

# Conditions and application for Food Stall Holders operating in Waverley



WAVERLEY COUNCIL

# Schedule of conditions for food stall holders operating in Waverley

The following measures must be complied with:

## 1. Preparation, Transportation and Storage:

- a) Finish preparing potentially hazardous foods (raw and cooked meats, dairy products, seafood, processed fruits and vegetables, cooked rice and pasta, foods containing eggs, beans, nuts and foods that contain these foods such as sandwiches and rolls) before leaving for the event to minimize direct handling of the food;
- b) All food prepared prior to the event must be stored and transported in refrigerated conditions being less than 5°C at ALL times;
- c) The journey should be properly planned and should be kept as short as possible;
- d) When collecting ingredients, cold foods should be collected last and immediately placed in insulated containers or cool bags for correct transportation;
- e) When you arrive at the venue, make it your first job to unload any hot or cold food and place it in temperature-controlled equipment;
- f) All stored food must be kept in covered containers off the ground;

## 2. Display:

- a) All stalls where food is to be prepared must contain a roof and three fully enclosed sides (to full height) of canvas, plastic sheeting, vinyl or shade cloth;
- b) A fire extinguisher and a fire blanket must be provided in any stall where food is cooked;
- c) All food prepared in the stall must be for immediate sale and consumption unless a suitable food warmer or food display unit is provided;
- d) A thermometer must be provided for monitoring hot and cold food;
- e) Food MUST be covered and shielded from dust, dirt, foreign objects and by the public at all times;
- f) Protective/sneeze barriers are to be provided to protect the areas where food is being displayed/stored;
- g) All food inside stall must be stored 150mm above the ground and in covered or enclosed containers;
- h) Cooking and heating equipment must NOT be within the reach of the public;
- i) All food being prepared must be protected from sources of contamination, i.e. flies
- j) Hot food must be maintained at a temperature of at least 60°C and cold food below 5°C at ALL times.
- k) All food that requires labeling must comply with the NSW Food Authority requirements.

### 3. Hand washing facilities:

- a) Hand washing facilities, with a supply of warm running water, of a size that allows easy and effective hand washing and is clearly designated for the sole purpose of washing hands, arms and face MUST be provided;
- b) Food handlers MUST wash their hands before they handle food and all surfaces likely to come into contact with food at regular intervals;
- c) A supply of liquid soap and single use paper towels must be provided adjacent to hand washing facilities.

### 4. Miscellaneous:

- a) Only single use eating and drinking utensils are to be used, These shall be pre wrapped or adequately protected from contamination; (unless otherwise approved by Council's Health Section)
- b) All condiments such as sauce, mustard etc must be contained in squeeze type dispensers or individual sealed packets;
- c) A supply of separate serving/cooking utensils is to be provided for each food dish.
- d) All portable cooking facilities such as BBQ's and the like must have sufficient containment areas or drip trays to act as bundling under them. They must be of high strength, durable, heat resistant plastic or an approved metal with a minimum of 75mm lip or upturn and to cover the perimeter of the cooking facility.
- e) A copy of your Certificate of Approval/Registration must be clearly displayed at the front of your stall during the hours of operation.

### 5. Stallholder environmental and waste management conditions:

Stallholders will be required to adhere to the waste minimization principles of reduce, reuse, recycle. Stallholders must agree to the conditions set out below:

- a) All merchandise and displays must stay within the confines of the stall/space allocated.
- b) Polystyrene products are strictly prohibited and prepared food and drinks must be provided in reusable or recyclable containers (e.g. plastic bottles, aluminium cans, steel cans, and plastic containers).
- c) Eating utensils, serviettes, and stirrers must be single-use and biodegradable.
- d) Agree to the Food regulations as stated in this document and under the NSW Food Authority.
- e) Nothing is to enter or have the potential to enter storm water drains.
- f) Any waste water must be disposed of correctly into the sewerage system or taken away with the stallholder to be disposed of correctly off site.

# Stallholder Application Form

(Complete and return with payment and required attachments)

<b>Name:</b>	
<b>Business Name:</b>	<b>ABN:</b>
<b>Name &amp; Address of the event:</b>	<b>Date of Event:</b>
<b>Name of event organiser:</b>	
<b>Stallholder Address:</b>	<b>Post Code:</b>
<b>Stallholder Email:</b>	
<b>Stallholder Phone:</b>	<b>Stallholder Mobile:</b>

**Please Note: If the food is to prepared offsite at a home based kitchen, evidence of a Food Authority Notification number must be provided. If the food is prepared in a licensed commercial kitchen, a copy of a recent food inspection report, relevant council registration document or evidence of a Food Authority Notification number must be provided. The application will not be processed without this.**

Where is the food prepared/ stored (address)?

.....  
.....

Description of the products for sale:

.....  
.....

How will the food be transported (cold storage, hot box, raw or cooked on-site)?

.....  
.....  
.....

How will the food be protected against contamination?

.....  
.....

Please list your cooking equipment (hot/cold boxes etc.) and indicate whether they are gas or electric:

<b>Equipment:</b>	<b>Powered By</b>	
.....	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
.....	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
.....	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric

**Application Fee Applies**

**Fee:** \$152

Applications can be submitted with payment by the following options:

In person at Waverley Council’s customer service centre at 55 Spring Street, Bondi Junction,

or

By cheque made payable with the application to Waverley Council and posted to:  
 Waverley Council  
 P.O. Box 9 Bondi Junction  
 NSW 1355

Please note it takes 14 working days to process each application made.

Waverley Council reserves the right to refuse entry to any stallholder that does not show adequate consideration for the health regulations and/or requirements (including presentation) as stipulated by the Event Manger.

By signing this agreement, you verify that you understand the requirements, regulations and conditions as detailed in this document.

Signed:.....Date:.....

Print Name: .....

Office Use Only	
Date received:	Received by:
Receipt Number:	
Note: please use generic code <b>PUBHLC</b>	