

Application form to operate a Temporary Food Outlet.

Part 1: Event details

| | |
|-------------------|--|
| Name of event | |
| Date of Event | |
| Location of Event | |

Part 2: Event/host organiser's address & contact details

| | |
|---------------------|--|
| Organiser / Company | |
| Contact Name | |
| Office Address | |
| Phone Number | |
| Email Address | |

Part 3: Food outlet details

| | | | | | | |
|--|-----------------|--|-----------------|--|-------------------|--|
| Type of outlet | Temporary stall | | Mobile Food Van | | Fixed Premises | |
| Name of Outlet | | | | | Number of outlets | |
| Proprietor / Company Name | | | | | | |
| | | | | | | |
| Contact Person (name & phone number) | | | | | | |
| Email Address (invoices/reports are issued via email) | | | | | | |
| Address of Business | | | | | | |
| | | | | | | |
| Mailing Address | | | | | | |
| | | | | | | |
| Outlet Holders ABN/ACN | | | | | | |
| Food Safety Supervisor (name & phone number) | | | | | | |

Contact us:

council@cityofparramatta.nsw.gov.au | 02 9806 5050
 @cityofparramatta | PO Box 32, Parramatta, NSW 2124
 ABN 49 907 174 773 | cityofparramatta.nsw.gov.au

| Food types sold (Select all boxes that apply) | | | |
|---|--|--|---------------------------------------|
| | Alcoholic / soft drinks / juices / beverages | | Prepared salads |
| | Bakery products | | Processed cereal products |
| | Confectionery or snack food | | Processed fruit & vegetables |
| | Cooked chilled or frozen meals | | Processed meat, poultry or seafood |
| | Dairy products | | Raw fruit and vegetables |
| | Fermented meat products | | Raw meat, poultry or seafood |
| | Grocery / pre-packaged foods | | Raw ready-to-eat seafood or shellfish |
| | Infant or baby foods | | Self-service ready-to-eat food |
| | Nut & seed kernel products | | Water, non-reticulated supply |
| | Prepared ready-to-eat table meals | | Other please specify below: |

Part 4: Privacy & Personal Information Protection Notice

- **Purpose of collection:** Council is collecting your personal information in order to enable council to assess and determine your application.
- **Intended recipients:** The intended recipient of the information is City of Parramatta Council.
- **Supply:** While the supply of this information is compulsory, the personal information you provide will enable council to meet its statutory requirements.
- **Access/correction:** The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's access to information policy and privacy management plan. Your personal information may be disclosed to third parties for the purpose of complying with the applicable legislation. You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998.
- **Storage:** Council is the agency that holds the personal information. Council may be contacted on 9806 5050.

Part 5: Applicant Declaration

| | | | |
|---|--|------|--|
| I declare that all information supplied on this form is true and correct and there are necessary records and/or documentation to support this application form: | | | |
| Print name | | | |
| Signature | | Date | |

Part 6: Fee Details (GST Inclusive)

| Application Fees | Number of Outlet/s | Total |
|--|--------------------|-------|
| \$115.00 – Temporary food outlet applicable for each event/per outlet | | |
| \$257.00 – Annual Registration of temporary food outlet (<i>inclusive of all food inspection fees for the Financial Year 2022/2023 excluding The Royal Easter Show</i>). | | |

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| | |
|------------------------|---|
| Temporary Food Stalls | <p>A temporary arrangement of equipment and appliances from which food is sold, and which is set up for a specific, occasional event. Includes a booth, tent, marquee or other temporary equipment, such as a trestle and table and barbeque.</p> <p>When Council officers attend a temporary event, an inspection will be conducted.</p> |
| Mobile Food Van (MFV) | <p>If you are a MFV (ie: food van, food truck, trailer) you must register your vehicle with your Local Council to be inspected annually.</p> <p>You must also register your vehicle for every temporary event that you attend in the City of Parramatta. Note: Inspection fees do not apply if you have MFV permit with City of Parramatta and your annual inspection has been completed.</p> <p>If your MFV is registered with another Council, our temporary permit fees still apply. You must provide a copy of the most recent food premises assessment report (FPAR) completed by the Local Council.</p> <p>When Council officers attend a temporary event, an inspection will be conducted.</p> |
| Fixed Premises | <p>A fixed premises already registered with Council is being used for a temporary event they are required to complete a registration for the event.</p> <p>When Council officers attend a temporary event, an inspection will be conducted.</p> |
| Preparing Food at Home | <p>Approval to operate as a Home-Based Business is required to use home kitchens to prepare food to be sold at temporary events</p> |
| Annual Registration | <p>If you attend more than 1 temporary event each year, you can register your temporary food outlet and pay the annual fee, and this is the only fee you will pay each financial year.</p> <p>You are still required to complete a temporary event registration form for each event that you attend in the City of Parramatta.</p> |
| Food Safety Supervisor | <p>Outlets preparing potentially hazardous, ready to eat food, not sold and served in the supplier's original packaging, are required to appoint a Food Safety Supervisor who holds a current Food Safety and Supervisor (FSS).</p> <p>A copy of the FSS certificate must be available and/or displayed at the event.</p> |

Applications can be lodged via:

- **Email:** council@cityofparramatta.nsw.gov.au
- **Mail:** City of Parramatta, Po Box 32, Parramatta NSW 2142

Once your application has been approved by Council, we'll send a confirmation email containing ongoing notification requirements and an accompanying invoice.

For more information regarding specific requirements for temporary events including stall design and set up, hygiene and sanitation, food handling, please download a copy of City of Parramatta's Temporary Food Stall guidance documentation available on Council's website at www.cityofparramatta.nsw.gov.au, or the NSW Food Authority's Guideline for Food Businesses at Temporary Events available at www.nswfoodauthority.nsw.gov.au.

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