOD STALL APPLICATION CHARTERS TOWERS TWILIGHT MARKET & FILM FESTIVAL

Stall Details	<input type="checkbox"/> 3m x 3m <input type="checkbox"/> 6m x 3m <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Power required – Please specify type and use (\$5 per lead)	
Public Liability Insurance	Insurance Company	
	Name of Insured	
	Policy Number	
	Expiry Date	
	Amount of Cover (min. \$10 Million)	
	REQUIRED - Copy of policy to be attached to this application	
Declaration	<p>To ensure a diverse range of Food Stalls, Council will be required to approve your application and you will be notified of the decision no later than Wednesday, 29 September 2021. Should your application be approved, payment will be required within five (5) days.</p> <p>I apply for a food stall at the Charters Towers Twilight Market & Film Festival and declare:</p> <p><input type="checkbox"/> that the particulars provided above are correct in every detail;</p> <p><input type="checkbox"/> I have read the Terms and Conditions outlined in Schedule 1 – Terms and Conditions; Schedule 2 – Temporary Food Premises Requirements;</p> <p><input type="checkbox"/> I further understand that by lodging this Registration Form, I accept all of the terms and conditions imposed and understand the requirements and obligations associated with same; and,</p> <p><input type="checkbox"/> I agree to comply with all COVID-19 regulations, as specified by Queensland Government.</p> <p>Applicant/Responsible Person Name</p> <p>Applicant/Responsible Person Signature</p> <p>Date</p>	
Office Use Only		
Date Received:		Receipt No:
Amount: \$		Cashier:
<p>The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the <i>Right to Information Act 2009</i> and <i>Information Privacy Act 2009</i>). This information will be stored on Council's database. The information collected will be retained as required by the <i>Public Records Act 2002</i>.</p>		

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SCHEDULE 1 Terms and Conditions

Stall Sites – General

1. Submission of this application (including acceptance of the terms and conditions) and acceptance by Council does not constitute an approval to participate, unless otherwise advised by Council in writing.
2. The activity is only permitted at the Charters Towers Twilight Market & Film Festival on Saturday, 9 October 2021 during the hours of 3pm - 10pm. Any times or dates outside of this event will require a new permit.
3. A site map depicting your approved location will be emailed to the email address supplied prior to the event date.
4. Your site must be set-up in the allocated position nominated on the site map by 4:45pm. All infrastructure and equipment are to be kept within the boundaries of your site. No spillage onto adjoining sites is permitted.
5. All stallholders must behave in a professional manner.
6. People under the age of 18 years are not permitted to operate a stall unless accompanied by a supervising adult or person over the age of 18 years.
7. Stall holders must be neatly attired and due to safety regulations closed in shoes must be worn at all times.
8. The approval holder must protect the safety of persons who may be involved in, or affected by, the activities authorised.
9. It is not permitted to display 'trade logos' (eg. Holden, Coca Cola, etc.) without prior approval from the Event Coordinator.
10. The event organisers retain the right to enter upon the site of any stallholder at any time and remove any article, sign, picture or printed matter which in the event organiser's opinion is either not eligible for display or considered offensive.
11. Public Liability Insurance – The approval holder must ensure that the insurance policy submitted to Council with the application is maintained for the entire duration of the activity.
12. The approval holder must indemnify and hold harmless the Charters Towers Regional Council, its servants and agents (the indemnified) against any claims, for any personal injury, damage or otherwise howsoever occurring in connection with your participation.
13. Approval holder must acknowledge that they have secured the necessary permits relative to their stall. (e.g. food handlers have a licence etc.)
14. It is the approval holder's responsibility to ensure that they or their staff members have a Blue Card (Working with Children) if necessary.
15. A refund is only available if Council terminates or cancels the event.
16. Charters Towers Regional Council reserves the right to advertise or promote the Stallholder in connection with the Twilight Market & Film Festival and the Stallholder consents to Charters Towers Regional Council taking and using photographs or digital images which may contain images of the Stallholders' produce or image.

Safety

17. The approval holder must ensure that the undertaking of the activity does not create a safety risk.
18. The approval holder must ensure that sufficient room is maintained for pedestrian traffic at all times.
19. Permitted infrastructure is restricted to marquees, tables and chairs. Other infrastructure may be approved by the Event Coordinator.
20. Tables must be of a nature that legs do not protrude outside of the table top permitted so as not to constitute a potential trip hazard.
21. Tent/Marquee ropes and supports, electrical leads or other potential trip hazards of whatsoever nature shall be positioned or clearly defined in such a manner as to avoid a hazard.

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22. Tent/Marquee must be secured with weights – TENT PEGS ARE NOT PERMITTED.
23. The approval holder must ensure that all equipment used is erected and secured safely and in accordance with manufacturer's specifications.
24. The approval holder must keep and maintain all facilities and equipment used in good working order and condition and in a clean and sanitary condition.
25. Stallholders are responsible for the security of their designated site and the security and safety of any property of Council in or around their designated site.
26. The approval holder must promptly rectify any damage or loss of amenity to a local government controlled area or road caused by the undertaking of the approval/stall holder's activity. This includes, but is not limited to, any damage to items such as furniture, equipment, fittings, irrigation, pipes, fauna, flora, lawns and grassed areas.
27. The approval holder is responsible for the removal of all waste generated from their activity.
28. Limited power is available.
29. ALL electrical leads and equipment must be tested and tagged by a qualified electrician.
30. In any instance where an electrician is required to tag any lead or equipment that has not been tagged or has an expired tag, stall holders will be required to pay for such.
31. All equipment and leads must be made available for inspection.
32. No double adapters are to be used (power boards are accepted).
33. Electrical cords and power boards must be kept where they cannot come into contact with liquids and must not pose as a fire or electric shock risk at any level.
34. No gas cylinder with a capacity above 9kg is to be installed in a tent or near a building.
35. Gas cylinder must have no corrosion or damage.
36. Gas cylinder must be within date — the test date, stamped on the base or neck of the cylinder, is valid for 10 years.
37. Appliances are not to be near flammable materials or vapours.

Vehicles

38. Vehicle access for loading and unloading of goods is available only between 3pm and 4:30pm unless a variation is approved by the Event Coordinator.
39. No vehicles are allowed to remain in the Market Precinct after unloading/loading vehicles. The entire Market Precinct is closed to vehicular traffic from 5pm.

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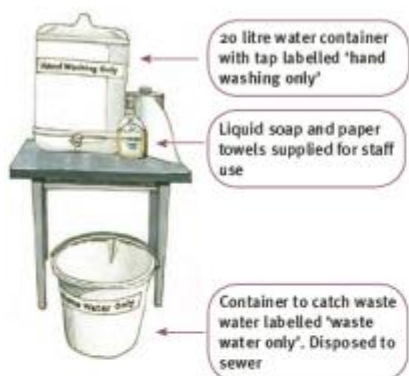
SCHEDULE 2 Temporary Food Premises Requirements	
Structure and Location	<ul style="list-style-type: none"> The stall must consist of sides (walls) and a roof where practical. This will help to protect the food from contamination. The material used should be something that will not absorb grease and is able to be easily cleaned. The floor of the stall should be easy to keep clean. In some instances, if the ground will not pose a risk to food safety, such as concrete or paving, no additional flooring will be necessary. Tables and benches are to have good support and be covered with a material that is easy to keep clean.
Washing Facilities	<ul style="list-style-type: none"> Separate hand washing and utensil washing facilities are to be provided. Set up 2 containers (around 20L by volume) fitted with taps. Label 1 container "Hand Washing Only" and the other "Utensil Washing Only". A suitable tub/bucket is to be positioned beneath the taps to capture all waste water. An adequate supply of single-use paper towel and liquid soap must be provided to the hand washing facilities at all times. An adequate supply of potable hot water is to be provided for the washing and rinsing of cooking and serving utensils. Equipment such as an urn or electrical kettle is suitable. An adequate supply of clean tea towels and detergent must be provided. No liquid waste is to be discharged onto the ground, gutter or any other point. All liquid wastes are to be stored in a container with a lid and marked "Liquid Waste Only". The contents should be disposed of via the sewer, septic system or approved waste contractor, depending on the nature of the waste.
Cooking	<ul style="list-style-type: none"> All heating and cooking equipment (including open grills, barbecues and hot food storage equipment) is to be located within the temporary food stall structure. A suitable dry chemical extinguisher should be placed within the stall, where open flame cooking is carried out. If cooking equipment is located at the front of the stall, provide a sneeze barrier to protect the food. Locate any heating and cooking equipment away from the public (i.e. back of stall) so as not to cause a danger to the public, especially young children.
Temperature Control	<ul style="list-style-type: none"> Potentially hazardous food must be maintained at a temperature of either: <ul style="list-style-type: none"> 5°C or below; 60°C or above; or foods intended to be sold frozen must remain completely frozen. Bain-maries are only to be used to maintain cooked foods at a temperature of at least 60°C. These appliances are not to be used to cook or heat up food. A temperature measuring device – probe type thermometer, which can be inserted into food, is required if food is not going to be cooked and sold for immediate consumption. Sterile alcohol wipes are to be provided and used to sanitise the probe type thermometer, prior to inserting it into food products in order to avoid contamination. Mobile refrigerators/cold rooms may be required to store bulk high-risk foods. Insulated containers such as eskies packed with ice, may be used for storing small amounts of food waiting to be cooked.
Protection of Food	<ul style="list-style-type: none"> All food is to be protected from the likelihood of contamination. Use separate cutting boards for raw and cooked foods (colour or label boards for each purpose). Prepare raw and cooked food in separate areas. All foods must be handled with clean tongs or other suitable equipment. Only disposable eating utensils should be provided. Drinking straws, cups, spoons or other utensils are to be dispensed from suitable enclosed containers that protect the contents from contamination. Condiments and sauces should be in squeeze bottles or individual sealed packs.

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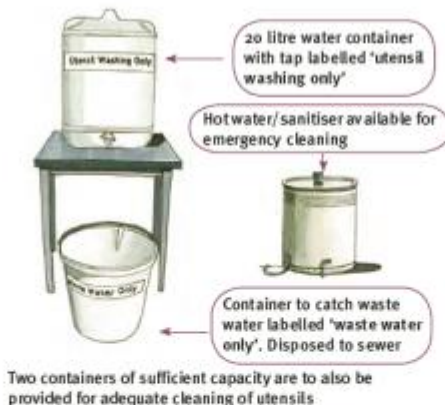
	<ul style="list-style-type: none"> • If possible, provide physical barriers, such as perspex, between the customer and the food display to protect against sneeze. • Clean and sanitise preparation benches and serving areas regularly.
Disposal of Rubbish	<ul style="list-style-type: none"> • A refuse container and bin liner is to be provided within the stall for the storage of waste. An adequate number of refuse bins are to be provided near the stall for use by customers. • Adequate arrangements must be made for the frequent removal of waste generated inside the stall and waste generated by customers.
Personal Hygiene	<ul style="list-style-type: none"> • Food handlers are not to prepare food if they are displaying symptoms that indicate that they may be suffering from an illness. The event organiser must not allow food handlers to engage in food preparation or sale when they are ill. • A food handler must, when engaging in any food handling operation: <ul style="list-style-type: none"> a) ensure that his or her body, anything from his or her body and anything he or she is wearing does not contaminate food or surfaces likely to come into contact with food; b) prevent unnecessary contact with ready-to-eat food; c) ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food that is being conducted; d) only use on exposed parts of his or her body, bandages and dressings that are completely covered with a waterproof covering; e) not eat over unprotected food or surfaces likely to come into contact with food; f) not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food; and, g) not spit, smoke or use tobacco or similar preparations in areas in which food is handled. • A food handler must wash his or her hands as per below: <ul style="list-style-type: none"> a) whenever his or her hands are likely to be a source of contamination of food; b) immediately before working with ready-to-eat food after handling raw food; c) immediately after using the toilet; d) before commencing or re-commencing handling food (e.g. after handling money); e) immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and, f) after touching his or her hair, scalp or any part of the body. • A food handler must, whenever they wash their hands: <ul style="list-style-type: none"> g) thoroughly clean their hands using soap or other effective means, and warm running water; and h) thoroughly dry their hands on a single use paper towel and dispose of the used paper towel appropriately. • No pets or animals are permitted in the food handling area at any time.
Labelling	<ul style="list-style-type: none"> • Under the Australian New Zealand Food Authority (ANZFA), all packaged food must be labelled. Exemptions apply to: <ul style="list-style-type: none"> a) unpackaged food; b) whole or fresh cut fruit and vegetables; c) food sold at fundraising events; d) food packaged in the presence of the purchaser; e) food made and packed on the premises from which it is sold. • Although these exemptions apply, the food handler must be able to inform the customer of the contents of the food either verbally or in writing if requested.

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Minimum hand washing facilities



Minimum utensil washing facilities



Food handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL

