



**Application for Temporary Food Stall 2017/2018**

**IMPORTANT: Completed applications must be submitted to Council at least 10 days prior to the date of the first event. Failure to do so may result in your application being rejected without refund.**

Applicant's Name: .....

If Applicant is a Company, ACN/ARBN/ABN: .....

Names of Company Directors: (attach a separate sheet if insufficient space): .....

Address of Applicant or Company's Registered Office under the *Corporations Act*:  
.....

Applicant's Postal Address: .....

Phone No:..... Mobile No: ..... Fax No: .....

I require a Food Business Licence for a **single** event from 1 July 2017 – 30 June 2018:  \$50.00

I require a Food Business Licence for **multiple** events from 1 July 2017 – 30 June 2018:  \$105.00

**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	Date/s	Operating Times	Intended location of the stall at the event	Function Organisers, Property Owner/Occupier's Details

Food Handler's Names: .....

Food Safety Supervisor's Name: .....

Food Safety Supervisor's Address:.....

Food Safety Supervisor's Phone Number: .....

**Please attach a copy of the qualifications of the food safety supervisor when submitting this application.**

Is ALL food being prepared within the stall?  No  Yes

**Electronic version current. Uncontrolled Copy current only at time of printing**

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If not, what is the name and address of the registered kitchen where food will be prepared?

.....  
.....

If the registered kitchen is located in a Local Government Area other than Hinchinbrook, attach a copy of the licence.

Please note: 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.

Signature of Applicant: ..... Date: .....

**COMMUNITY AND CHARITABLE ORGANISATIONS**

**Community and Charitable Organisations May Apply for Exemption of Fees**

Fees for licensing and registration of food businesses operated by community and charitable organisations are set at nil. Community and charitable organisations are defined as:-

- 1. An Incorporated Association; and
- 2. One which is locally managed; and
- 3. Events that raise funds solely for community and charitable causes and not for personal financial gain.

Do you wish to apply for exemption of fees on the grounds of being a community or charitable organisation:

No       Yes – **You must provide evidence of Not For Profit status.**

Address all communications to:                      Development, Planning and Environmental Services  
Hinchinbrook Shire Council  
PO Box 366, INGHAM QLD 4850  
Phone No.: 4776 4607  
Fax No.: 4776 3233  
Email: [hshealth@hinchinbrook.qld.gov.au](mailto:hshealth@hinchinbrook.qld.gov.au)  
[www.hinchinbrook.qld.gov.au](http://www.hinchinbrook.qld.gov.au)

**ALL APPLICATIONS MUST BE ACCOMPANIED BY DETAILED PLANS, AND THE FOOD SAFETY SUPERVISOR'S QUALIFICATIONS (IF APPLICABLE).\***



**STALL DESIGN INFORMATION**

All information included on this application form is to be clearly indicated on plans.  
This application is to be completed with reference to the document  
“Temporary Food Stalls – Licence, Structure and Operational Guide”

**FOOD TYPE AND INGREDIENTS**

Food and Ingredients List

**WALLS**

Material	Indicated on Plans?

**FLOORS**

Material	Indicated on Plans?

**CEILINGS**

Material	Indicated on Plans?



**FOOD TRANSPORT**

Vehicle Type & Storage Facilities	Indicated on Plans?

**WATER SUPPLY** (Water to be used in the stall for the preparation of food)

Source of Water & Storage On Site	Indicated on Plans?

**WASTE WATER**

Storage & Disposal Details	Indicated on Plans?

**GARBAGE AND WASTE STORAGE**

Type of Bins & Location of Storage	Indicated on Plans?

**FIXTURES FITTINGS AND EQUIPMENT** (ie. Tables, cooking rings, fridges etc)

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Equipment & Fit-out Material	Indicated on Plans?

**WASHING FACILITIES (for Preparation and Cleaning purposes)**

Details of Sinks	Indicated on Plans?

**STORAGE & FOOD DISPLAY FACILITIES (ie. Bain Marie, Pie Warmer)**

Equipment & Fit-out Material	Indicated on Plans?

**TEMPERATURE MEASURING DEVICE/S (ie. Probe thermometer)**

Details / Specification	Indicated on Plans?

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**CLEANING AND SANITATION**

Type & Usage	Indicated on Plans?

**HAND WASHING FACILITIES**

Type	Indicated on Plans?

**Office Use ONLY:**

Amount Paid: ..... Receipt Number: ..... Date: .....

- Plans OK  Yes  No
- Further Information Required  Yes  No
- Further Information Supplied  Yes  No
- Licence Required  Yes  No
- Licence Granted  Yes  No

Licence Number: .....

**PRIVACY CLAUSE**

The information collected on this Form will be used by the Hinchinbrook Shire Council in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Information Privacy Act 2009*) or as required by the Queensland State Government. This information will be retained as required by the *Public Records Act 2002*.

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