

Application form to operate a Temporary Food/Beverage Outlet.

Part 1: Fee Details (GST Inclusive)

Application Fees	Total
Application Fee (per outlet & event excluding The Sydney Royal Easter Show) - \$55.60	
Inspection Fee – High Risk (per outlet & event excluding The Sydney Royal Easter Show) - \$175.00 (refer to page 3 for category information)	
Inspection Fee – Low Risk (per outlet & event excluding The Sydney Royal Easter Show) - \$100.00 (refer to page 3 for category information)	
Financial Year Inspection Fee (inclusive of all food inspection fees for the Financial Year 2025/2026 excluding The Sydney Royal Easter Show) - \$297.70	
Late Fee (For applications received within 10 business days of an event) - \$100.00	

Part 2: Event details

Name of event	
Date/s of Event	
Address of Event	
Event Host/Organiser contact details:	
Contact Name	
Phone Number	
Email Address	

Part 3: Food/Beverage outlet details.

If you have more than three (3) outlets please include their details on a separate page.

Type of outlet	Temporary stall		Mobile Food Van		Fixed Premises	
Number of outlets						
Trading name for 1 st outlet						
Trading name for 2 nd outlet (if applicable)						
Trading name for 3 rd outlet (if applicable)						

Food Safety Supervisor (FSS)			
FSS Name			
FSS mobile number			
FSS certificate number		FSS certificate refresher due date	

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](https://www.cityofparramatta.nsw.gov.au)

Part 3: Food/Beverage outlet details continued.

Outlet holder contact details			
Name			
Mobile number			
ABN/ACN number			
Email address (invoices/reports are issued via email)			
Postal Address (used if no response via email in relations to invoices & reports)			
Food/beverage types sold (Select all boxes that apply)			
<input type="checkbox"/>	Alcoholic / soft drinks / juices / beverages	<input type="checkbox"/>	Prepared salads
<input type="checkbox"/>	Bakery products	<input type="checkbox"/>	Processed cereal products
<input type="checkbox"/>	Confectionery or snack food	<input type="checkbox"/>	Processed fruit & vegetables
<input type="checkbox"/>	Cooked chilled or frozen meals	<input type="checkbox"/>	Processed meat, poultry or seafood
<input type="checkbox"/>	Dairy products	<input type="checkbox"/>	Raw fruit and vegetables
<input type="checkbox"/>	Fermented meat products	<input type="checkbox"/>	Raw meat, poultry or seafood
<input type="checkbox"/>	Grocery / pre-packaged foods	<input type="checkbox"/>	Raw ready-to-eat seafood or shellfish
<input type="checkbox"/>	Infant or baby foods	<input type="checkbox"/>	Self-service ready-to-eat food
<input type="checkbox"/>	Nut & seed kernel products	<input type="checkbox"/>	Water, non-reticulated supply
<input type="checkbox"/>	Other – please list food/beverage types below		
<input type="checkbox"/>			

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Inspection categories/Outlet Type

HIGH RISK

Outlets where:

1. Potentially Hazardous Foods are prepared, handled, stored, or sold; and/or
2. High Risk food handling activities; and/or
3. Food Sampling involving high/Medium risk food types; and/or
4. As determined by Council

Examples include but are not limited to:

- Sushi
- Meat, chicken, seafood
- Raw egg products
- Dairy products including cheese, Milkshakes and Ice milk drinks
- Cakes and pastries containing Potentially Hazardous Foods such as meat, cream, or cheese
- Pasta, Pizza
- Salads
- Sandwiches
- Pies, sausage rolls etc.
- Chips (potato) on a stick, Cheese on a stick, Hot dog on a stick
- Cutting fruit including but not limited to watermelon, pineapples, strawberries, and bananas
- Vegetarian hot foods such as curries
- Fruit juice and smoothies
- Snow cones and slushies
- Unpackaged fairy floss
- Cheese toasties
- Ice cream, Soft serve ice cream and gelato
- Corn
- Prepackaged baked goods where made on site
- Coffee where 'uber milk' storage is not refrigerated
- Cakes and pastries containing potentially hazardous foods such as meat, cream, or cheese

LOW RISK

Outlets where:

1. DO NOT handle / prepare or store Potentially Hazardous Foods; and/or
2. Low risk food handling activities; and/or
3. Food Sampling involving low risk food types, and/or
4. As determined by Council

Examples include but are not limited to:

- Unpackaged food sales of low-risk foods such as nuts, dried meats such as biltong, lollies including liquorice
- Pre-packaged baked goods such as muffins and cakes that do not contain potentially hazardous foods and are not made and packaged on site.
- Packaged foods including tea, honey, spices, and lollies.
- Alcohol sales and sampling
- Lemonade carts (Lemonade only no food)
- Bars (drinks and prepacked packets of chips or nuts)
- Coffee only (where 'uber milk' storage is refrigerated)
- Popcorn

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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>

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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	

Applications can be lodged via:

- Email: 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, or the NSW Food Authority's Guideline for Food Businesses at Temporary Events available at www.nswfoodauthority.nsw.gov.au.

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