

INSTRUCTION: Complete either **PART A** OR **PART B** (not both) of **Item 1**. Complete **all other sections** including the **Checklist – Item 11**. **Please note:** this application cannot be accepted until completed in full with the relevant documents attached and payment made. Incomplete, missing or false information will result in delays in assessing the application or the application being refused under the *Food Act 2006*. This application must be received by Council a **minimum of 30 business days** prior to the event, otherwise the licence may be refused, or additional fees may apply. Email completed application form to mail@noosa.qld.gov.au

1. Applicant Details – Licence holder to complete either PART A OR PART B of Item 1- do not complete both parts.

PART A. Company, Corporation or Incorporated Association (not for profit) – Trust not accepted

Name	ACN
Registered/nominated address (as per Corporations Act or Associations Incorporation Act 1981)	
Email	Phone
☐ Attach a current company extract (issued within the previous 30 days) from the Australian Securities & Investment Commission (ASIC) to application	

OR

PART B. Person – Individual only

Name	ABN	
Registered address (for correspondence)		
Suburb	State	Postcode
Business phone	Alternate phone	Mobile
Email (for correspondence)		

2. Food Business Details

Business trading name	ABN	
Registered address (for correspondence)		
Suburb	State	Postcode
Business phone	Alternate phone	Mobile
Preferred contact person	Contact phone	
Email (for all correspondence)		

3. What Licence Type are you Applying for? - tick ✓ one only

- ☐ **Annual Licence** (Market Stall) – Premises other than a fixed premises or mobile premises and includes a regular market stall or tent that may operate at a market or any approved events in the Noosa Shire.
- ☐ **One off Event** – Premises other than a fixed premises or mobile premises such as a stall or tent operating in the same approved location in Noosa Shire for no more than four (4) continuous days. Includes assessment of plans and issue of licence.
- ☐ **Tourism Event (tick ✓ one only)**
- ☐ **Noosa Triathlon** ☐ **Noosa Eat & Drink** ☐ **Noosa Alive** ☐ **Noosa Surfing Festival** ☐ **Runaway Noosa Marathon**
 One-off tourism event licence is only valid for the event/market period as indicated on the relevant Food Business Licence, otherwise the licence is invalid.

Provide details of any other food licences held by the applicant with Noosa Council or any other Local Government area - Attach copies of all licences

Food Business Licence Number	Category of licence: e.g. fixed/mobile/temporary/manufacturer etc)	Issuing Council

4. Approved Event/Market Details – place/premises where food is to be prepared

Name of Event/Market			
Park Name			
Date/s			
Event/Market Permit No.			
Lot number (if known)		Plan number (if known)	
Street number	Street name		
Suburb	Postcode		
Vehicle details:	Registration Number:	Make:	Model:

5. Off-Site Food Preparation – place where food prepared/handled other than event/market permit area

Lot number (if known)	Plan number (if known)		
Street number	Street name		
Suburb	State	Postcode	
Local Government area:	Food business licence no.*		

*Where applicable – Attach a copy of the relevant food business licence from the Local Government area (other than Noosa Council) \

6. Temporary Food Stall Set Up Details – you must answer ALL items, attach additional information if necessary

6(a). TYPE OF FOODS	DESCRIPTION (ticked box ☒ indicates item is provided/compliant/complete)
Describe the types of food that will be sold at your stall	List all prepared foods that will be prepared for sale:
Describe the ingredients used in making the food	List ingredients that will be used to prepare food:
Are any foods prepared off-site?	☐ Yes, complete Item 5 ☐ No, all foods prepared within stall
6(b). FOOD SOURCE	
Where will your ingredients and/or food be sourced?	Supplier's name and address (all ingredients must be sourced from a reputable food supplier):
Eggs: Must be purchased from an approved supplier (no backyard suppliers).	Provide approved egg supplier details (if applicable) include name and address.

6(c). STALL STRUCTURE – must have THREE (3) sides, impervious flooring & weatherproof roof/ceiling**Roof/ceiling**

Stall must be provided with roof/ceiling

(All food handling must be conducted within or inside the stall enclosure area only – no food handling outside of stall enclosure)

- ☐ Clean with no food residues, mould or soiling
- ☐ Easy to clean impervious, rain proof material
- ☐ Covers, protects all food preparation areas from rain, dust, direct sunlight etc.
- ☐ Secure, roof/ceiling is fixed to prevent lifting by wind/rain etc.
- ☐ Protects food from direct sunlight
- ☐ Describe material of construction:

Walls/sides

*Stall must be provided with **three (3) sides** as a minimum*

All walls must extend full length between floor and roof

- ☐ Clean with no food residues, mould or soiling
- ☐ Easy to clean impervious material
- ☐ Covers and protects all food preparation areas from rain, dust, direct sunlight
- ☐ Secure, walls fixed at top and bottom preventing lifting by wind/rain etc.
- ☐ Secure, prevents entry by unauthorised persons/public
- ☐ Top 1/3 of one side lowered for ventilation where cooking equipment located or screen mesh wall
- ☐ Contaminated areas (eg wheel arches, towbar, vehicle undercarriage etc) adequately covered
- ☐ Describe material of construction:

Flooring

Stall must be provided with impervious flooring

(Absorbent materials not permitted as floor covering e.g. carpet, hessian, cotton cloth, shade cloth etc. not permitted)

- ☐ Clean with no food residues, mould or soiling and broom/mop provided for cleanup
- ☐ Easy to clean, smooth, impervious and durable material
- ☐ Covers entire area of stall (i.e. ground/paving etc. not exposed anywhere in stall)
- ☐ Secure, flooring will not lift in winds
- ☐ Describe in detail the material of construction:

Food Preparation Surfaces

Describe:

(All food preparation surfaces should be smooth, impervious and capable of being easily cleaned. Absorbent materials such as cotton tablecloths etc. not permitted.)

- ☐ Easy to clean impervious material
- ☐ Covers all areas of work bench where food is handled
- ☐ Continuous and intact, no defects, gaps, tears etc. that would collect food particles
- ☐ Stainless steel, laminate, plastic etc.
- ☐ Sealed timber (epoxy, polyurethane, high gloss paint in good condition)
- ☐ Describe other material:

Lighting

Describe lighting equipment provided where operating after dark

- ☐ Fixed mains powered
- ☐ Portable battery powered
- ☐ Natural - as will not be working after dark
- ☐ Other (please specify):

6(d). EQUIPMENT**Specify all cooking equipment/kitchen appliances to prepare and store your food**

Describe all equipment used for food preparation

(Cooking equipment/kitchen appliances must be fully located within or inside the stall enclosure – no equipment permitted outside)

- ☐ List equipment/appliances:
- ☐ Fire extinguisher available where open flame cooking in use
- ☐ Cooking equipment/heated surfaces etc. not accessible by public

Temperature measuring device

(Coffee/milk type dial gauges are not approved for use in food handling)

- ☐ Readily available at all times
- ☐ Accurately measures temperature to +/- 1°C
- ☐ Digital display
- ☐ Probe type
- ☐ Alcohol swabs or sanitizer for probe
- ☐ Infra-red non-contact gun type

6(e). FOOD STORAGE, PREPARATION AND DISPLAY**Food storage during transportation**

Describe how food will be stored during transportation

- ☐ Refrigerated vehicle
- ☐ Cooler-box/esky
- ☐ Enclosed containers
- ☐ Other (please list):

Where/How Thawed

Describe thawing process if applicable

- ☐ Under refrigeration
- ☐ Microwave oven defrost cycle
- ☐ Double sealed in waterproof bags and under running water (seafood only) with time/temperature monitoring
- ☐ Other (please list):

Protection of food during storage and handling

Describe the food storage facilities in the stall

- ☐ Cupboard, locker etc
- ☐ Sealed food grade containers or covered with food grade plastic wrap
- ☐ All foods stored at least 150mm off flooring
- ☐ Foods on display protected from contamination, sneeze barrier unpackaged food
- ☐ Separate personal effects storage for staff – container, cupboard, locker etc
- ☐ Other (please specify):

Describe the food handling process during operations

- ☐ Food handlers in good health with no food borne illness
- ☐ Clean person, clean suitable clothing, apron etc
- ☐ Gloves and/or tongs provided to minimise contact with food
- ☐ No smoking in food stall area
- ☐ Other (please describe):

How are eggs stored, prepared, cooked, used?

Describe how eggs/egg products are stored, used in foods and heated to ensure they are safe for consumption.

Are raw or partially cooked egg/egg products used in any foods for immediate consumption?

- ☐ Fresh and within "Use by Date"
- ☐ Stamped by approved supplier
- ☐ Stored in carton and under refrigeration – no more than 2 hours out of refrigeration for preparation and serving
- ☐ Shell clean and free from cracks and damage of any kind
- ☐ No partially cooked or raw eggs served for consumption – eggs thoroughly cooked with white completely firm and yoke thickened
- ☐ Handled with washed hands, clean cookware and clean food preparation surfaces
- ☐ Other (please describe):

Hot food storage must be kept above 60°C

Describe how hot food will be kept hot?

- ☐ Food to be served immediately following cooking
- ☐ Heated cabinet
- ☐ Bain Marie
- ☐ Other (please specify):
- ☐ Not applicable – only serving cold food or non-perishable food

Cold food storage must be kept below 5°C

Describe how will food be kept cold and temperature monitored?

- ☐ Cooler-box/esky
- ☐ Refrigerator/cool room
- ☐ Refrigerated display cabinet
- ☐ Frozen food stored rock hard
- ☐ Not applicable – only serving hot food or non-perishable food

How will food be served

Describe how food is to be served and by whom, how many staff

- ☐ Take away container, wrapping, serving stick etc.
- ☐ Plate, bowl, knife & fork (meal)
- ☐ Sealed packaging

Water Supply Source <i>Describe how water is provided and where sourced from</i> How is water delivered/stored? <i>(Water provided must be potable and comply with the requirements of the Drinking Water Quality Guidelines 2011)</i>	☐ Event Organiser/Permit Holder ☐ Town Water supply (treated) ☐ Rainwater Tank ☐ Bore water ☐ Packaged drinking water (purchased) ☐ Other (please specify type of treatment etc.): ☐ Food grade drinking water hose (not garden type hose) ☐ 20 litre food grade containers ☐ Other (please specify type of treatment etc.):
6(f). CLEANING, WASHING AND SANITISING	
All re-usable food contact items/utensils effectively cleaned <i>Describe how will equipment be washed?</i>	☐ Suitably sized separate washing and rinsing sink or suitable sized separate containers available, describe: ☐ 20 litre (min) water container with tap – must be potable supply, easily accessible, located above ground at table height ☐ Hot water (77°C - 80°C for 30 sec contact time) available and/or non-rinse food grade sanitiser used ☐ Container labelled “Utensil & Food Washing Only” or similar ☐ Heavy duty cleanser ☐ Adequate cleaning materials i.e. clean wipes, sponges, paper towels etc. ☐ Container for wastewater ☐ Washing up facility provided by event Permit Holder (sinks, hot & cold water provided) close by ☐ Alternative clean equipment available ☐ Separate lidded container to store used/dirty utensil, cutlery, crockery etc. for cleaning
All food contact surfaces sanitised regularly, before use and after cleaning <i>Describe process for sanitising, include brand name of food grade non-rinse sanitizer</i>	☐ Non-rinse food grade sanitiser available for surfaces ☐ Hot water (77°C - 80°C for 30 sec contact time) available and/or non-rinse food grade sanitiser used ☐ Other method, describe:
All other items used to transport equipment, food etc. in clean condition and fit for use	☐ All items clean externally and internally ☐ All items in serviceable condition, free from damage and pest proof ☐ Item adequately protects food and equipment from contamination

6(g). HANDWASHING - must be separate from equipment washing facility

Hands must be kept clean to prevent food contamination. How will hands be washed?

(Reusable tea towels/cloths etc. not permitted for hand drying)

- ☐ Wash hand basin – must be easily accessible at all times
- ☐ Running water only
- ☐ 20 litre (min) water container with tap – must be potable supply, easily accessible, located above ground at table height
- ☐ Container labelled “Hand Washing Only”
- ☐ Liquid soap & single use disposable paper towels
- ☐ Container for wastewater
- ☐ Nail brush

6(h). WASTE DISPOSAL (tick all that apply)

Sewerage and wastewater must be disposed of appropriately

How do you dispose of your wastewater?

(Illegal to dispose liquid waste contaminants to stormwater, gutter or roadside drain)

- ☐ To sewer (not stormwater drain)
- ☐ Designated disposal site to sewer
- ☐ Holding tank for disposal to sewer off site
- ☐ Other, describe:

Garbage and solid waste must be contained and disposed of appropriately

Describe how will you store and dispose of your solid waste?

- ☐ Broom, brush, dustpan etc. for cleaning floor
- ☐ Waste bin with lid
- ☐ Council waste bin
- ☐ Other, describe:

6(i). SKILLS, KNOWLEDGE, STALL OPERATION AND SETUP

Stall must be set up and operated so that it is fit for purpose and food can be handled safely

Describe what skills/knowledge/experience applicant has in temporary food stall setup, handling and operations – click on links for relevant training.

- ☐ No animals in stall area (except live seafood, shellfish etc)
- ☐ No pests in stall (cockroaches, flies, rats, mice etc.)
- ☐ Unauthorised persons/public kept out/excluded from stall
- ☐ Have viewed online video [“Temporary Food Stall Setup”](#):
- ☐ Have completed the [“I’m Alert”](#) online food training and provided certificate
- ☐ Have read and understood information [“How to operate your food business safely – Temporary Food Stalls”](#)
- ☐ Have other food training knowledge/experience, briefly describe:

6(j). ANY OTHER INFORMATION TO SUPPORT APPLICATION

Attach separate pages if necessary.

6(k). FOOD STALL FLOOR PLAN REQUIRED & MINIMUM STANDARDS – see example floor plan provided

- ☐ Neatly drawn floor plan that include location of all equipment that will be used in the stall including sinks and preparation benches. See example provided **Temporary Food Premises Example Floor Plan** - attach drawing(s) to this application
- ☐ Stall to be set up in accordance with **Minimum Standards for the Operation of a Temporary Food Stall** – see example attached
- ☐ Provide other information such as brochures or photos etc - attach to accompany the plans.

7. Suitability of Applicants

Provide details of skills and knowledge to sell safe and suitable food the applicant/s (or person providing this service) has:

Does applicant/s have a conviction (other than a spent conviction) for a breach of <i>any food legislation</i> ¹ ?	☐ Yes*	☐ No
Has applicant/s had a licence suspended or cancelled under <i>any food legislation</i> ¹ ?	☐ Yes*	☐ No
Has applicant/s ever been refused a licence under <i>any food legislation</i> ¹ ?	☐ Yes*	☐ No

*Provide details and circumstances for all applicants (including applicants, directors or management committee members)

¹Any food legislation refers to the Food Act 2006, the Food Act 1981 or a corresponding law.

8. Food Safety Supervisor

A food business licensee **must** provide Council with the name and contact details of each Food Safety Supervisor (FSS) for the business. A fee will apply if the information is not provided within 30 days of lodging this application.
For **each** FSS listed below, a copy of the certificate of attainment for the relevant competencies must be attached to this application.
For current competencies refer to Queensland Health's [website](#).

Penalties apply for failing to provide the required information.

Food Safety Supervisor 1

Title	Surname	Given names
Registered address		
Business phone	Alternate phone	Mobile
Email		
Competencies held (<i>attach a copy to application</i>)		

Food Safety Supervisor 2

Title	Surname	Given names
Registered address		
Business phone	Alternate phone	Mobile
Email		
Competencies held (<i>attach a copy to application</i>)		

9. Category Description, Fees and Charges

The following fees apply to Temporary Food Stall licences. Licences issued by other Local Governments are not valid in Noosa Shire, with the exception of a Mobile Food Business licence – where a new food business licence application is not required for this category.

✓ Application/Category Type	Plan assessment fee	Licence fee	Total fees payable
☐ Annual Temporary (1 Sept to 31 Aug)	\$429.50	\$633.00	\$1062.50
☐ New licensee for existing business - take-over of existing Annual Temporary licence Food Business Licence No: FH / Previous trading name:			\$633.00
☐ Annual Temporary - Tastings only (if licensable food) or on-site slicing of fruit/vegetables – no prep or cooking			\$316.50
☐ 1 off Event (4 days maximum)			\$281.00
☐ Special Event - contact your Event Organiser/Permit Holder			POA
☐ Express processing – intend to trade within 30 days of application NOTE: applications must be received no later than 5 days prior to operation	This fee will be added on top of the total		Additional \$118.00

Please note:

1. The application will not be processed unless the correct fees are paid in full.
2. An annual temporary food stall licence incurs an annual renewal fee payable by 31 August each year.
3. Non-profit organisations require a licence where involved in the manufacture of food, or where meals prepared by the organisation are intended to be eaten with cutlery at a table, and sold on at least 12 days each financial year. Such organisations are entitled to a 50% reduction in all fees where a copy of the *Certificate of Registration as a Charity* or *Certificate of Endorsement as a Charitable entity* has been provided – this does not apply to agents or contractors of not-for-profit organisations. If certificates are not provided at the time of application the full fees are payable.

10. Declaration of applicant as per Item #1 Applicant details - tick ✓

- ☐ I the applicant solemnly and sincerely declare that the information provided in this application is truthful and correct in all details.
- ☐ I am aware that it is an offence under the *Food Act 2006* to knowingly provide false or misleading information.
- ☐ I hereby make application for a food business licence under the *Food Act 2006* as set out in this form.
- ☐ I understand that I cannot commence food handling for sale until such time as I hold a valid food business licence issued under the *Food Act 2006*.

Name	Position	Signature	Date / /
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11. Declaration of current Annual Temporary food business licensee – takeover of existing licence/business only

I the current food business licensee hereby relinquish the licence described as FH# _____ business name _____ and consent to the new applicant operating the business as described in this application.

Business take over date: / /

Name	Position	Signature	Date / /
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12. Application Checklist – must be Completed - tick ✓ completed

INSTRUCTION: Please indicate all the information supplied with this application – licence will not be processed or will be delayed if missing or incomplete.	Applicant checked	Office use checked
Read and understood the Temporary Food Stall Fact Sheet provided	☐	☐
Read and understood the requirements of the “Guide for Design and Operation of a Temporary Food Premises (Stall)”	☐	☐

T (07) 5329 6500 | ABN: 97 969 214 121 | www.noosa.qld.gov.au | mail@noosa.qld.gov.au

Postal address: PO Box 141 Tewantin QLD 4565 | Tewantin office: 9 Pelican Street Tewantin QLD 4565

Applicant licensee details completed – Item 1	☐	☐
Current company extract (issued within last 30 days) from the Australian Securities & Investment Commission (ASIC) attached – Item 1 - <i>Not required where applicant holds a current Noosa Council Food Business Licence provided FH# is provided.</i>		
Food business details completed – Item 2	☐	☐
Licence type indicated and details of other business – Item 3	☐	☐
Approved Event/Market details – place/premises where food is to be prepared - Item 4	☐	☐
Off-Site Food Preparation – completed details of the place where food prepared/handled other than event/market permit area and a copy of the relevant food business licence where food is prepared/handled at a place other than the stall/event/market permit area provided - Item 5	☐	☐
Temporary Food Stall set up details – completed all sections - Items 6a.to 6j. - Have viewed online video “Temporary Food Stall Setup” - Provided copy of the “I’m Alert” training certificate - Have read and understood information “How to operate your food business safely – Temporary Food Stalls” - Attached additional information provided to support application where necessary	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Attached food stall floor plan – Item 6k.	☐	☐
Stall to be set up in accordance with the Minimum Standards for the Operation of a Temporary Food Stall - Item 6k	☐	
Suitability of Applicants completed – Item 7	☐	☐
Food Safety Supervisor nominated and competencies/certificates attached - Item 8 <i>Not required where applicant holds a current Noosa Council Food Business Licence</i>	☐	☐
Category type, fees and charges selected – Item 9	☐	☐
Copy of not-for-profit registration (if claiming reduced fees) Item 9	☐	☐
Declaration of Applicant Completed - Item 10	☐	☐
Applicant Checklist completed - Item 11	☐	☐
Provided payment options for the correct category description, fee and charges - Item 12 (<i>payment to Council not required for special events – contact the Event Organiser/ Permit Holder</i>)	☐	☐

Privacy

Noosa Shire Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding your request and the legitimate functions and services of Council affecting your property. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Council may provide your details to other relevant Queensland State Departments where necessary to process your request. Otherwise, your personal information will only be disclosed to third parties with your consent, or required to do so by law. Your personal information is handled in accordance with Council’s Privacy Policy.