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115 Coolibah Drive  
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F | 9168 1798  
E | mail@swek.wa.gov.au  
W | www.swek.wa.gov.au

8.00am - 4.00pm MON - FRI

# Application for Collective Food Vendors - Events

This form is to be used for obtaining approval for multiple food vendors on their behalf to attend public events such as markets, festivals and community gatherings etc.

To enable Health Officers to assess your application please make sure this form is completed in full with ALL supporting information provided and returned to SWEK Environmental Health Services at least **15 working days** prior to your stall operating.

## 1. APPLICANT / ORGANISER DETAILS

Name of Business / Event Organiser			
Address of Business / Event Organiser			
Postal Address			
Contact Person			
Telephone	(H)	(W)	(M)
Email address			
ABN/ACN (if applicable)			
Are you a charitable or not for profit organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes please attached registration with Australian Charities and Not-for-profit commission)</i>		

## 2. DETAILS OF EVENT

Name of Event		
Event Location		
Owner of land where event is to be held	<input type="checkbox"/> Event Organiser <input type="checkbox"/> Shire of Wyndham East Kimberley <input type="checkbox"/> Other (please specify) _____	
Proposed dates and times of event		
Number of food stalls/ vendors operating at event		

### 3. DOCUMENT CHECKLIST

Document checklist required to be supplied and attached with this application form	<input type="checkbox"/>	Site Plan of all food vendor locations
	<input type="checkbox"/>	Certificate of food business registration for all traders who are not residing or registered within the Shire of Wyndham East Kimberley
	<input type="checkbox"/>	Copy of current public liability insurance in the sum not less than \$10 million for all food vendors

### 4. LODGING YOUR APPLICATION

In person	Shire of Wyndham East Kimberley – 20 Coolibah Drive Kununurra; 65 Koolama Street Wyndham
By Email	<a href="mailto:mail@swek.wa.gov.au">mail@swek.wa.gov.au</a>
By Mail	PO Box 614, Kununurra

### 5. NOTES FOR EVENTS ON SHIRE LAND OR WITHIN SHIRE FACILITIES

Please note that approval from the Shire is required where an event is on Shire owned land or within Shire facilities, which is a separate process not included in this application. Please contact the Shire's Customer Services on 9168 4100 for information on these facilities, associated hire fee and availability.

### 10. DECLARATION

I declare that all the information contained in this application is true and correct in every particular.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that submitting this form does not automatically result in an approval. Should you have any queries please contact Shire of Wyndham East Kimberley Health Services on (08) 9168 4100.*

### LIST OF TRADERS

No	Food Business Name	Type of goods to be sold	Description of vendor (van, stall)	Vehicle rego (if applicable)	Food Act cert	P.L attach
1.					<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>
9.					<input type="checkbox"/>	<input type="checkbox"/>
10.					<input type="checkbox"/>	<input type="checkbox"/>
11.					<input type="checkbox"/>	<input type="checkbox"/>
12.					<input type="checkbox"/>	<input type="checkbox"/>
13.					<input type="checkbox"/>	<input type="checkbox"/>
14.					<input type="checkbox"/>	<input type="checkbox"/>
15.					<input type="checkbox"/>	<input type="checkbox"/>
16.					<input type="checkbox"/>	<input type="checkbox"/>
17.					<input type="checkbox"/>	<input type="checkbox"/>
18.					<input type="checkbox"/>	<input type="checkbox"/>

Please reprint this sheet if required for additional traders



# Guideline for Temporary Food Stalls

Temporary food stalls have become an important feature of many festivals, markets, fetes, events etc., held within the Shire of Wyndham East Kimberley (SWEK).

SWEK licenses temporary food stalls in accordance with the Food Act 2008 and the Food Standards Australia New Zealand (FSANZ) Food Standards Code.

Temporary food stalls can pose a higher risk to consumers than takeaways and restaurants if food is handled improperly, due to their temporary nature. This guideline is based on the above standards and provides information for temporary food stall holders on the relevant requirements and regulations that are applicable to temporary food stalls.

It is important you follow these guidelines when operating a temporary food stall to ensure food provided to the public is safe and suitable.

## 1. BEFORE THE EVENT

Before your event, a 'Temporary Food Stall Application' must be lodged for approval, at least **10 working days** prior to operating. *Lodging the application does not automatically grant an approval.*

An approval must be given before the stall may operate.

All food stalls shall be set up in accordance with this guideline.

## 2. STALL STRUCTURE AND SUITABLE FACILITIES

*Before operating a food stall, visit the proposed site to ensure it is suitable for preparing, storing, handling and selling food.*

### Stall structure

A temporary food stall shall consist of a roof and three sides (walls).

*This will help to protect the food from contamination. The material used should be of a nature that will not absorb grease and can be easily and effectively cleaned.*

Where a temporary food stall is erected on unsealed ground, a suitable impervious material shall be laid over the ground area of the stall e.g. tarpaulin, heavy duty canvas, rubber matting etc.

All stall components are to be kept clean, in sound condition and constructed of easily and effectively cleanable material.

All food contact surfaces shall be of a material that is smooth and impervious.

An open food stall must comply with section 10 – see section 10 Open Food Stalls.

### Stall facilities

Sufficient handling/serving equipment is to be provided that is appropriate for the activity.

Food and utensils are to be stored in sealed containers with tight fitting lids.

Food and utensil containers are to be kept off the ground at all times.

Sufficient refrigerators, freezers, warmers or bain-maries shall be provided for the volume of food on site to ensure correct storage and handling temperatures are maintained.

All gas and electrical installations are to be tagged by a licensed tradesman, and installed in compliance with relevant legislative requirements.

Where the stall will be operating at night, sufficient artificial lighting shall be supplied, fitted with suitable protective covers.

At least one fire extinguisher of adequate size shall be provided where an open flame is present.

The area must be maintained in a clean and tidy state.

### 3. WASTE MANAGEMENT

Disposal of waste water shall be to the satisfaction of the Shire's Environmental Health Officer.

Stallholders shall provide rubbish receptacles near the stall for the public to dispose of used food containers and the like, if not already provided by the facilities, event etc.

Stallholders shall make arrangements for the storage, daily removal, and as frequently as required removal of rubbish created from the stall. Receptacles shall be of adequate capacity, and located within close proximity to their stall.

*Disposal of waste is the responsibility of the stallholder.*

### 4. WASHING FACILITIES

*Separate hand washing facilities and utensil washing facilities shall be provided within the stall.*

#### Hand washing facilities

Hand washing facilities shall be clearly designated for the sole purpose of washing hands, arms and face.

A supply of warm running water shall be immediately available to the hand washing facilities unless otherwise approved.

Single use hand towels and liquid soap shall be provided.

A large receptacle of sufficient size shall be supplied underneath the washing facility to catch the waste water and clearly labelled 'waste water only'.

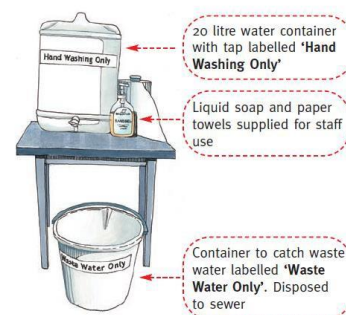


Figure 1 – Minimum hand washing facilities

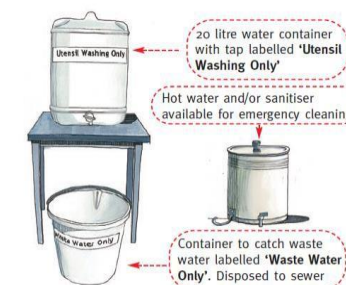
#### Utensil washing facilities

Utensil washing facilities shall be clearly designated for the sole purpose of washing utensils and equipment.

Detergent shall be provided in each food stall.

A supply of hot water and/or sanitiser shall be immediately available to the utensil washing facilities to clean utensils adequately.

A large receptacle of sufficient size shall be supplied underneath the washing facility to catch the waste water and clearly labelled 'waste water only'.



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

Figure 2 – Minimum utensil washing facilities

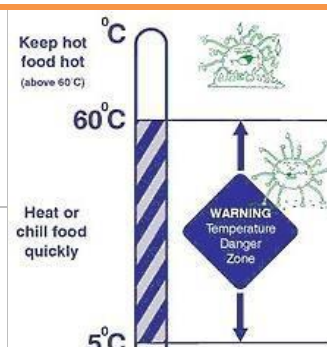
### 5. TEMPERATURE CONTROL METHODS

*Effective temperature control is one of the most important ways to minimise the growth of bacteria and minimise the risk of food poisoning. All foods prepared at the stall shall be for immediate sale and consumption unless a suitable food warmer or food display, maintaining the food at a temperature of at least 60°C (hot foods), or below 5°C (cold foods) is provided.*

A temperature measuring device (thermometer) accurate to  $\pm 1^\circ\text{C}$ . must be kept on site.

*It can be harder to maintain correct temperatures when operating a temporary food stall. Checking temperatures regularly will alert you to any potential problems*

All pre-prepared foods consisting wholly, or in part of fresh cream, custard, trifle, meat, fish, shellfish, poultry or any other potentially hazardous foods which promote rapid bacterial growth, shall not be sold from a food stall unless stored or displayed at a temperature of at least 60°C. (hot foods), or below 5°C. (cold foods).



All raw and perishable foods such as steaks, sausages, hamburger patties, frankfurts and the like, shall be stored at a temperature below 5°C.

All foods prepared at the stall shall be for immediate sale and consumption unless a suitable food warmer or food display, maintaining the food at a temperature of at least 60°C (hot foods), or below 5°C (cold foods) is provided.

Figure 3 – the Temperature Danger Food Zone for food

## 6. COOKING

Where cooking is carried out adequate provision shall be made to protect the stall walls from heat, flame and splashing.

All heating and cooking equipment including open flame barbecues, cooking plates etc. shall be located within the stall or otherwise suitably protected from contamination.

Cooking and heating equipment shall not be within reach of the public.

*The storage, preparation and cooking of food must be set back from customers.*

The cooking area shall be kept free of dust borne contamination and droplet infection (coughing, sneezing by the public etc.).

Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall.

Raw foods awaiting cooking shall not be stored or held outside the stall except in enclosed containers under temperature control.

Food shall follow a movement of raw to cooked food to avoid cross contamination (see process flow diagram).

At least one fire extinguisher of adequate size shall be provided where an open flame is used for cooking.

NO animals are permitted in food preparation or cooking areas.

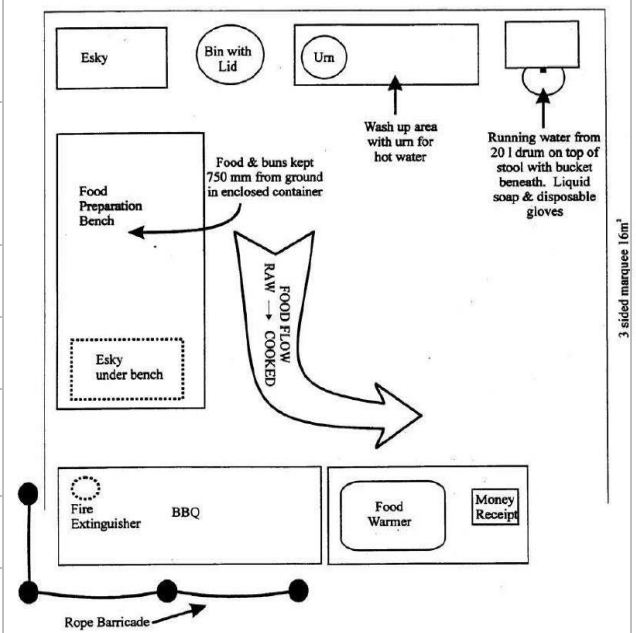


Figure 4 – Example process flow diagram

## 7. PROTECTION OF FOOD

*Protection of food is an important consideration where food is handled, cooked or otherwise prepared for sale to the public outside of an approved food premises.*

Food shall not be displayed as to be readily accessible to the public. A physical barrier shall be provided.

All food is to be adequately protected from dust, sunlight, pests, or any other source of contamination.

All condiments such as sauce, mustard, etc., shall be contained in squeeze type dispensers or in individual sealed packs.

All single use utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.

Drinking straws, paper cups, spoons, etc., shall be enclosed in suitable dispensers or otherwise protected from contamination.

Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

Foods are to be adequately packaged or sufficiently protected from contamination if being displayed under temperature control.

## 8. HYGIENE PRACTICES

*It is essential to follow good hygiene practices to ensure your food is safe and suitable and to minimise the risk of cross contamination.*

### Personal Hygiene

Cooking utensils and food contact surfaces must be cleaned adequately i.e. cleaned and sanitised regularly.

*Cleaning is the removal of visible dirt, grease and other material. Sanitising is the use of heat or chemicals to kill bacteria.*


Store cleaning products away from food.	
<b>Cross Contamination</b>	
<i>Cross contamination occurs when food becomes contaminated with bacteria from another source. Cross contamination causes approximately 20% of all food borne illness.</i>	
Prepare raw and cooked foods in separate areas.	
Clean and sanitise equipment and utensils after cutting raw meat and before preparing cooked or raw food.	
Always wash your hands with soap and warm running water and change gloves before carrying out any new tasks.	
Cover all food to prevent contamination.	
<b>Personal Hygiene</b>	
All food handlers must have adequate food safety and food hygiene skills and knowledge for the task at hand.	
Staff shall wear clean outer garments.	
<p>Hands must be washed with soap and warm water, and gloves changed before handling food, after using the toilet, smoking, eating, or any change in activity that may be a source of contamination.</p> <p><i>Always wash your hands with soap and warm running water and change gloves before carrying out any new tasks.</i></p>	

Figure 5 – Six Hand washing tips

## 9. LABELLING PACKAGED FOODS


While food sold at charitable events is not required to be labelled, information must be readily available to customers/purchasers regarding ingredients to identify potential allergens.	
Packaged food for non-charitable purposes must bear a label that meets the requirement of the FSANZ <i>Food Standards Code</i> .	
<p>Food stalls are required to advise prospective purchasers where foods contain the following potential allergens:</p> <ul style="list-style-type: none"> <li>– <i>gluten (found in wheat, rye, barley, oats and spelt)</i></li> <li>– <i>fish, fish products, shellfish or shellfish products;</i></li> <li>– <i>milk and milk products;</i></li> <li>– <i>egg and egg products;</i></li> <li>– <i>soya beans and products;</i></li> <li>– <i>peanuts and peanut products;</i></li> <li>– <i>sesame seeds and sesame products;</i></li> <li>– <i>other nuts and their products; sulphites (a preservative);</i></li> <li>– <i>bee pollen or propolis</i></li> </ul>	

Figure 6 - An example label

## 10. OPEN FOOD STALLS

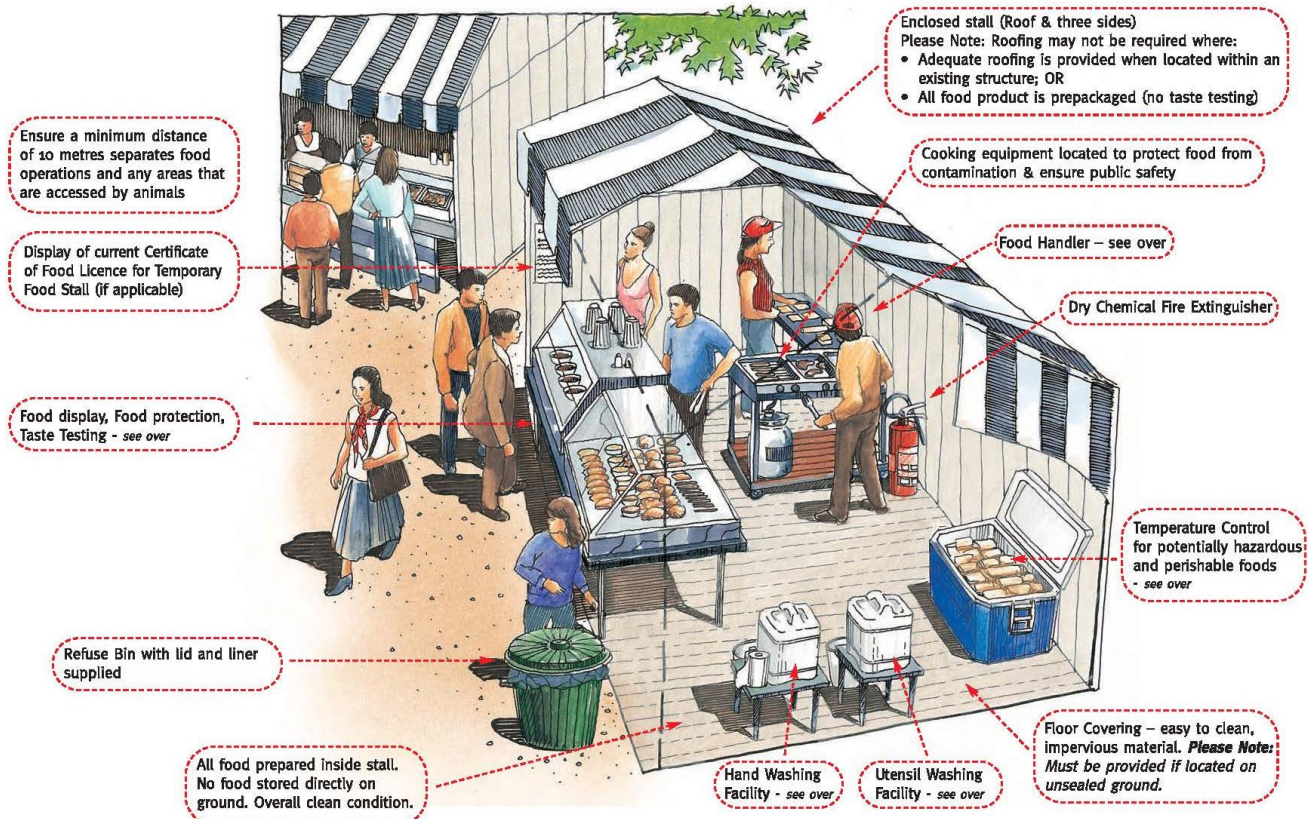
Open food stalls consisting of tables only or tables and trestles, shall be used only for the sale of pre-packaged food.	
No perishable food shall be sold from an open food stall except packaged milk, packaged milk products and pre-wrapped ice cream, all of which shall be maintained at temperatures at or below 5°C.	
Provision shall be required for screening or shielding the stall to protect any perishable food from direct sunlight.	
All pre-packaged food shall be labelled in accordance with the provisions of the <i>Food Act 2008</i> and FSANZ <i>Food Standards Code</i> .	

**It is important that these requirements are complied with prior to setting up, and whilst operating a stall at the markets, event etc., or your goods may be seized and a penalty imposed.**

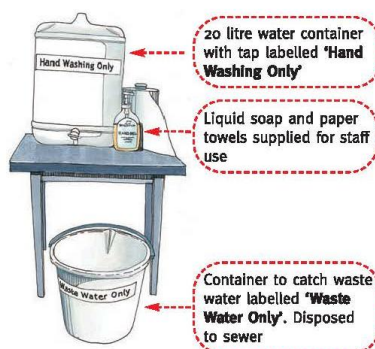


## APPENDIX A: ARTISTS IMPRESSION-MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL

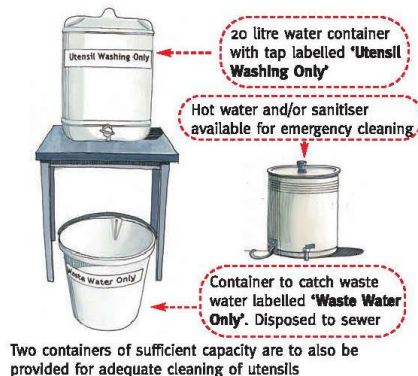
### ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



#### Minimum hand washing facilities



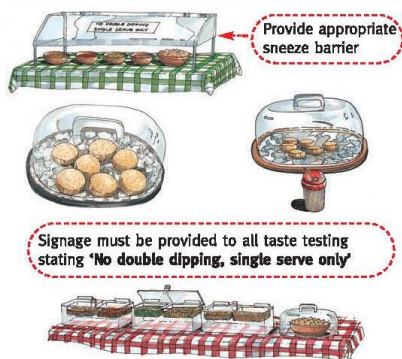
#### Minimum utensil washing facilities



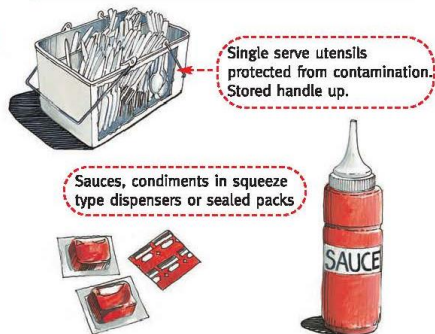
#### Food Handlers



#### Food display, food protection, taste testing



#### Sauces, condiments and single serve utensils



#### Temperature control of potentially hazardous food



For further information on this topic, please contact Council



## APPENDIX B – TEMPORARY FOOD STALL CHECKLIST FOR OPERATORS

*This checklist has been designed for operators to use each time a temporary food stall is set up. It will help you understand what is required to operate a food stall*

1. LICENCE		5. PROTECTION OF FOOD	
A copy of SWEK's <i>Guideline for Temporary Food Stalls</i> kept on site for reference.		Food is protected from contamination by the public.	
Approval given and a copy of current licence kept onsite.		Food is adequately protected from sunlight, dust, pests and any other source of contamination.	
All foods prepared at the stall shall be for <u>immediate sale and consumption</u> unless a suitable medium of ensuring temperature control is provided		All single use utensils are adequately protected from contamination.	
2. STRUCTURE		6. HYGIENE PRACTICES	
Approved stall structure.		All food handlers have adequate food safety and food hygiene practices skills and knowledge.	
Food stall maintained in a clean and tidy state.		Clean personal attire and habits.	
A barrier/setback between the public and food storage, preparation and cooking areas.		Disposable gloves provided and staff wearing gloves change them regularly and/or before any change in activity.	
Set up for food flow from raw to cooked (see Figure 4 – Example process flow diagram).		Time taken to prepare food at the stall kept to a minimum i.e. within 2 hours.	
Adequate floor covering.		Raw and cooked foods are prepared in separate areas.	
Fire extinguisher of sufficient size provided.		Walls, floors, ceilings are clean.	
3. WASHING FACILITIES		Cleaning products and chemicals stored away from food.	
Separate hand washing and utensil washing facilities.		7. TEMPERATURE CONTROL METHODS	
The following are supplied to the hand washing facility: <ul style="list-style-type: none"> <li>– warm running water,</li> <li>– soap, and</li> <li>– single use paper</li> </ul>		A thermometer is provided.	
The following are supplied to the utensil washing facility: <ul style="list-style-type: none"> <li>– detergent</li> <li>– sanitiser and/or hot water</li> </ul>		Adequate means of ensuring temperature control is maintained i.e. adequate refrigerators/eskies/bain-maries etc. are provided.	
A large receptacle of sufficient size supplied underneath the hand washing and utensil washing facilities to catch the waste water, clearly labelled 'waste water only'.		8. LABELLING PACKAGED FOODS	
4. WASTE MANAGEMENT		Information available to customers/purchasers regarding ingredients to identify potential allergens.	
Waste water stored in containers labelled 'waste water only' and disposed of to the satisfaction of the Shire's EHO.		All labelling of foods in accordance with FSANZ <i>Food Standards Code</i> .	
Waste removed daily.		9. OPEN FOOD STALLS	
A receptacle is provided for consumer waste if not provided by facility.		Only for the sale of pre-packaged foods.	
<b>I have read SWEK's <i>Guideline for Temporary Food Stalls</i> and comply with all requirements unless otherwise approved.</b>			