

## Notification of a Food Stall

- For stalls trading in food once per year  For stalls giving away food for free  
 For stalls trading in food for fundraising

What you are fundraising for? .....

**Notifications must be received at least five (5) working days before the event.**

Name of event (if applicable) .....

Person / organisation operating food stall .....

Name of person in charge .....

Postal address .....

Email ..... Phone .....

Date(s) food stall to operate .....

Hours of operation (start and finish time) .....

Location of food stall .....

**1 Foods to be sold** Please list type/s of food that you will be selling (state if pre-packaged).

.....  
.....

**2 Location of food storage and pre-preparation of food** Please give details on where food will be stored and prepared (e.g. Address, name of premises).

.....  
.....

**3 Transportation of food prior to delivery to site** Please give details on how food will be transported to site (e.g. Refrigerated, insulated containers or not holding equipment).

.....  
.....

**4 Storage of food and equipment at site-equipment** Please give details on how food will be stored at the site. You need to ensure you have enough hot holding or cold holding facilities for the quantity of food you are selling (e.g. Fridges, chilly bins, baine maries, microwaves).

.....  
.....

**5 Cooking of food at site** Please give details on how food will be cooked at the site. You need to ensure you have adequate cooking facilities for the food you are selling.

.....  
.....

**6 Food protection** Please indicate whether the stall will be screened and how food will be protected (eg. Gazebo).

.....  
.....

**7 Cleaning** Please indicate below where food utensils, appliances and equipment will be cleaned.

.....  
.....

**8 Hand washing and toilet facilities at site** What facilities are to be provided at the stall for hand washing and what arrangements have been made for use of facilities at the event?

.....  
.....

## Pre-event preparation and set up

Please tick each box that is appropriate to indicate that you have agreed to follow this checklist

- Food must be prepared as close as possible to the time of the event. If prepared the night before, all readily perishable food must be refrigerated. (Please note, food may only be reheated once. Any reheated food not sold on the day must be disposed of.)
- Food must be transported and stored on site in covered containers and cold-stored in a refrigerator or chilly bin at a temperature less than 5°C, or hot hold above 60°C.
- Food must be stored at least 450mm above the ground.
- For public safety, any cooking unit must not be facing the public or be accessible to the public. Stall holders utilising open fires (e.g. BBQ's) must have access to a fire extinguisher or fire blanket. LPG cylinders are to be properly secured, stored in an open area and all connection hoses must be in good repair.
- There must be some form of ground covering under the cooking and serving area (such as a polythene sheet etc.).

## During the event

- Cooking and hot or cold holding equipment will be adequate for the quantity of food being cooked/sold (e.g. no small single burners underneath very large pots).
- Actual preparation of food at the event, as distinct from cooking of food, must be kept to a minimum.
- People handling food must wear appropriate protective clothing to protect the food from contamination by their ordinary clothes and/or hair.
- People handling food must take care to regularly wash their hands. Keep a good supply of protective gloves available.
- People preparing and cooking food should not handle money.
- Cooked food, or vegetables eaten raw (lettuce, grated carrot etc.) must not come into contact with raw meats or any surfaces or utensils used to prepare raw meats.
- Ensure all hot food is placed in a food warmer after cooking, or served immediately. Keep readily perishable food hot (above 60°C) or cold (at 5°C or less). A thermometer will be useful to verify temperatures.
- Only single service containers are permitted (plates, cutlery etc.)
- Stall holders are required to have ready access to toilets (with wash hand basins), which are located in close proximity to their stall.
- Stall holders selling medium to high risk foods are required to have a continuous supply of hot water for the washing of hands and cleaning of utensils at the stall site. All waste effluent water must be collected in a suitable container for disposal in a sewer drainage system.
- Stall holders operating a sausage sizzle or selling pre-packaged low risk foods are required to use disposable gloves (which are change regularly) and an alcohol-based hand sanitiser.
- All rubbish generated by the activities at the cooking area and at the venue in general must be kept tidily in bins with lids and collected and removed from the site at the end of the day.
- I have read and understood this checklist. I am aware that if these are not followed, my stall may be closed down.**

Signed ..... Date .....

Name .....

Food on display must be temperature controlled  
(either below 4°C or above 60°C)

Enclosed stall  
(roof and three sides)

Temperature control for potentially  
hazardous and perishable foods

Display of current  
Certificate of Hygiene  
or Temporary Food  
Stall Certificate

Food handler

Cooking equipment  
located to protect  
food from  
contamination and  
ensure public  
safety

Food display,  
food  
protection,  
taste testing

LPG cylinders  
stored  
externally and  
secured

Refuse bin with  
liner supplied

Dry chemical fire  
extinguisher

Utensil and hand washing facility

