



SHIRE OF

Chapman Valley

love the rural life!

TEMPORARY FOOD STALLS

**Licence, Structure, Operation Guide
& Application Form.**

ABOUT THIS GUIDE

This guide is for individuals, businesses, charities and community organisations involved in the operation of temporary food stalls. It aims to provide a minimum standard of operational and structural requirements for Temporary Food Stalls, either used in the preparation or handling of food for sale to the public at markets, fetes and other like events

ABOUT THIS GUIDE.....	2
INTRODUCTION.....	3
SKILLS AND KNOWLEDGE.....	3
DO I NEED A LICENCE.....	4
APPLICATION PROCESS.....	5
TEMPORARY FOOD STALL CHECKLIST.....	5
STALL DESIGN LAYOUT AND STRUCTURAL STANDARDS.....	5
OPERATIONAL REQUIREMENTS	9
LABELLING.....	13
TEMPORARY FOOD STALL CHECKLIST.....	15
DIAGRAM OF FOOD STALL SET UP.....	17
APPLICATION FOR A TEMPORARY FOOD STALL LICENCE.....	19
APPLICATION FOR TEMPORARY FOOD STALL POWER DISTRIBUTION.....	20

INTRODUCTION

Temporary food stalls have become important features at many festivals, fetes and markets held all year round in The Shire of Chapman Valley. Food stalls play an important role at these events by offering a variety of tasty and exotic foods for sale.

The Shire of Chapman Valley licenses temporary food stalls in accordance with the Food Safety Standards Code of Australia, the Food Regulations 2009 and the Food Act 2008.

Temporary food stalls can pose a higher risk to consumers than takeaways and restaurants due to their temporary nature. Therefore it is important to ensure you follow these guidelines closely when setting up and operating a temporary food stall. That way you can ensure you are providing your customers with safe food.

All operators of a temporary food stall have a **responsibility and a duty of care** to ensure that all foods and beverages produced, stored, handled or offered for sale from the food stall and the setup and structure of the food stall are in compliance with the requirements of the Food Act 2008, the Food Regulations 2009 and the Food Safety Standards Code of Australia.

The standard of food stalls construction, personal hygiene and methods of food production generally, shall at all times **protect food from environmental and personal contamination**, e.g. sun, dust, vermin, touching and coughing (by food handlers and/or the public) etc.

This guide is based on the above Act, Regulations and Code and will provide adequate information to set up and operate your food stall.

SKILLS AND KNOWLEDGE

All applicants and persons undertaking food handling operations are required to have appropriate skills and knowledge commensurate with the activities proposed to be conducted and the type of food proposed to be prepared.

Charities and community organisations are exempt from Skills and Knowledge requirements if;

There is no personal financial gain, that is, all moneys raised are used for charitable or community purpose; and

The food sold is shelf stable e.g. Biscuits, cakes without cream, jams or chutneys; or

The food is consumed immediately after thorough cooking e.g. Sausages sold straight from the barbecue.

These food handlers must still comply with the health and hygiene requirements of the Food Safety Standards.

The event organiser should ensure that all food handlers and supervisors have the necessary skills and knowledge they need to handle food safely. Should you require any further details or advice in relation to the skills and knowledge component please contact the Environmental Health Officer at the Shire of Northampton on – 9934 1202 Northampton Office or 9937 1097 Kalbarri Office.

DO I NEED A LICENCE?

All food businesses where food is intended to be sold for profit require to be licensed under the Food Act 2008.

Any person intending to sell food for profit from a temporary food stall is therefore required to apply to Council's Environmental Health Services for a food licence.

Although the following operations are exempt from licensing they still need to comply with the requirements of the Food Safety Standards. It is therefore advisable to follow the guidelines and information laid out in this document to ensure that you comply with the legislation.

The following do not require a licence:

- Sale of unpackaged non potentially hazardous snack foods, such as biscuits, cakes, confectionary, nuts and potato chips;
- Sale of whole fruit or vegetables;
- Sale of seeds, spices, dried or glazed fruit, dried herbs, tea leaves, coffee beans or ground coffee, grinding of coffee beans;
- Sale and preparation of drinks such as tea, coffee, soft drinks and alcohol (other than drinks that consist wholly or partially of fruit or vegetable juice processed at the place of sale);
- Sale of food, by a non-profit organisation, that consists of low risk food (e.g. fruits, cereals, toast or similar food).

APPLICATION PROCESS

1. Obtain a Temporary Food Stall Licence Application Form from the Shire of Chapman Valley office in Nabawa.

2. Submit your completed application form with the appropriate fee to the Environmental Health Officer by visiting the administration office at Nabawa.
3. If you have trouble completing the application form, please phone the Environmental Health Officer at the Shire of Northampton on 99341202 Northampton Office or 99371097 Kalbarri Office.
4. Council will then assess your application and if approved, will issue a licence.
5. On issue of your licence you will also receive a Temporary Food Stall checklist to assist with the correct set up and operation of your stall.

Please ensure that the application is submitted at least 7 (seven) days before the event to allow time to process the application. It is also advisable to contact your local Environmental Health Officer to discuss your plans before applying for a licence.

TEMPORARY FOOD STALL CHECKLIST

A checklist has been developed for food stall operators to ensure the correct set up and operation of a temporary food stall. A copy of this checklist is at the back of this guide. Use the checklist each time you set up and operate your stall. It will help to ensure that you have all the correct equipment, adequate structure, and adequate facilities and follow good hygiene practices.

STALL DESIGN LAYOUT AND STRUCTURAL STANDARDS

If you are planning to operate a food stall, visit the proposed site to ensure it is suitable for preparing, storing, handling and selling food, before you commence operation.

Structure and location

- A one day food stall shall consist of a food stall of which the roof and three sides are covered with plastic sheeting or vinyl as approved by the EHO. A lesser standard may be approved if all foods for sale are pre-wrapped. This will help to protect the food from contamination. The material used should be something that will not absorb grease and be easily cleaned.
- The floor of the stall should be easy to keep clean. In some instances if the ground will not pose a risk to food safety, such as concrete or paving then no additional flooring will be necessary.
- Equipment, tables and benches are to have good support and be covered with a material that is easy to keep clean or are to be smooth, impervious and free from cracks and crevices.

- An uninterrupted supply of power shall be provided, if required, to the food stall for refrigeration and lighting purposes. Such installation shall be in accordance with requirements of the relevant Power Supply Authority and, including all electrical cables and cords, must carry a **current testing tag**.
- The use of inbuilt or portable generators for the provision of power is acceptable.

Transporting food

Contamination of foods during transportation shall be prevented through ensuring that:

- All food is transported in sealed appropriate packaging or containers;
- Chilled or hot foods are maintained at the correct safe temperatures;
- Raw foods and cooked foods are kept separate.

Vehicles used in the transport of food must be maintained in good repair and clean with separate storage for food and non-food products.

Protection of food

- Disposable eating and drinking utensils are recommended, however reusable utensils may be used, provided suitable means for adequately washing, rinsing and drying these utensils are provided.
- All food stored inside the stall shall be 750mm above the ground and covered or in closed containers to protect the food from dust and insects.
- Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provide by the means of a sandwich display type counter, Perspex glass sneeze guards or clear plastic siding to the stall.
- All condiments such as sauce, mustard, etc, shall be contained in squeeze type dispensers or in individual sealed packs.
- All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- Drinking straws. Paper cups, spoons, etc, shall be enclosed in suitable dispensers or otherwise protected from contamination.
- Food stalls are not to be located in close proximity to events or activities that may create or cause dust.
- Tea, coffee, cordial and/or other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

- All food handlers to be clean in person and in attire and are appropriately dressed.
- All pre-packaged foods shall be labelled in accordance with the provisions of the Foods Standards Code and include the following:
 - The name of the food;
 - Name and address of supplier;
 - Every ingredient in the food by its common name. Ingredients are to be listed in descending order of ingoing weight;
 - Use by date and best before date;
 - Nutritional information panel.

Washing facilities

- Separate hand washing and utensil washing facilities are to be provided. Set up two containers (around 20 litres by volume) fitted with taps. Label each container, one 'Hand washing only' and the other 'utensil washing only'.
- Hot water and/or sanitiser are to be available for cleaning.
- Liquid soap and disposable paper towels are to be provided for hand washing.
- All cooking utensils are to be removed from the site at the end of the day and thoroughly cleaned and sanitised in dishwashing facilities connected to hot water or the double bowl sink method.

Cooking

- All cooking and hot food storage equipment is to be located under cover, within the food stall or otherwise suitable protected from contamination.
- Cooked foods to be kept separate from raw foods.
- Use different chopping boards/work surfaces, equipment and utensils for handling raw and cooked foods.
- Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall. Raw food awaiting cooking shall not be stored or held outside the stall except in appropriate closed containers.
- If cooking equipment is located at the front of the stall, provide a sneeze barrier to protect the food. Locate any BBQ away from close proximity to the public, i.e. Back of the stall. Remember, a BBQ can pose a danger to the public, especially young children.
- The cooking area shall be kept free of dust borne contamination and droplet infection (coughing, sneezing by the public).

- Where cooking is carried out adequate provision shall be made to protect the food stall walls, floor and roof from heat, flame and splashing.
- A dry chemical fire extinguisher of suitable capacity must be placed in the stall if cooking is conducted within the stall.

Food Temperature control

- All takeaway foods prepared on a stall shall be for immediate sale and consumption unless a suitable food warmer or food display, maintaining the food at a temperature of at least 60⁰C (hot foods), or below 5⁰C (cold foods) is provided.
- Pre-prepared food products or pre-packed food consisting wholly or in part of fresh cream, custard, trifle or similar food which promotes bacterial growth shall not be sold from a temporary food stall, unless stored or displayed under refrigerated conditions as prescribed above.
- All raw food and perishable foods such as steaks, hamburger patties, frankfurts, shall be stored in a portable cooler together with an adequate supply of ice or cooling medium.
- The sale of pre-cooked chicken or pre-cooked chicken pieces or pre-cooked rice from a temporary food stall **is not permitted.**
- No smoking is permitted in areas where food is being prepared or cooked.
- Juvenile food handlers to be supervised by a responsible adult. The total number of food handlers is to be kept at a minimum.
- Persons handling monies must not handle unpackaged foods.
- No animals or pets allowed within 10 metres of food stalls or vans, except for assistance animals. Food stalls and vans to be a minimum of 10 metres from public sanitary conveniences.

Waste

- Provide refuse containers with a fitted lids and bin liners for the disposal of waste and label 'refuse only'. Clean and empty the bin regularly or when full.
- All waste oil must be placed into a suitable container such as the original and removed at the end of the event. Larger amounts should be removed by a licensed waste contractor.
- Waste water is to be stored in a container and labelled 'Waste water only' and disposed into a sewer under a trade waste approval.

Equipment

- Mobile refrigerators/cold rooms will be needed to store the bulk of your high-risk food for the day.
- Insulated containers such as eskies packed with ice can be used for storing small amounts of food waiting to be cooked.
- A thermometer must be kept on site and used to regularly check the temperature of hot and cold foods. Electricity supplies at temporary events can be unstable and cut out without operators knowing. Checking the thermometer regularly and recording temperatures will alert you to any potential problems.
- Food found not being stored at the correct temperature may be investigated by a Council officer and seized to prevent sale. Therefore temperature records are essential to prove your food has been kept at the correct temperature.

When handling food always consider:

- Am I protecting the food from contamination?
- Am I maintaining the food at the correct temperature?

OPERATIONAL REQUIREMENTS

Temperature Control

Effective temperature control is one of the most important ways to minimise the growth of bacteria and the risk of food poisoning.

Temperature control tips -

1. **Delivery:** always check that food is at the correct temperature when delivered, either below 5°C or above 65°C. Use a thermometer, such as one with a metal probe.
2. **Storage:** never reheat food in a bain marie. These should only be used to store hot food, which should have an internal temperature of above 60°C.
3. **Regularly check and record temperatures** of refrigerators, freezers and refrigerated display units.
4. **Preparation:** keep food temperatures out of the danger zone (5 – 60°C) by planning your time, menu, cooking, and storage in advance.

5. **Thawing:** Never thaw food at room temperature. Food should be thawed in a refrigerator or cold room at 5°C. If time is limited, thaw food in a microwave oven. Always thoroughly thaw food such as poultry before cooking.
6. **Cooking:** thoroughly cook meat and poultry dishes. Bacteria found naturally in meat and poultry, such as Salmonella, will be destroyed when cooked to temperatures over 60°C.
7. **Cooling:** cool food rapidly to 5°C within four hours. Cool food slightly at room temperature for no more than 20 minutes, then place in the cold room below 5°C.
8. **Reheating:** reheat food quickly, and in small quantities, to at least 70°C to stop bacteria growing.
9. **Display:** make sure cold food is at 5°C or below, and hot food is at 60°C or above, before placing in the display unit or salad bar. Do not overload the display unit and do not display sandwiches and cream cakes on the counter or at room temperature.

Personal Hygiene

It is essential that people handling food use high standards of personal hygiene.

Hand washing is a vital part of personal hygiene. Personal hygiene tips when working with food include:

- Wash hands regularly even if you use gloves and utensils, you still must wash your hands and keep them clean, in particular:
 - Before handling food;
 - Immediately after handling raw food, especially raw meat or poultry;
 - After going to the toilet;
 - After handling money;
 - After blowing their nose, sneezing or coughing;
 - After breaks;
- Have a separate hand wash basin in every food preparation area;
- Wear clean clothes, apron and where practicable, protective food handling gloves and food handling tongs;
- Don't wear jewellery on hands and wrists, as bacteria can become caught in jewellery and contaminate food;
- Cover cuts and sores with clean waterproof dressings;
- Tie back and/or cover hair;

- Keep fingernails short, clean and without nail polish: cracked and long nails can harbour bacteria and nail polish can flake into food;
- Avoid touching their face or hair;
- Wash uniforms, smocks or aprons daily;
- Cover cuts and sores with waterproof, brightly coloured bandaids. They can be seen in the food if they fall off and the food can then be disposed of;
- Don't prepare food when you are ill, particularly if you have cold symptoms, vomiting, diarrhoea, or skin infections on the hand;

Illness

Food handlers with symptoms of food poisoning, such as diarrhoea, vomiting or stomach pains, must not handle food and must leave the food preparation areas immediately. All other illnesses and skin conditions must be reported to a manager/supervisor or the licence holder who then needs to determine if these conditions pose a risk of spreading bacteria or disease should the person continue to handle food.

Cross Contamination

Cross contamination occurs when food becomes contaminated with bacteria from another source. Cross contamination causes about 20% of all food borne illness breakouts. Some ways to prevent cross contamination include:

- Use separate cutting boards for raw and cooked food (colour or label boards to remember their purpose);
- Prepare raw and cooked foods in separate areas;
- Wash raw fruits and vegetables thoroughly to remove soil and contaminants before cutting;
- Clean and sanitise equipment and utensils after cutting raw meat and before preparing cooked or raw food;
- Clean and sanitise preparation benches and sinks between different tasks and at the end of each day;
- On cold room shelves, store raw meats beneath and separate to cooked meats, vegetables and fruits;

- Always wash your hands with soap and water or change gloves after carrying out different tasks;
- Cover all food to prevent contamination;
- Allow dishes to air dry rather than using a tea towel that could be contaminated;
- Throw away cracked or chipped crockery as bacteria can hide in cracks and contaminate food.

Cleaning

Cleaning and sanitising cooking utensils and equipment used to prepare food is essential for the safe operation of any food business.

Cleaning is the removal of visible dirt, grease and other material. Sanitising is the use of heat or chemicals to reduce bacteria. Neither method removes or kills all bacteria.

- Clean and sanitise all cutting boards and preparation benches after each use, particularly when changing from preparing raw to cooked foods;
- Store cleaning products away from food;
- Use different cloths for cleaning different types of food areas and equipment;
- Soak cleaning cloths in sanitiser on a daily basis.

Waste Management

It is important to ensure your rubbish is adequately protected from pests and does not create an odour problem. Some Waste Management tips include:

- Choose bins large enough to hold all of your rubbish;
- Make sure your bin has a lid that fits. This will prevent pests from accessing the waste and transferring dirt and diseases from the bin to clean benches or crockery in your kitchen;
- Don't let your rubbish sit rotting. Waste should be removed regularly.

What is the best way to serve taste samples?

When serving, it is important to keep the food protected from all the different types of contamination. Ways to protect food from contamination include:

- Provide single serves of the food sample. Use disposable products such as cups, spoons, toothpicks to minimise handling by the customer;
- Provide a physical barrier, such as perspex, between the customer and the food display small quantities, so food samples have less time to become contaminated;
- If required, keep the food samples hot or cold. Some samples may be kept out of temperature control if the time and temperatures are carefully monitored;
- Supervise to ensure that customers do not re-dip spoons or other items;
- Provide litter containers so customers can dispose of single use items;
- Use tongs and gloves when you handle samples;
- Have a sign stating "no double dipping, single serve only".

LABELLING

Under the Australian New Zealand Food Authority (ANZFA), all packaged food must be labelled.

Exemptions apply to:

- unpackaged food;
- whole or fresh cut fruit and vegetables ;
- food sold at fundraising events;
- food packaged in the presence of the purchaser;
- food made and packed on the premises from which it is sold.

Although these exemptions apply, businesses must be able to inform the public of the contents of food either verbally or in writing if requested.

Labelling requirements for packaged foods:-

If you have any food that is going to be sold in a package, eg jams, chutneys, sauces, cakes, slices, biscuits, or if you repack bulk food into smaller portions eg nuts, lollies, etc, then the food must have a label stating the following information:

1. the label must be clearly and legibly written in English;
2. the label must have the name of the food product;
3. the label must have a list of the ingredients in descending order by weight/volume;

4. the label must provide details (name/address) of the persons who made the product. This could be the name of the club and contact details PLUS a code which is used by the club to identify the person who made the product;
5. the label must contain either a use by date, best before date, or the date of manufacture of the product.

Note: Food that has been packaged in front of the consumer/purchaser does not require a label.

It is the responsibility of the organising body of the fair, carnival, fete, etc, to ensure that all proposed temporary food stallholders make personal contact with the EHO prior to the establishment of the temporary food stall, to discuss all or any of the above requirements.

It is the responsibility of the organising body of the event, fair, carnival, fete, etc, to ensure the compliance of all temporary food stalls with the above requirements, including electrical safety.

TEMPORARY FOOD STALL CHECKLIST

This checklist has been designed for operators to use each time a temporary food stall is set up. It will help you understand what is required to operate a temporary food stall.

Licence

- Refer to Temporary Food Stall Guide for information;
- Copy of current licence available.

Structure

- Covered stall;
- Barrier between public and stall, particularly when a hot box or BBQ is used;
- Floor covering easy to clean;
- Cooking equipment located to protect food from contamination;
- Dry type chemical fire extinguisher available for use;

Temperature Control

- Refer to Temporary Food Stall Guide for temperature requirements;
- Potentially hazardous foods store within temperature control;
- Thermometer in use;
- Temperature records kept;
- Temperature control during transport.

Storage

- Food stored in clean and hygienic environment;
- Separate raw and cooked foods;
- Food covered;
- No food stored directly on the ground.

Preparation

- Time taken to prepare food at the food stall kept to a minimum i.e. within 2 hours;
- All food prepared inside food stall;
- Raw and cooked food prepared and stored separately;
- Food protected by a physical barrier;
- All food prepared on tables.

Serving

- Money and food handled separately
- Tongs, spoons, spatulas, gloves used to handle food;
- Disposable eating and drinking utensils used;
- Sauces, condiments are in squeeze type dispensers or sealed packs.

Taste Testing/Display

- Single serve utensils, sneeze guards;
- Signs stating “No double dipping”, “Single serve only”;

Personal Hygiene

- Refer to Temporary Food Stall Guide for personal hygiene requirements;
- Clean personal attire and habits;
- No smoking in food stall;
- No cuts, illness, sores on food handlers;
- 20 litre water container with tap labelled “Hand Washing Only” and bucket to collect waste water;
- Liquid soap and paper towels supplied for staff use.

General Cleaning

- Refer to Temporary Food Stall Guide for cleaning requirements;
- Walls, floors, ceilings are clean;
- Utensils and equipment cleaned and sanitised regularly;
- Hot water/sanitiser available for emergency cleaning;
- 20 litre water container with tap labelled” Utensil Washing Only” and bucket to collect waste water;
- Overall stall clean.

Waste Management

- Refer to Temporary Food Stall Guide for waste management requirements;
- Refuse bins with lid and liner supplied;
- Wastewater stored in container labelled “Waste Water Only”;
- Waste water disposed into sewer or other appropriate drain;
- Waste oil stored and disposed of correctly and safely.



SHIRE OF
Chapman Valley
love the rural life!

Application for Temporary Food Stall Licence

Food Act 2008

Full name of applicant.....

Postal address.....

Address where food stored/prepared.....

Telephone number.....

Type of food to be sold:

- a)
- b)
- c)
- d)
- e)
- f)
- g)

Will drinks and/or ice be offered for sale.....

Size of stall.....

Method of construction.....

Note: Food stalls are to comply with the Shire of Chapman Valley “Temporary Food Stalls Guide”.

Place where stall to be established.....

If power is required you must complete the Temporary Food Stall Power Distribution Form.

Licence required for:

Date..... Time.....

Date..... Time.....

Date..... Time.....

Contact details:

- Full name.....
- Phone/mobile.....
- Email.....

The above named applicant hereby applies for the issue of a Temporary Food Stall Licence in respect of the stall/s mentioned above.

Dated theday of.....20.....

Signature.....



Application for Temporary Food Stall Power Distribution

- 1 Full name of applicant.....
- 2 Postal address.....
- 3 List all electrical implements to be used in your food stall. NOTE power boards must be used - no double adaptors - ensure electrical cords are plugged into the correct Amp power point:
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
- 4 How many three-pin power outlets required.....
- 5 Amp requirement: **10 Amp** how many.....**15 Amp** how many.....
(Event electrician to recommend outlets, cords and Amp according to implement requirements stated above)

NOTE:

- You must only use your allocated Distribution Box and Outlet Numbers. If a problem arises contact the event organiser or the event electrician.
- You must not “piggyback” the system in your stall. Electric jugs, microwaves, electric cookers and other high current drawers may need their own separate cords.
- You must provide your own ‘correct, safe and in good working order’ cords.
- Place **your name** tag/tape (masking tape or similar) **on your power cords** near board socket outlet. (this will allow organisers to trace who has what in the advent of problems)
- There are **two/three fixed power distribution boxes** on the foreshore and **one mobile distribution box**. Each **box labeled** and **each socket numbered**.

The above named applicant hereby applies for the issue of a Temporary Food Stall Power Distribution in respect of the stall/s mentioned above.

Dated theday of.....20.....

Signature.....

FOR OFFICE USE ONLY

Applicant Name:.....

Allocated **Distribution Box** (Fixed or Mobile) and **Outlets:**

- Fixed/Mobile Box Number:.....Outlet Number:.....
- Fixed/Mobile Box Number:.....Outlet Number:.....
- Fixed/Mobile Box Number:.....Outlet Number:.....

Event Electrician/Organiser Signature.....

Date.....