|  |  |
| --- | --- |
| **Application Type** |  [ ]  One-off event  [ ]  Re-occurring event  [ ]  Not-For-Profit Re-occurring event (occurring more than 12 times per year) |
| **Applicant/ Responsible Person Details** | Corporation/Incorporated Association Name |  |
| ACN/ABN |  |
| Full Name(s) |  |
| Position |  |
| Postal address |  |
|  |
| Telephone | Home |  | Mobile |  |
| Email |  |
| **Business Details (Must be registered with the Australian Securities and Investment Commission)** | Business Trading Name |  |
| Street Address |  |
|  |
| Postal Address  |  |
| [ ]  As above |
| Telephone | Home |  | Mobile |  |
| Email |  |
| **What event/s do you intend to trade at?** | Include location, frequency and/or dates, if known: |
|  |
|  |
|  |
|  |
|  |
|  |
| **Not-for-Profit Status Declaration (if applicable)** | I and/or we declare that the Applicant and/or business trading name mentioned above is a community organisation which:[ ]  Is locally managed, and [ ]  Places their profits back into the community (a not-for-profit organisation), and[ ]  I have included a Certificate of Incorporation, or[ ]  Other supporting information in support of this declaration. Applicant(s) signature …………………………..…………… Date …………………………….. |
| **Food Design and Details** | List all types of food that will be sold (all food must be prepared at the stall or a licenced kitchen). |  |
|  |
|  |
|  |
| Where will your ingredients be sourced? (all ingredients must be sourced from a suitable provider). |  |
|  |
|  |
|  |
| Describe the roof and/or ceiling including construction materials, how it is secured and how all food is under cover. |  |
|  |
|  |
|  |
| Describe the including the number of sides, construction materials and how they are secured. |  |
|  |
|  |
|  |
| Describe the flooring including what area does it cover, construction materials and how it is secured. |  |
|  |
| [ ]  Floor plan attached [ ]  Technical reports, brochures or photos attached |
| Specify all cooking equipment and kitchen appliances that you will be using to prepare and store your food. |  |
|  |
|  |
| What temperature measuring devices apply? | [ ]  Readily available at all times [ ]  Accurately measures temperature to +/- 1°C[ ]  Digital display |
| Describe how your food will be stored during transportation? | [ ]  Refrigerated vehicle [ ]  Cooler-box and/or esky[ ]  Enclosed containers[ ]  Other (please list) |
| Describe your dry food storage facilities  | [ ]  Cupboard[ ]  Sealed plastic containers[ ]  Other (please list) |
| How will food be kept hot? (above 60°) | [ ]  Food to be served immediately following cooking[ ]  Heated cabinet[ ]  Bain Marie[ ]  Not applicable  |
| How will food be kept cold? (below 5°) | [ ]  Cooler-box and/or esky[ ]  Refrigerator and/or Cold Room[ ]  Not applicable |
| How will equipment be washed? | [ ]  Hot water, detergent & sanitiser (to be used after washing)[ ]  Bowl/bucket[ ]  Sink[ ]  Not applicable  |
| How will hands be washed? | [ ]  Handwashing sink (must be easily accessible)[ ]  Water container with tap (must be easily accessible and at  least 1 metre off the ground)[ ]  Liquid soap and paper towels[ ]  Container for catching wastewater |
| How will you dispose of your wastewater? | [ ]  To sewer[ ]  Designated disposal site |
| How will you store and dispose of your solid waste? | [ ]  Bin with lid[ ]  Council waste bin[ ]  Other (please specify) |
| **Other comments regarding layout and food handling procedures** |  |
|  |
|  |
|  |
| **Suitability of Person to Hold a Licence** | Skills and knowledge of Applicants to sell safe food: |
|  |
|  |
| [ ]  Attach additional information where necessary  |
| Have any of the Applicants been convicted for a breach of any food legislation? [ ]  No [ ]  Yes If Yes, please attach details |
| Have any of the Applicants previously held a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law that was suspended or cancelled?[ ]  No [ ]  Yes If Yes, please attach details |
| Have any of the Applicants been refused a licence under the *Food Act 2006*, the *Food Act 1981* or a corresponding law?[ ]  No [ ]  Yes If Yes, please attach details |
| **Food Safety Supervisor Details**  | Name |  |
| Address |  |
| Telephone |  |
| **Declaration**  | I submit this application with the relevant fee and supporting documentation as required. I understand that it is an offence under Sections 267 and 268 of the *Food Act 2006* to provide false or misleading information or documents. If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.Applicant(s) signature …………………………..…………… Date …………………………….. |