



# LATROBE COUNCIL

170 Gilbert Street (PO Box 63) LATROBE TAS 7307  
PH 6426 4444 FAX 64262121

## APPLICATION/RENEWAL FOR A TEMPORARY FOOD BUSINESS, MARKET OR STREET STALL LICENCE

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### Applicants Details

Name of applicant .....  
Name of Organisation/Business.....  
Postal Address for correspondence .....  
.....Postcode.....  
Telephone.....Mobile phone.....  
Facsimile.....Email.....

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### Event Details if Applicable

Name of Event .....  
Location of event .....  
Date(s) .....Start time.....Finish time.....  
Type (e.g. Sausage sizzle, cake stall).....  
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### Food Details

Type of food outlet (please tick)

☐ Open trestle table    ☐ BBQ    ☐ Tent/covered stall

☐ other..... eg. (Cakes/slices cooked in home kitchens)

Sale of food

List of all food/drinks to be sold .....  
.....  
.....

Food preparation

List foods to be prepared (i.e. cooked, heated, mixed, cut, etc.) **on-site at the event**.....  
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Are any **foods to be prepared anywhere else than at your food outlet?** .....

If Yes, please provide details.....  
.....

Food storage

Address where food will be **stored prior to transport to event**.....  
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### Temperature control

Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) **during transportation to the event**.....

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Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) **during storage and sale at the event**.....

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Note: **Potentially hazardous foods** are those that support the growth of bacteria including food poisoning bacteria and include foods such as meat and meat products, seafood, chicken, milk, and milk products, gravy, mayonnaise, custard, pastry and other similar type products.

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### Skills and Knowledge

Please describe your food handler knowledge? .....

.....

How do you intend to ensure staff have skills & knowledge commensurate with their work activities?

☐ Food handler training course (Specify).....

☐ Council run course (Specify).....

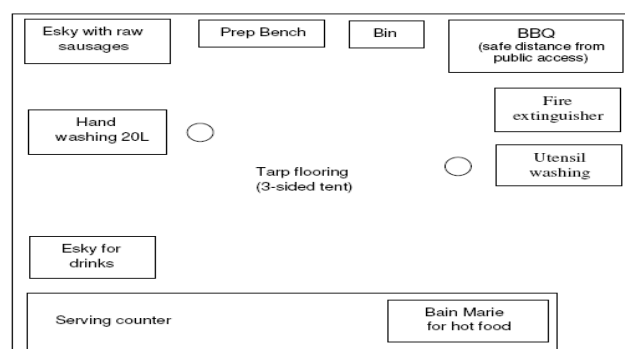
☐ Briefing of staff advising of acceptable food handling practices

☐ Other .....

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### Your foods stall Construction and Layout

If your food stall has potentially hazardous foods, or food handling (cooking, slicing, mixing etc.) is involved please draw a plan of your stall and provide as an attachment. An example below is provided to assist you.



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## Insurance

Please include a copy of current public liability insurance for your organisation

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## Fee and Signature

☐ Direct deposit please tick if taking this option -Account Number 28018319 BSB 067600 *Use Business Name or Surname* as the reference. Application will be processed upon receipt of payment.

Signature of applicant.....Date .....

**Privacy Statement:** Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of Latrobe Council and the Department of Health and Human Services in order to advance the purposes of this form and carry out business required by the *Food Act 2003*. The *Personal Information Protection Act 2004* and Council's Privacy policy regulate the use of this information, which will not be disclosed to any other party, except with your permission of if required or authorised by law. You may make application to access or amend personal information held by Council on 03 64264444.

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## Enclosed

☐ Copy of current public liability insurance policy

☐ Drawing of stall layout if required

☐ Copy of food handler training certificates

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### Office Use Only

Receipt Number ..... Date.....

Amount Paid \$.....

Approved EHO.....

Registration Issued .....