

This *Temporary Food Stall Licence Application* form is to be used to apply for a licence for the conduct of a temporary food stall in the Hinchinbrook Shire.

To return your completed form or for further information, please contact Council's **Regulatory Services Department** via email, council@hinchinbrook.qld.gov.au, phone (07) 4776 4607, in person at Council's Office at 25 Lannercost Street, Ingham Qld, or via post PO Box 366, INGHAM QLD 4850.

APPLICANT'S DETAILS	
Business Name	
ABN	
Postal Address	
Phone	
Email	
Contact Person	

I am applying for a Temporary Food Stall Licence for a single event:

☐ \$58

I am applying for a Temporary Food Stall Licence for multiple events:

☐ \$110

This Application fee is strictly non refundable

List the event/s at which you intend to conduct your food stall (attach a separate sheet if insufficient space):

EVENT DETAILS		
Event	Date/s	Operating Times

Any event/s added to a multi-event licence already issued will incur a single event charge. Where the dates of future events are unknown, multi-event licences are applicable for all listed events that take place prior to the licence expiry date.

FOOD SAFETY SUPERVISOR DETAILS (Not applicable to Not For Profit organisations)	
Name	
Phone Number	
Qualifications Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No Note: No licence will be issued without a qualified Food Safety Supervisor unless you provide evidence of charitable or not for profit status.

FOOD PREPARATION	
Is ALL food being prepared within the stall?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If no, where is the food being prepared	

Note: If food is being prepared in a registered kitchen that is located in a Local Government Area other than Hinchinbrook, please attach a copy of the *Food Business Licence* for that business.

PUBLIC LIABILITY INSURANCE (All food stalls must hold Public Liability Insurance to the value of \$20 million. A Certificate of Currency must be attached to this Application Form)			
Insurance Company			
Value of Public Liability Policy		Expiry Date	

STALL INFORMATION	
Food to be Prepared in the Stall	
Stall Construction Materials and Equipment	
Walls:	
Floor:	
Ceiling:	
Water Supply and Disposal	
Source of Water	
Storage on Site	
Waste Water Capture	
Waste Water Disposal	

Sanitation	
Hand Washing Facilities	
Waste Management	
Waste Collection Receptacle	
Waste Disposal Site	
Transportation of food and ingredients	
Method for protecting food from contamination during transport	
Storage Facilities	
Dry Storage	
Cold Storage	
Freezer Storage	

Checklist of attachments:

- ☐ Detailed stall plan – All applications must be accompanied by a detailed plan of the food stall. The plan must identify the location of the food preparation area, utensil washing facilities, hand washing facilities, waste facilities, and food storage facilities;
- ☐ Food safety supervisor qualifications OR Proof of not for profit status;
- ☐ Copy of Food Business Licence of business where food is being prepared (if applicable);
- ☐ A Certificate of Currency for Public Liability Insurance to the value of \$20 million; and
- ☐ A full list of events at which the stall will be operating.

Signature of Applicant:

Date:

OFFICE USE ONLY – CUSTOMER SERVICE TO COMPLETE (Receipting Code 450)					
Fee Paid		Date		Receipt No	

Privacy Notice and Disclaimer

Hinchinbrook Shire Council is collecting your personal information to process your submission. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.