



Temporary Food Vendor Help Sheet and Checklist

If you seek to operate a temporary food stall you will need to provide the following information when applying to Council:

Tick when completed

- Completed Registration Form** - Complete an application for Registration of Food Business and attach this checklist together with required information and submit to Council for assessment and approval. A Registration form may be downloaded via Council's web site or obtained from Customer & Business Services at Council's Customer Service Centre, 33-39 Hyde Street Bellingen.
- Food Safety Supervisor Certificate** – a food safety supervisor has been appointed for the temporary food stall.
<http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors>
- Construction details** - Provide a floor plan layout of the Temporary Food Stall with the following information included on the plan (see example temporary food stall plan – Attachment 1A):
 - Hand wash / washing up facilities
 - Wall and floor construction and finishes
 - Ceiling construction and finishes including light fittings
 - Details for counters, benches, shelving and other fittings
 - Storage areas – cold and hot food
 - Cooking appliances

Provide details on where food is being prepared by indicating as follows:

- Temporary Stall - submit a plan of the food preparation area (see Attachment 1A)
- Home
 - Development Consent has been granted by Council to use domestic premises for food preparation associated with a commercial business
 - Notification has been submitted to the NSW Food Authority on the details of the domestic premises – Ph. 1300 552 406
- Other _____



□ **Food Transportation**

Provide details of how you plan to transport foods from site of preparation to site of sale with information to include details about refrigeration, food temperature and packaging:

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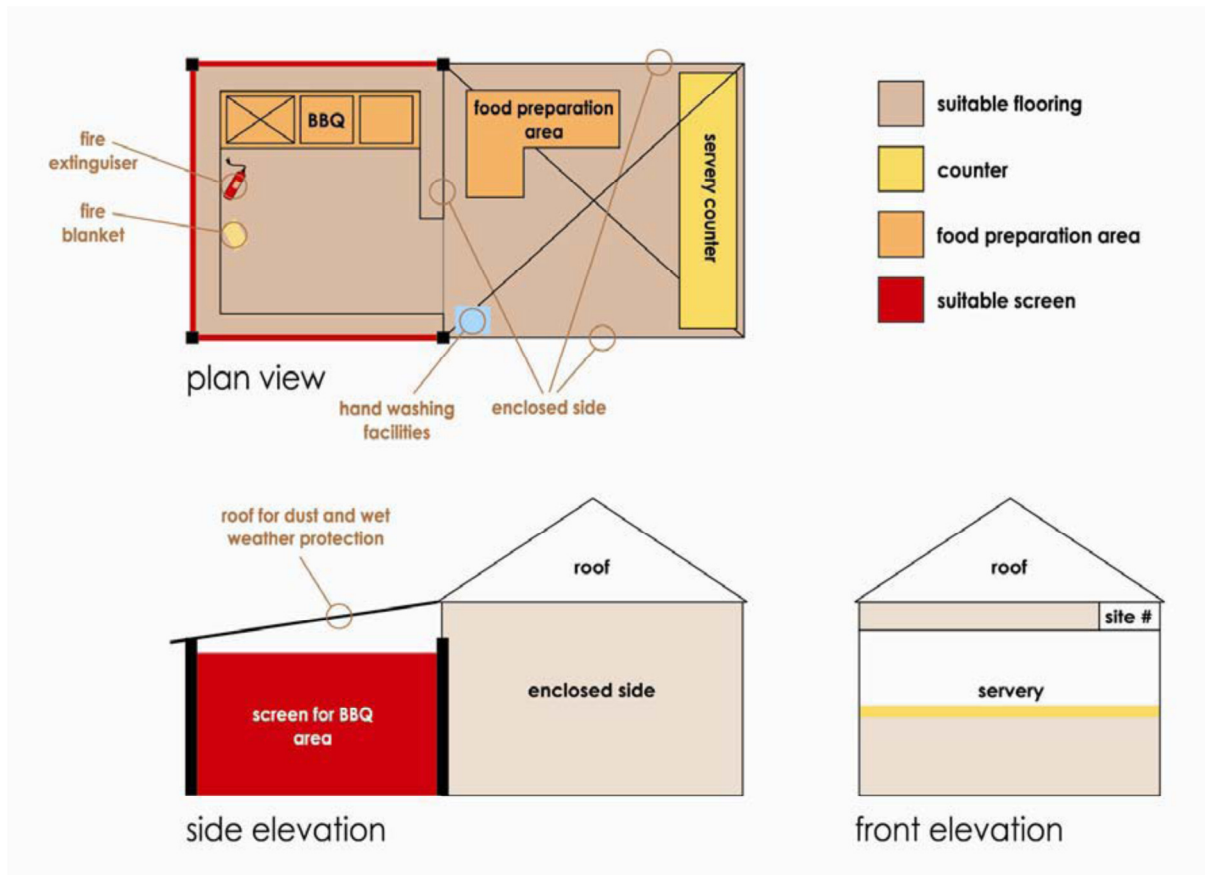
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Complete and attach the checklist and required information together with your Application for Registration of Food Business. Submit the application and applicable fee to Council’s Customer Service Centre, 33-39 Hyde Street Bellingen.

Attachment 1A- Example Temporary food vendor layout



Source: NSW Food Authority “Guidelines for temporary food premises”