



Spring Fair 2010

Food Stall Application Package

Please find attached a blank "Application to Sell Food at Spring Fair" form for 2010, a copy of the City of Cockburn's "Guidelines for Temporary Food Premises" and a diagram of the Minimum Standards for the Operation of a Temporary Food Stall.

In particular, please note the following requirements:

1. Proprietors of food vehicles must provide the following information:

-A copy of the food business Registration Certificate with local government to show their vehicle has been registered in accordance with the *Food Act (WA) 2008*

-A copy of documentation to show that their vehicle has been inspected in the last 12 months by an Environmental Health Officer (from any local government).

-A copy of the vehicle licence registration documentation.

-Public liability and workers compensation insurance must be provided to or arranged with Cockburn Rotary.

2. All food stalls must comply with the requirements contained within the attached Guidelines and diagram. In particular:

-The stall must be constructed of cleanable materials, and have a floor, roof and 3 sides.

-Hand washing facilities (including liquid soap and paper towels) and washing up facilities must be available, and provided with running water.

-Suitable storage equipment must be provided for cold and hot foods. A thermometer must be available on site to monitor these temperatures.

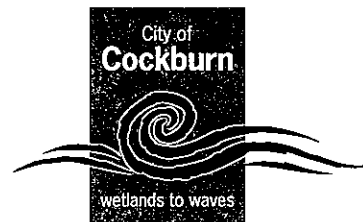
3. Packaged food products that are offered for sale from commercial vendors must have labelling fully compliant with the Australia New Zealand Food Standards Code.

4. Food Stalls that are not fundraising for charities or community groups must pay an administrative fee of \$14.50 per stall. Where food stalls or vehicles are found to be non-compliant with the attached guidelines and diagram, and cannot be rectified before the event, no sale of food will be permitted.

5. All applications must be submitted to the City of Cockburn Health Services prior to 8 October 2010. Applications received after this date will not be processed.

Queries can be directed to the City's Health Services on 9411 3446 or via email to rbiddiscombe@cockburn.wa.gov.au





APPLICATION TO SELL FOOD AT ROTARY SPRING FAIR – 31 OCTOBER 2010

A Temporary Food Premises application should include all supporting information as required, and be lodged prior to 8 October 2010, or approval may be delayed.

Details of Food Premises:	
Name of food premises/vehicle:	
Event:	
Date:	Time:
Street Address:	
Suburb:	Post Code:
Do you have the land owner's permission to operate at this site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Temporary Food Premises:	
<input type="checkbox"/> Temporary Food Stall	<input type="checkbox"/> Approved Food Vehicle <i>A copy of the local authority approval document must be attached</i>
Public Liability Insurance <i>A copy of the current cover note must be attached</i> <input type="checkbox"/> Yes	

Applicant's Details:		
Applicant's Name:		
Applicant's Position:		
Mail Address:	Street Address:	
	Suburb:	Post Code
Phone:	Mob:	Fax:
Email		
Organisation:	ABN (if applicable):	

Details of Proposed Food Handling Activity:
List of all food and drink products to be sold:
Does the food require preparation or handling <u>prior</u> to the event?
<input type="checkbox"/> No , all food is obtained from an approved food business, in a prepared form ready for use.
<input type="checkbox"/> Yes , the food is prepared within an approved commercial or residential kitchen. <ul style="list-style-type: none"> ▪ Name of food business: ▪ Where you live outside the City of Cockburn, a copy of the local authority Food Premises approval must be attached.
<input type="checkbox"/> Yes , the food is prepared in my residential kitchen, but I do <u>not</u> have an existing approval under the Food Act 2008. <ul style="list-style-type: none"> ▪ Applications will not be accepted without an existing approval or unless submitted by an exempt food business (see Fees box over page)

Details of Temporary Food Stall

Please tick to confirm whether the proposed stall has the following facilities:

- a roof, three walls, cleanable impervious floor (if on unsealed ground).
- a dedicated dishwashing facility with detergent and sanitiser**
- a hand washing facility with running water, soap, single use hand towels**

**** A large container of sufficient volume must be provided to catch waste water after each use and store for appropriate disposal.**

- Cooking appliance(s)
- Hot display:
- Refrigerated storage
- display
- Other:

Number of Staff (total):		Number of Staff handling food:	
Power supply:	<input type="checkbox"/> Self contained	<input type="checkbox"/> External (please specify)	
Water supply:	<input type="checkbox"/> Self contained	<input type="checkbox"/> External (please specify)	
Waste water disposal:	<input type="checkbox"/> Self contained	<input type="checkbox"/> External (please specify)	

Temporary Food Premises Fee Options

<input type="checkbox"/> Are you a commercial operator?	Daily event fee	\$14.50	Paid <input type="checkbox"/>
<input type="checkbox"/> Are you an exempted food business?		NO CHARGE	
<i>Exempt - a community or charitable fund raising activity, selling either low risk, shelf stable food; or selling food which is thoroughly cooked onsite for immediate consumption.</i>			
Name of community or charitable organisation:			

Declaration:

I, the applicant, declare that:

- this application form is accompanied by the required fee;
- I have attached all required Approval and Public Liability Insurance documentation; and
- the information contained in this application is true and correct in every particular.

Signature of applicant: _____

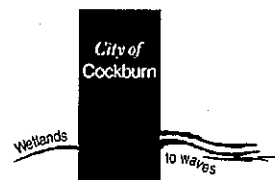
In the case of a company, the signing officer must state position in the company

Date: _____

PLEASE NOTE THAT SUBMITTING THIS APPLICATION DOES NOT AUTOMATICALLY RESULT IN AN APPROVAL.



CITY OF COCKBURN HEALTH SERVICES GUIDELINES FOR TEMPORARY FOOD PREMISES



Fundraising events such as fairs, fetes and sausage sizzles are a feature of our community's lifestyle. Providing food for sale to the public at these events attracts an important responsibility for the provider to ensure that the food is safe and suitable.



- **Before your event**, approval must be obtained from the City of Cockburn's Health Service for the sale of food to the public. An "**Application to Sell Food From a Temporary Food Premises**" must be submitted for each food stall *at least 3 weeks prior to the event*. Food Vehicles must have a current Registration Certificate.

- **Administration fees** apply to commercial operators applying to sell food from a temporary food premises. No fees apply to charitable and fundraising stalls.

In the event of the permit being withdrawn or a food stall being found operating without the appropriate approvals, all food handling in the premises must cease immediately.

An approval to operate a food stall is subject to compliance with all of the following key food safety principles and practices. These requirements are necessary to ensure the safety and suitability of food sold to the public from temporary food stalls.

OPERATING YOUR TEMPORARY FOOD PREMISES

- **Personal Cleanliness is Extremely Important for Food Handlers.** Everyone involved in food preparation for the stall must:-
 - ✓ Practice excellent personal hygiene and be free from symptoms of infectious disease (symptoms may include nausea, vomiting or diarrhoea);
 - ✓ Ensure that any boils, infected wounds or sores are covered using a coloured, waterproof bandage or dressing and disposable gloves;
 - ✓ Wear clean, washable protective clothing (ie uniform, aprons);
 - ✓ Have hair adequately covered (ie hat, net cap, scarf);
 - ✓ Wear disposable gloves or use utensils for food handling where practical, and avoid direct contact with food or food contact surfaces;
 - ✓ Separate money and food handling activities to minimise the risk of contamination;
 - ✓ Be provided access to and make use of a suitable hand wash facility, soap and disposable hand towels as well as an approved sanitary facility. *Soap, single use hand towels and water must be used each time hands are washed.*



New Skills and Knowledge Requirements have been introduced for commercial operators. Chapter 3 of the *Australia New Zealand Food Standards Code*, the *Food Safety Standards*, requires all food handlers to possess the necessary skills and knowledge commensurate with the duties they carry out in order to provide safe food. It is each food handler's responsibility to ensure that they are familiar with and understand their obligations.

"A food handler must... take all practicable measures to 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."

Clause 15(1), Standard 3.2.2, Food Safety Standards



Stall Structure must comply with the following minimal requirements.

- ✓ **Stalls are to consist of a roof and three sides**, and be of adequate size for the food handling activities.
- ✓ The stall and components are to be kept in a **clean, sound condition** and constructed of readily cleanable materials.
- ✓ The **floor surfacing** is to extend beneath any tables or large appliances and of **readily cleanable substance** such as concrete, brick paving, duckboard, tarpaulins, vinyl or heavy duty plastic.
- ✓ Food stalls should be **no closer than 15m from animal enclosures or activities** such as camel or pony rides.

■ **Suitable Stall Facilities and Equipment** must be provided.

- ✓ **All preparation benches are to be smooth and impervious;**
- ✓ **Sufficient food handling/serving equipment** is to be provided for the activity, and may include items such as refrigerators, freezers, cookers or bain-maries necessary to ensure the correct storage and handling temperatures.
- ✓ **An adequate power supply for cooking** is to be provided where necessary.



- ✓ **All gas and electrical installations** are to be installed in compliance with the relevant legislative requirements and the City's Health Services Section is to be provided a Certificate of Compliance from a suitably qualified tradesman, prior to the event commencing.
- ✓ Where the stall will be operating in the hours of darkness, **artificial lighting** fitted with **suitable protective covers** is to be provided.
- ✓ **Warnings or Safety** barricades around cooking equipment to prevent the public coming into contact with hot surfaces should be used. The stall walls should be protected from heat, flame and splashing from hot substances. All power cables are to be raised off the ground or otherwise arranged to eliminate trip hazards and protect cables against damage.
- ✓ At least one **4.5 kg B (E) dry chemical powder extinguisher** should be located within the cooking area, between 100 and 1200 mm above the floor.



Cross Contamination: the process by which food poisoning bacteria are transported from hands, utensils or raw foods to ready to eat foods.



- **Protecting Food From Contamination** is an important consideration where food is being handled, cooked or otherwise prepared for sale to the public outside of an approved food premises.
- ✓ **All food is to be adequately protected** from dust, flies, sunlight, human breath or touch. Food is to be stored above the ground and stored in sealed, impervious containers.
- ✓ **All sauces are to be served in squeeze type dispensers or individually sealed packs.**
- ✓ Only **disposable eating utensils** are to be used. The utensils shall be wrapped in paper napkins, cellophane bags or similar prior to distribution to the public and stored so as to prevent any contamination from dust, flies etc.
- ✓ Tea, coffee, cordial and other **beverages shall be dispensed** from an enclosed or lidded receptacle equipped **with a tap or spout.**
- ✓ **Raw and cooked food must always be stored and handled separately to prevent cross contamination.** Using separate utensils for raw and cooked foods will also assist to avoid cross contamination.
- ✓ **Unless otherwise approved, food must be delivered in an approved food handling vehicle or container.** The delivery of unprotected food in private vehicles is not permitted under the *Food Safety Standards*.
- ✓ Refuse receptacles suitable to the activity are to be provided within and in conjunction with each stall.
- ✓ The public must not be permitted to serve themselves unprotected food.

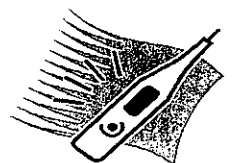


Potentially Hazardous Foods are foods that are capable of supporting food poisoning organisms and include raw or cooked meat and poultry, cooked rice and pasta, egg and dairy products.

- **Separate Hand Washing and Utensil Washing Facilities** must be provided.
- ✓ **Dish washing facilities** should consist of a plastic dish of sufficient capacity for washing utensils.
- ✓ **Separate hand washing facilities** consisting of a plastic dish with an container of **running water** are to be provided. **Disposable hand towels** and liquid **soap** are to be provided.
- ✓ All wastewater must be disposed of to an approved sewage disposal system.

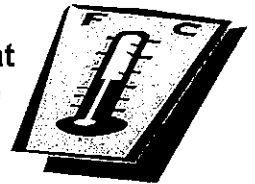


All food stalls are to have an approved digital thermometer onsite to monitor the temperature of cold and hot foods.



■ **Maintaining Safe Temperatures is Essential in Providing Safe Food.**

- ✓ All foods cooked at the stall shall be sold for immediate sale and consumption, unless otherwise approved. Where such an approval is granted, a suitable food display capable of maintaining the food at a temperature of at least 60°C (hot foods), or below 5°C (cold foods), must be provided.
- ✓ All raw and perishable foods such as steaks, hamburger patties, frankfurts, etc, shall be stored under refrigeration or where specifically approved, in a portable cooler together with an adequate supply of ice.
- ✓ No cooking, other than "traditional" barbecue and "spit roast", is permitted in temporary food stalls. The sale of pre-cooked chicken, pre-cooked chicken pieces or pre-cooked rice is not permitted.
- ✓ Where specific approval has been granted for food to be prepared at an approved premises prior to the event for later sale from the stall, the food is to be reheated on a stove or in a microwave oven to a temperature in excess of 60°C, and held at no less than 60°C during display.
- ✓ Pre-prepared food products or pre-cooked food consisting wholly or in part of fresh cream, custard, trifle, or any similar **potentially hazardous foods** shall not be sold from any one or two day food stall, unless refrigerated.



■ **Labelling Packaged Foods** is a good idea. While food sold at charitable events is not required by law to be labelled, information must be available to potential purchasers regarding ingredients to identify potential allergens. Providing ingredients lists on the food can avoid any confusion. Food stalls are required to advise prospective purchasers where foods contain the following potential allergens:

- gluten (found in wheat, rye, barley, oats and spelt)
- fish, fish products, shellfish or shellfish products;
- milk and milk products;
- egg and egg products;
- soya beans and products;
- peanuts and peanut products;
- sesame seeds and sesame products;
- other nuts and their products; sulphites (a preservative);
- royal jelly, bee pollen or propolis



Blueberry Jam

Ingredients: Sugar, blueberries, water

made for

Smith St Primary School

Best Before 1 Jan 04

■ **Need More Information ?**



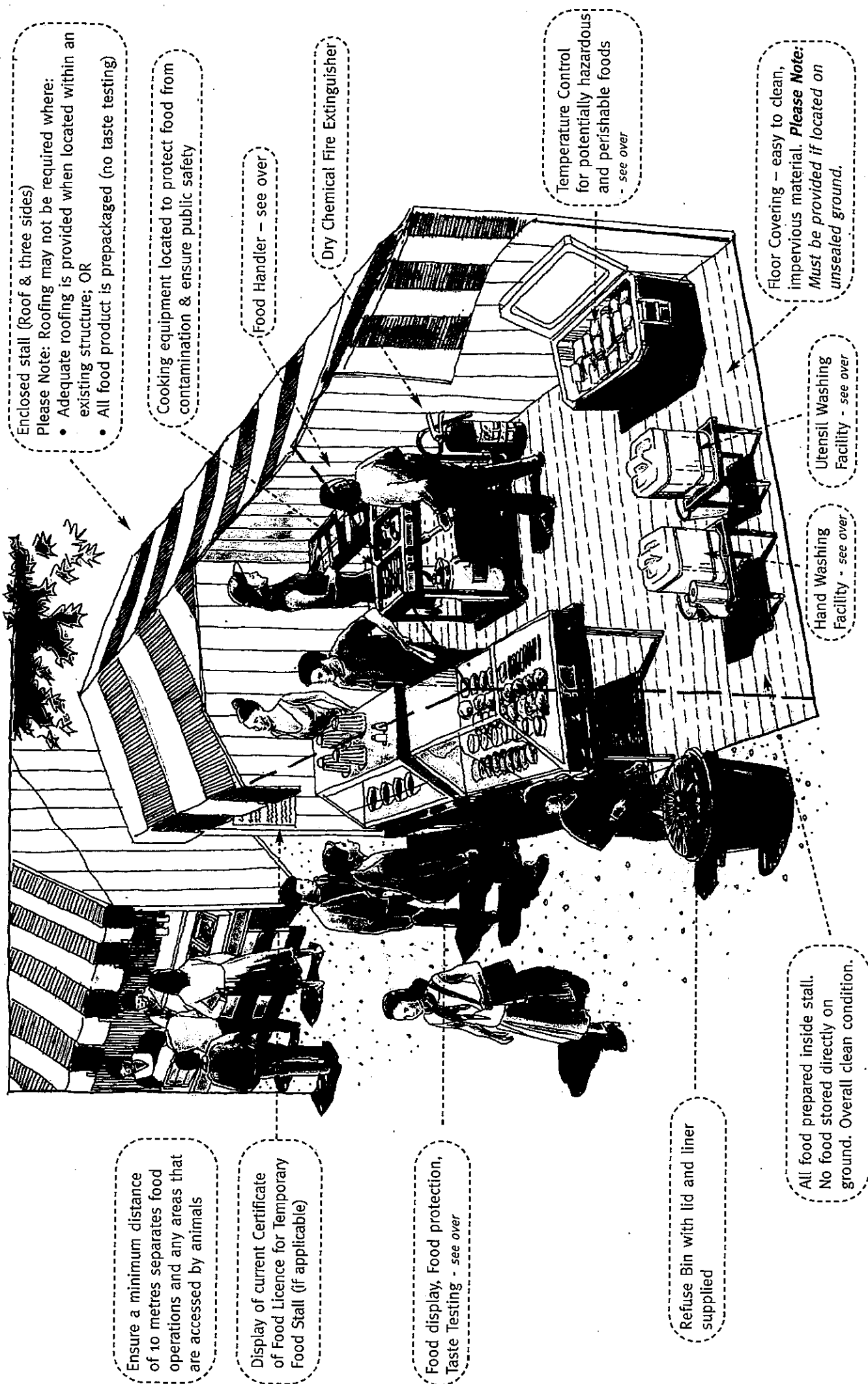
- There is also information available from both the Department of Health (WA) and Food Standards Australia New Zealand regarding food safety obligations at community events. These may be obtained via the Food Standards Australia New Zealand website at www.foodstandards.gov.au and also the Department of Health website <http://www.health.wa.gov.au/envirohealth>

FOR FURTHER INFORMATION: PLEASE CONTACT THE CITY'S HEALTH SERVICE ON 9411 3589.

Disclaimer: This document is a guide only. It is not a legal document, for full details refer to the Health Act 1911, the Food Act (WA) 2008, the Australia New Zealand Food Standards Code, the City of Cockburn Health Local Laws 2000 and the City of Cockburn (Local Government Act)

Local Laws 2000

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Enclosed stall (Roof & three sides)
 Please Note: Roofing may not be required where:
 • Adequate roofing is provided when located within an existing structure; OR
 • All food product is prepackaged (no taste testing)

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

Food Handler – see over

Dry Chemical Fire Extinguisher

Temperature Control for potentially hazardous and perishable foods - see over

Floor Covering – easy to clean, impervious material. **Please Note:** Must be provided if located on unsealed ground.

Utensil Washing Facility - see over

Hand Washing Facility - see over

Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals

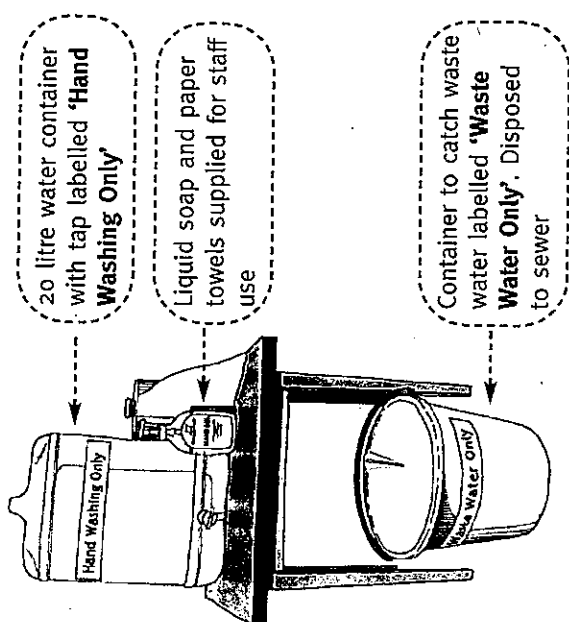
Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

Food display, Food protection, Taste Testing - see over

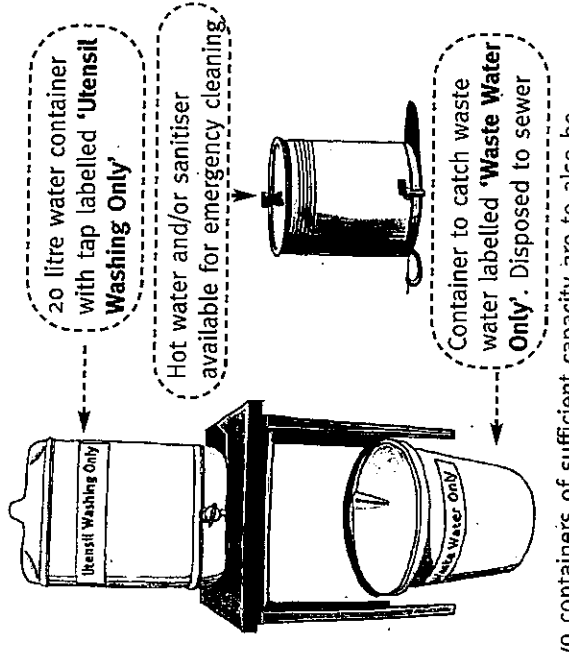
Refuse Bin with lid and liner supplied

All food prepared inside stall. No food stored directly on ground. Overall clean condition.

Minimum hand washing facilities

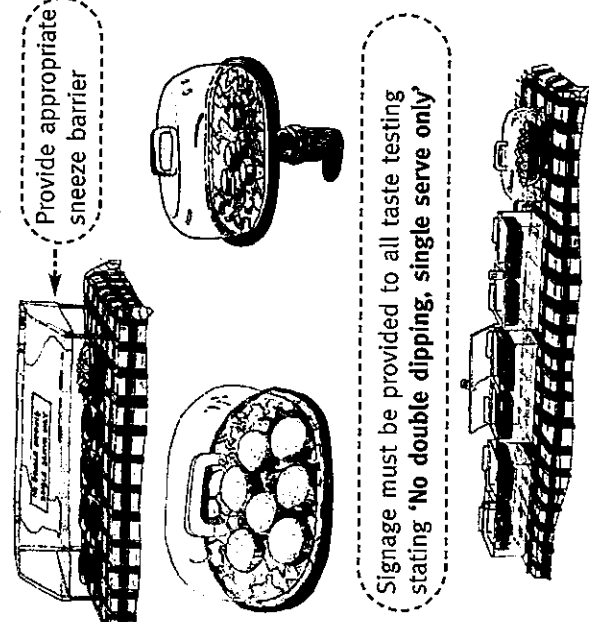


Minimum utensil washing facilities

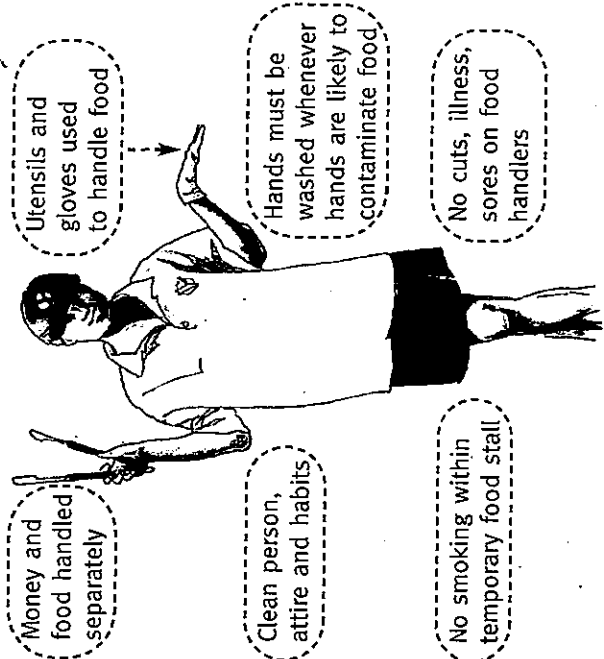


Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

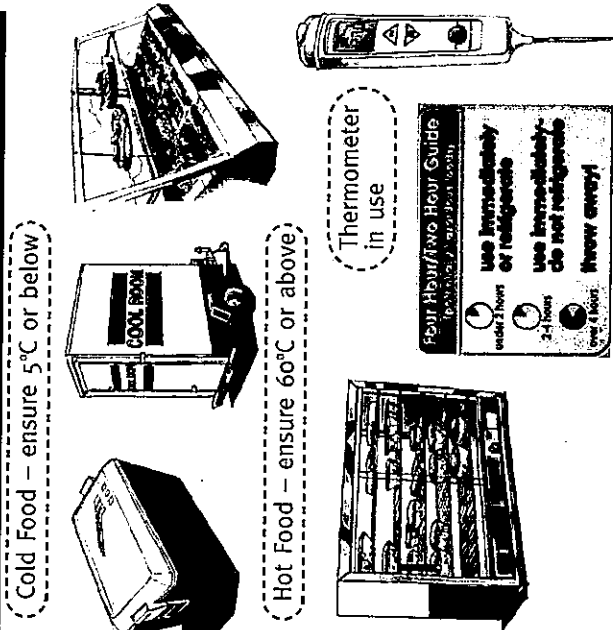
Food display, food protection, taste testing



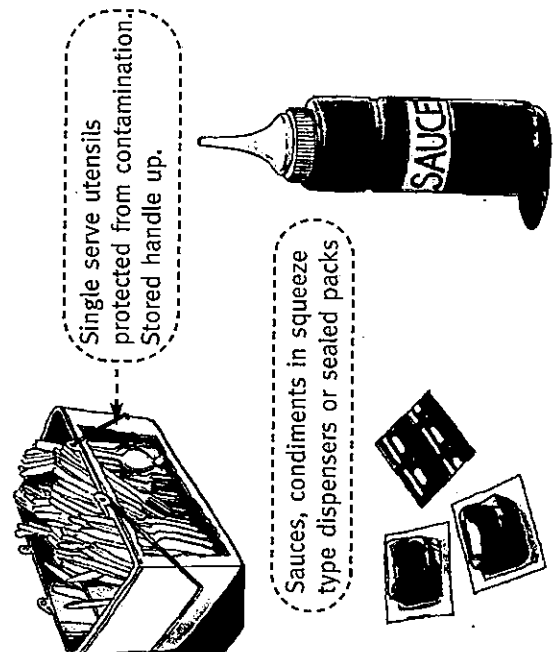
Food Handlers



Temperature control of potentially hazardous food



Sauces, condiments and single serve utensils



For further information on this topic, please contact Council