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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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: | | | | | | |
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| **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). |  | | | | | |
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| Where will your ingredients be sourced? (all ingredients must be sourced from a suitable provider). |  | | | | | |
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| Describe the roof and/or ceiling including construction materials, how it is secured and how all food is under cover. |  | | | | | |
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| Describe the including the number of sides, construction materials and how they are secured. |  | | | | | |
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| Describe the flooring including what area does it cover, construction materials and how it is secured. |  | | | | | |
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| 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. |  | | | | | |
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| 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** |  | | | | | | |
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| **Suitability of Person to Hold a Licence** | Skills and knowledge of Applicants to sell safe food: | | | | | | |
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| 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 …………………………….. | | | | | | |