



Temporary Food Premise Information Sheet

To be returned to Upper Lachlan Shire Council

Name of Operator:

Address:

Phone: Mobile: Email:

Trading As:

Business Address:

Main purpose of business:

Nominated Food Safety Supervisor: Certificate #:

(Food Safety Supervisor is not required if the operator is a Not-for-Profit organization only)

1. Information which MUST be attached to this form for EACH temporary food premise:

- A floor plan indicating the layout of the temporary food premise (photos may be submitted).
- A copy of the Certificate of Currency for the Public Liability Insurance for the food premise.
- NAFSIS registration details of the food premise – This process can be completed if the food premise has not registered previously at: <http://www.foodnotify.nsw.gov.au/index.cfm?action=home>
- A menu indicating the full range of food to be provided.

2. Indicate which of the following food you sell directly or will be using as ingredients:

- | | |
|---|--|
| <input type="checkbox"/> Milk/milk products | <input type="checkbox"/> Raw meat |
| <input type="checkbox"/> Poultry | <input type="checkbox"/> Ice cream |
| <input type="checkbox"/> Salads/rice dishes | <input type="checkbox"/> Shellfish |
| <input type="checkbox"/> Egg products | <input type="checkbox"/> Cooked meat |
| <input type="checkbox"/> Fish/fish products | <input type="checkbox"/> Other (specify) |

3. Type of operation:

- Stall Mobile unit Stand Tent/marquee Other (specify)

4. Indicate the type of facilities to be provided on site:

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5. Indicate the power source:

.....

6. Is the food to be prepared or stored in premises other than the temporary food premise or vehicle:

If yes, please state the address

.....

7. Will food be delivered to the site by a separate supplier:

If yes, what arrangements will be made for the receipt of those goods

.....

Vendors Name:

Signature:

Date:



Temporary food premise checklist

This checklist is designed to assist operators in the set up and operation of a temporary food premise

Type of food product sold:	Completed
Pre-package food product only (not taste test)	
Unpackaged food product (include taste testing)	
Structure	
Enclosed stall (roof and three sides) – easy to clean, impervious material eg vinyl sheeting. Note: Roofing may not be required where: <ul style="list-style-type: none"> Adequate roofing is provided when located within an existing structure; or All food product is pre-packaged (no taste testing) 	
Barrier between stall and public	
Floor covering – easy to clean, impervious material eg vinyl sheeting. Note: Must be provided if located on unsealed ground.	
Cooking equipment located to protect food from contamination	
Dry chemical fire extinguisher	
Temperature Control:	
Temperature control for potentially hazardous and perishable foods Cold food must be kept at 5°C or less Hot food must be kept at 60°C or higher	
Thermometer in use	
Strongly recommended for temperature records to be kept	
Temperature control during transport	
Storage:	
Separate raw and cooked foods	
Food covered	
No food is to be stored directly on the ground. (sealed or unsealed)	
Preparation	
Time taken to prepare food at the stall kept to a minimum i.e. within 2 hours	
All food prepared inside stall	
Raw and cooked food prepared separately	
Food protected by a physical barrier	
All food prepared on tables within approved surfaces	
Serving	
Money and food handled separately	
Tongs, spoons, spatulas, gloves used to handle food	
Disposable eating and drinking utensils used and enclosed in suitable dispensers to protect from contamination	
Sauces, condiments are in squeeze type dispensers or sealed packs	
Single serve utensils	
Signs stating <i>'No double dipping, single serve only'</i>	
Personal Hygiene:	
Clean person, attire and habits	
No smoking in food stalls	
No cuts, illness or sores on food handlers	
20 litre water container with tap labelled <i>'hand washing only'</i> and bucket to catch water	
Liquid soap and paper towels supplied for staff use	
General Cleaning:	
Walls, floors, ceilings are clean	
Utensils and equipment cleaned and sanitised daily	
Hot water and/or sanitiser available for emergency cleaning	
20 litre water container with a tap labelled <i>'Utensils washing only'</i> and bucket to catch water	
Two (2) dishes of sufficient capacity for adequate cleaning utensils	
Overall stall clean	
Waste Management:	
Refuse bins with lid and liner supplied	
Waste water stored in container labelled <i>'waste water only'</i>	
Waste water disposed into sewer under a trade waste approval, refer to Trade Waste guide	
Waste oil stored and disposed of correctly	