



APPLICATION FORM TO OPERATE A TEMPORARY FOOD OUTLET IN CITY OF PARRAMATTA

PART 1: EVENT DETAILS

NAME OF EVENT:	
DATE OF EVENT:	
LOCATION OF EVENT:	

PART 2: ORGANISER ADDRESS & CONTACT DETAILS

ORGANISER / COMPANY:	
CONTACT NAME:	
OFFICE ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	

PART 3: FOOD OUTLET DETAILS

Type of Outlet (please circle below)	FOOD TYPES SOLD (TICK ALL BOXES THAT APPLY)		YES
Temporary Stall / Mobile Food Van / Fixed Premises	Alcoholic / soft drinks / juices / beverages		<input type="checkbox"/>
Name of Outlet	Number of Outlets	Bakery products	<input type="checkbox"/>
		Confectionery or snack food	<input type="checkbox"/>
Proprietor / Company Name:		Cooked chilled or frozen meals	<input type="checkbox"/>
		Dairy products	<input type="checkbox"/>
Outlet Holders ABN		Fermented meat products	<input type="checkbox"/>
		Grocery / pre-packaged foods	<input type="checkbox"/>
Address of Business		Infant or baby foods	<input type="checkbox"/>
		Nut & seed kernel products	<input type="checkbox"/>
		Prepared ready-to-eat table meals	<input type="checkbox"/>
Mailing Address		Prepared salads	<input type="checkbox"/>
		Processed cereal products	<input type="checkbox"/>
		Processed fruit & vegetables	<input type="checkbox"/>
Contact Person		Processed meat, poultry or seafood	<input type="checkbox"/>
		Raw fruit and vegetables	<input type="checkbox"/>
Food Safety Supervisor		Raw meat, poultry or seafood	<input type="checkbox"/>
		Raw ready-to-eat seafood or shellfish	<input type="checkbox"/>
Phone Number	Email	Self-service ready-to-eat food	<input type="checkbox"/>
		Water, non-reticulated supply	<input type="checkbox"/>
		Other please specify below:	<input type="checkbox"/>

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 <i>PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998</i> .
STORAGE:	COUNCIL IS THE AGENCY THAT HOLDS THE PERSONAL INFORMATION. COUNCIL MAY BE CONTACTED ON 9806 5050 OR AT 126 CHURCH STREET, PARRAMATTA NSW 2150.

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
\$101.95 – TEMPORARY FOOD OUTLET APPLICABLE FOR EACH EVENT		
\$231.75 – ANNUAL REGISTRATION OF TEMPORARY FOOD OUTLET (INCLUSIVE OF ALL FOOD INSPECTION FEES FOR THE FINANCIAL YEAR 2019/2020)		

LODGEMENT DETAILS, YOU CAN LODGE THE COMPLETED APPLICATION BY:

MAIL:	CITY OF PARRAMATTA, PO Box 32, PARRAMATTA NSW 2150		
IN PERSON:	126 CHURCH STREET, PARRAMATTA	EMAIL:	COUNCIL@CITYOFPARRAMATTA.NSW.GOV.AU
	MONDAY-FRIDAY, 8.30AM – 5.00PM		

NOTE: ONCE THIS APPLICATION IS PROCESSED YOU WILL RECEIVE CONFIRMATION VIA EMAIL ADVISING YOU OF YOUR LICENCE REFERENCE NUMBER AND IF APPLICABLE A TAX INVOICE WITH PAYMENT DETAILS.
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NOTES

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	<p>If you are a mobile food vehicle (ie food van, food truck, trailer) you must register your vehicle with your Local Council and be inspected annually.</p> <p>You must also register your vehicle for every temporary event that you attend in the City of Parramatta. Note: Fees do not apply.</p> <p>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>

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.