

Food Act 2006***Privacy Collection Notice:**

Logan City Council is collecting your name, the name and location of your business in accordance with the *Food Act 2006* in order to assess your application for a temporary food licence. The information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission, or we are required or authorised by law to do so.

Please **tick** the appropriate boxes throughout the form

Section 1 - Applicant Details*

Applicant name/s:

Individual's Full Name (Company or Proprietor) i.e. the Licensee e.g. Robert Smith or Robert Smith Pty Ltd. **Please Note: A trading name or trust cannot hold a licence.**

Address:

Postcode:

Postal Address if different to above:

Postcode:

Telephone:

Mobile Phone:

E-mail Address:

Corporation Officeholder Details (if applicable)

The *Food Act 2006* requires a Corporation or Incorporated Association to provide the names of the directors or members of the management committee. Please attach a complete list of all directors or members of the management committee and registered office details for your organisation. Your application may be delayed or refused if this information is not attached.

Company Director / Management committee members:

Registered office address:

Email:

Business phone number:

Mobile phone number:

Preferred method to receive correspondence: Post Email**Section 2 - Market or Event Details**

If you would like to sell food that has been prepared in your own home before transporting to the market or event, (for example: baked goods, jams, chutneys, lollies, oils, sauces, drinks), then your home kitchen must first be approved and licensed under the *Food Act 2006*. If you cannot produce a copy of a current food licence or written approval issued by Logan City Council, you may be directed to immediately cease operation at the market or event.

Name of market or event (for example festival or fete):

Food stall name (e.g. Joe's Sausages):

Location of market or event (include street number):

NOTE: Only one location permitted per application.

NOTE: Only a maximum of 12 dates can be nominated in any one financial year (between 1 July to 30 June) on this form. If you nominate less than 12 dates and wish to operate on another occasion then another application (including fee) will be required. If more than 12 events in a financial year are proposed the food business licence application form must be used.

Council use only

LOGAN CITY COUNCIL
PO Box 3226
LOGAN CENTRAL DC QLD 4114
ABN 21 627 796 435
logan.qld.gov.au

DOC# 6754536 / FILE # 483479-1
Health, Environment & Waste Branch
Enquiries: Environmental Health
TEL: (07) 3412 3412
Email: council@logan.qld.gov.au

City of Logan: Innovative,
Dynamic, City of the Future



Have you held a temporary food licence this financial year? Yes No

If yes, how many dates were you previously approved for?

Date(s) of operation:

Time of operation(s) (e.g. 10:00am - 2:00pm):

Purpose of activity (business or fundraising):

Type of market or event: Indoor Outdoor

NOTE: If the event is an outdoor market or event, then the food stall must be housed in a structure with a roof, three walls and a floor covering, where it is necessary to protect food.

Is the only type of food being sold pre-packaged with no food preparation? Yes No

NOTE: A stall selling canned drinks and prepacked snacks does not require a licence. If you would like to sell pre-packaged food, be aware that there are specific requirements for food labelling. Contact Queensland Health on 13 Health (13 432 584) or visit www.health.qld.gov.au for more information.

Type of structure:

BBQ Covered stall, tent with a roof and three sides uncovered stall

mobile food vehicle, please supply registration number:

other please specify:

Has the proposed site been visited to ensure that it is suitable? Yes No

NOTE: Adequate toilets must be available for food handlers' use during the market or event within an acceptable distance from the food stall. Stall sites should not be located near sullage pits, soak ways or holding tanks due to possible contamination.

Is drinking quality water available on site? Yes No

NOTE: If drinking quality water is not available on site then water will need to be transported to the site, which is adequate for all activities (including cooking, hand washing, utensil washing).

Are suitable hand washing facilities available on site? Yes No

NOTE: A hand wash basin must be available that is separate from toilet facilities. If suitable hand washing facilities are not available a container minimum (20L) with a tap valve at the base may be filled with drinking quality water. This container should be filled with warm water, where possible. Another container such as a bucket should be provided to collect the waste water.

Description of hand washing facilities to be utilised:

Will disposable paper towels and liquid soap be provided for hand washing? Yes No

Are suitable utensil washing facilities available on site? Yes No

NOTE: This should include the provision of hot water. Dish washing detergent, a sponge and food contact surface sanitiser should also be provided. Two containers (one for washing and one for rinsing) with a tap valve at the base may be utilised, as an alternative arrangement.

Description of utensil washing facilities to be utilised:

Section 3 - Food Preparation Details

If you would like to sell food that has been prepared in your own home before transporting to the market or event, (for example: baked goods, jams, chutneys, lollies, oils, sauces, drinks), then your home kitchen must first be approved and licensed under the *Food Act 2006*. If you cannot produce a copy of a current food licence or written approval issued by Logan City Council, you may be directed to immediately cease operation at the market or event.

Where is food to be prepared?

NOTE: All food preparation must occur in a licensed kitchen or on site at the stall. No food handling at your home is permitted.

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Licensed kitchen details (if applicable): Licence Number: [redacted]

Trading name: [redacted]

Business address: [redacted]

Types of food prepared:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> milk/dairy products | <input type="checkbox"/> egg products | <input type="checkbox"/> soft serve ice cream | <input type="checkbox"/> baked goods (cakes & biscuits) |
| <input type="checkbox"/> seafood | <input type="checkbox"/> rice dishes | <input type="checkbox"/> salads | <input type="checkbox"/> sausage sizzle |
| <input type="checkbox"/> meat | <input type="checkbox"/> jam & chutney | <input type="checkbox"/> chicken | <input type="checkbox"/> BBQ (hamburger & marinated meat) |

Name all dishes and drinks prepared and sold: [redacted]

Type/s of temperature control during transportation of food to site: esky with ice refrigerated vehicle

Other please specify: [redacted]

NOTE: The temperature of potentially hazardous food must be maintained at or below 5°C or at or above 60°C during transport, storage and display. Ensure that ready to eat foods are protected from contamination from raw meats (in separate sealed containers).

Type(s) of temperature control on site: [redacted]

Hot keeping at, or above 60°C

Cold keeping at or below 5°C refrigerator freezer esky with ice cold display unit

Other: [redacted]

NOTE: Electrical supplies at some markets and temporary events may be unstable and cut out

Describe the thermometer you will use to regularly check the temperatures of potentially hazardous foods

NOTE: A temperature measuring device (probe thermometer) must be provided to monitor temperatures during the market or event. Readings are not instant and the person taking the measurement should wait until the temperature has stabilised before noting. A suitable sanitiser needs to be provided to sanitise the probe in between uses. Thermometers should not contain glass.

How will displayed food be protected from contamination? [redacted]

How will single use items be protected from contamination? [redacted]

What is to be done with left overs? [redacted]

Describe staff/volunteers food handling training: [redacted]

Name(s) of food handler(s): [redacted]

Have you attended a Logan City Council education session for temporary food stall operators? Yes No
If **no**, please detail any food safety training courses attended (attach training certificates if applicable): [redacted]

NOTE: Dates and booking information for Council's education sessions is available on our website logan.qld.gov.au.

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Section 4 - Layout Plan

All temporary food stalls must comply with the design and fit-out specifications provided in the “Temporary Food Stalls - Licensing & Operations Guideline” document, which is included in the application kit. This document is a guide provided to applicants to assist them to comply with their obligations with regard to the *Food Act 2006*.

In the space provided, please ensure your application is complete by drawing a layout map of the proposed stall/temporary food premises indicating how the requirements of the design and fit-out specifications will be met by you, the applicant. You may attach a separate layout map to your application should you not wish to use the space provided.

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Section 5 - Signature(s)

Applications for temporary food licences must be lodged at least **10 business days** prior to the market or event being undertaken. If an application is lodged within 10 business days of the event, no guarantee can be given the licence will be approved in time. **If your application is lodged within 5 business days of the event, an additional \$170.00 express processing fee will be charged.**

* I/We hereby make application for a food business licence for a temporary food market or event in accordance with the information provided.

* I/We confirm that the above particulars are true and correct and that I/we agree to be abided by all standard licence conditions for a temporary food event and the *Food Act 2006*.

I **have not** been convicted of an offence or had a licence refused, cancelled or suspended under the *Food Act 2006*, *Food Act 1981*, *Food Hygiene Regulation 1989*, or other related legislation within Australia.

Name:

Signature:

Date:

Name:

Signature:

Date:

Section 6 - Payment of Fees

\$101.00 per application (for up to 12 dates in a financial year). (Not subject to GST)

If your application is lodged within 5 business days of the event

\$271.00 express processing fee (this includes the \$101.00 application fee). (Not subject to GST)

PAYMENT OPTIONS



Paying by Mail:

Make your cheque or money order payable to LOGAN CITY COUNCIL.
Complete the application form and return it to Council.



Paying by Phone:

Call Logan City Council on (07) 3412 5318 to pay with Mastercard or Visa. Please ensure you also return the signed application form to Council.



Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa.
Complete the details on this application form and present this to:

Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or
105 George Street, Beenleigh, 8.am to 4.45pm weekdays (except public holidays).

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