

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, Devonshire tea or bake sales within Adelaide Hills Council. This form is not to be used by caterers or commercial food providers who must have notified as such.

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

Should you have any questions, concerns or require clarification on any aspect of this form please contact the Adelaide Hills Council Environmental Health Unit on the details given above.

Part 1 – Contact Details of Organisation and Responsible Person:

Name of the organisation/Group:	
Nominated Contact person for Event	
Mailing Address	
Postal address Line 1	
Line 2	
Suburb/Town	Post code
Contact	Business Telephone
	Mobile Phone
	Fax Number
	Email

(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 also be present at the stall for the majority of operating period)

Part 2 – Details of Stall Trading

Location of Stall <i>(This must allow council staff to locate stall)</i>
Date(s) and time(s) of Stall

Part 3 – Foodstuffs for Sale

List ALL Foodstuffs provided <i>(This includes beverages and condiments)</i>
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Part 4 – Food Safety Information

Details of stallholder food handler training (if any) <i>I.e. previous business owner, SA safe course,</i>	
Where is food sourced from <i>I.e. supermarket, supplier, home kitchens (if so please list names of those supplying)</i>	
Temperature Control <i>Detail how potentially hazardous foods are to be kept under temperature control from the point of purchase to sale. I.e. esky with ice, fridge, Heat packs and regular</i>	
Prevention of Contamination <i>Detail how you will prevent contamination of food by food handlers and other sources. I.e. gloves, tongs, covers for food, pre-wrapped food</i>	
Describe the hand washing facilities provided at the stall <i>Unless ALL foods are pre-wrapped, it is essential that hand washing facilities are provided and</i>	
Cleaning / Sanitising <i>Detail methods used to ensure surfaces (including crockery/cutlery) may be cleaned and sanitised. I.e. disinfectant and sanitiser present, supply of disposable wipes, disposable</i>	

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 _____

Signed _____

For Office Use Only
Notification received by: _____
Date Notification received: / /20

Please note that a completed Food Business Form must be submitted to:
Adelaide Hills Council, PO Box 44, Woodside, SA, 5244