

## Application form to operate a Temporary Food/Beverage Outlet.

### Part 1: Fee Details (GST Inclusive)

Application Fees	Total
Application Fee ( <i>per event</i> ) - \$50.00	
Inspection Fee ( <i>does not cover Sydney Royal Easter Show</i> ) - \$115.00	
Financial Year Inspection Fee ( <i>inclusive of all food inspection fees for the Financial Year 2023/2024 excluding The Royal Easter Show</i> ) - \$270.00	
Late Fee ( <i>For applications received within 10 business days of an event</i> ) - \$50.00	

### Part 2: Event details

Name of event	
Date of Event	
Location of Event	

### Part 3: Event/host organiser's address & contact details

Organiser / Company	
Contact Name	
Phone Number	
Email Address	

### Part 4: Food/Beverage outlet details

Type of outlet	Temporary stall		Mobile Food Van		Fixed Premises	
Name of Outlet (Trading name)					Number of outlets	
Contact Person Name						
Contact Person mobile number						
Email Address (invoices/reports are issued via email)						
Postal Address						
Outlet Holders ABN/ACN						
Food Safety Supervisor Name						
Food Safety Supervisor Mobile 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](http://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 5: 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 6: 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	

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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](mailto:council@cityofparramatta.nsw.gov.au)
- **In Person:** Customer Service at PHIVE Building – 5 Parramatta Sq Parramatta
  - Monday to Thursday, 9am – 8pm and Friday to Sunday, 9am – 5pm

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](http://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](http://www.nswfoodauthority.nsw.gov.au).

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