

Temporary Food Stall Notification Form



This Temporary Food Stall Notification form is designed for not for profit community organisations that may hold occasional events such as sausage sizzles, bake sales, etc within the Port Augusta City Council area or for caterers / commercial food businesses who are notified with another council.

You will need to complete a new form for each event held by the organisation/group. This form must be provided to council 14 days prior to the event. Please note that Environmental Health Officers will periodically inspect such events to ensure compliance with relevant legislation.

Information on the [Requirements for Temporary and Mobile Food Operators.](#)

This permit does not provide approval to use Council land or use a public road for business purposes outside of approved events. For more information about Event Permit Applications please contact Council on 8641 9100.

Should you have any questions, concerns or require clarification on any aspect of this form please contact the Environmental Health Officer.

Telephone: (08) 8641 9100

Email admin@portaugusta.sa.gov.au

Please submit completed form via e-mail, mail or in person at the Civic Centre.

Part 1 - Contact Details of Organisation and Responsible Person

Name of Organisation/Group*

Nominated Contact Person for Event*

A natural person must be nominated to act as contact for this stall. This person will be responsible for providing all required information to allow council assessment of the stall and must be present at the stall for the majority of the operating period

Mailing Address

Mobile Phone*

Business Telephone

Email*

Part 2 - Details of Stall Trading

Location of Stall*

This must enable Council Staff to locate stall.

Date(s) and Time(s) of Stall*

Number of Food Handlers*

Name of Council That Food Stall/Vehicle is Based/Garaged In*

Food Business Notification Number

If stall/vehicle is based outside of Port Augusta City Council area

Part 3 - Foodstuff for Sale

List ALL Foodstuffs provided*

This includes beverages and condiments. You may wish to attach a menu.

Part 4 - Food Safety Information

Details of stallholder food handler training (if any)

E.g., SA TAFE course, food handling certificate, I'm Alert, prior experience etc.

Where is food sourced from*

E.g. supermarket, supplier, home kitchens (if so, please list names of those supplying)

Temperature Control*

How potentially hazardous foods are to be kept under temperature control from the point of purchase to sale. E.g. esky with ice, fridge, heat packs; and regular temperature checks with a thermometer.

Prevention of Contamination*

Detail how you will prevent contamination of food by food handlers and other sources. E.g. gloves, tongs, covers for food, pre-wrapped food, sneeze guards etc.

Describe the hand washing facilities provided at the stall*

Unless ALL foods are pre-wrapped, it is essential that hand washing facilities are provided and available at all times (see factsheet link (top of this form) on temporary hand washing facilities for more information)

Cleaning / Sanitising*

Detail methods used to ensure surfaces (including crockery/cutlery) may be cleaned and sanitised. E.g. detergent and food grade sanitiser, disposable crockery, dishes placed in container for washing in kitchen etc.

Please note that: Environmental Health Officers may inspect stalls to ensure compliance with regulations and statements made above. Officers have the power to prevent the ongoing sale of food where a risk is found to exist and/or relevant legislation has been breached.

Notification submitted by*

Signature*

Date*

OFFICE USE ONLY:

☐APPROVED/ ☐NOT APPROVED

AUTHORISED OFFICER: DATE: / /

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