



— *City of* —
Melville

10 ALMONDBURY ROAD BOORAGOON WA 6154

GUIDELINES FOR THE ESTABLISHMENT OF A TEMPORARY FOOD STALL

1.0 PREAMBLE

The purpose of these guidelines is to provide information so that proprietors of food premises are made aware of the relevant regulations and Local Authority requirements when proposing to hold a food stall.

The proprietor of a food stall has an obligation under the Health Act - Food Hygiene Regulations to ensure that all requirements are complied with.

2.0 SUBMISSION OF PROPOSAL

Persons proposing to operate temporary food stalls must contact the City of Melville Health Services to obtain approval and advice of their intentions in writing at least fourteen (14) days prior to the event.

All food to be sold to the public from the temporary stall must be prepared, manufactured, cooked or processed in a registered Eating House or other food premises as approved by an Environmental Health Officer.

3.0 CONSTRUCTION OF THE STALL

Food stalls must provide protection of the food from contamination from flies, dust, dirt, direct sun, human breath or smoke, for example, by means of sneeze guards, containers with lids and wrapping materials. (The public must not be permitted to serve themselves with unwrapped food).

3.1 Food Storage

Perishable foods must always be kept at temperatures below 5°C or above 60°C, for example, provision for bain-marie should be available for food to be kept hot and fresh foods to be refrigerated or kept on ice.

Food in any form of container or package, eating or drinking utensil must not be stored in any other place than an approved cabinet, cupboard or shelf.

All pre - packaged food must be labelled in accordance with the requirements of the Food Standard Code of Australia. For further information please contact the Health Services on 9364 0275.

Counters/serveries, if timber, are required to be covered with polythene sheeting to maintain an easily washable surface.

Stalls to consist of a roof and three sides enclosed, with a minimum standard of canvas awning, unless all food is otherwise protected.

All stalls to be situated on a readily cleanable service, eg: concrete, brick paving, duckboards, tarpaulins or heavy duty plastic. Floor covering to extend beneath servery tables.

3.2 Hand Wash Basins

Hand washing facilities must be provided to the satisfaction of an Environmental Health Officer. As a minimum the following is required:

- A twenty (20) litre container that is thoroughly cleaned with a tap containing fresh potable water
- A bucket or container to collect and contain used water
- Liquid Soap and Disposal Papertowels must also be provided

3.3 Garbage

The specified stall and surrounding area must be kept free from trade refuse and other refuse and rubbish.

An area for the storage of garbage must be provided which is of sufficient size to store all receptacles used in connection with the stall.

3.4 Facilities

Adequate supply of power for all equipment is required. Power cables to be raised off the ground or otherwise protected against traffic damage. Lighting to be provided within the stall if operation during the hours of darkness is proposed. All gas and electrical installations to comply with Office of Energy requirements.

All barbecue facilities or hot surfaces to be isolated from the public effectively. A fire extinguisher is to be provided if any open flame burners are in use.

4.0 FOOD HANDLING AND STAFF HYGIENE

It is imperative that high standards of hygiene, in respect to the cleanliness of premises and food handling practices of staff are maintained.

Ensure all staff/volunteers read the pamphlet “Personal Hygiene for People working with Food”

5.0 TRANSPORT OF FOODS TO THE STALL

The food must be covered in an approved manner to provide protection from dirt, dust, flies and other sources of contamination. All containers and vehicles used in the transport of food must be thoroughly cleaned each time they are used for the delivery of food to be consumed by the public.

Food being transported must be maintained at temperatures above 60°C or below 5°C.

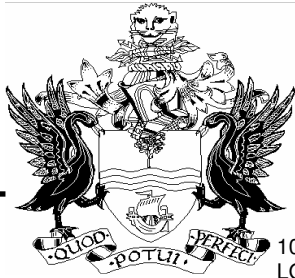
LABELLING REQUIREMENTS FOR PACKAGED FOODS

If you have make any food that is going to be sold in a package, eg jams, chutneys, sauces, cakes, slices, biscuits, or if you repack bulk food into smaller portions eg nuts, lollies etc, then the food must have a label stating the following information.

1. The label must be clearly and legibly written in English.
2. The label must have the name of the food product.
3. The label must have a list of ingredients in descending order by weight.
4. Provide details (name/address) of the person who made the product. This could be the name of the club and contact details PLUS a code which is used by the club to identify the person who made the product.
5. Either a Use-by date, Best before or the date of manufacture of the product.

FOOD THAT HAS BEEN PACKED IN FRONT OF THE CONSUMER/PURCHASER DOES NOT REQUIRE A LABEL.

For further information on labelling requirements, please contact Health Services on 9364 0275.



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10 ALMONDBURY ROAD BOORAGOON 6154 WESTERN AUSTRALIA
LOCKED BAG 1, BOORAGOON 6159
TELEPHONE 9364 0666 FACSIMILE 9364 0285

APPLICATION FOR A TEMPORARY FOOD STALL

Event Name: _____

Event Date(s): _____

Times of operation: _____ AM/PM

Location where Event is to be held: _____

APPLICANT DETAILS:

Name: _____

Organisation: _____

Address: _____

Contact Telephone Number(s): (Home) _____ (Work) _____

DETAILS OF PROPOSED FOOD STALL:

Description of Food to be Sold (Including Drinks) and the Details of Suppliers: _____

List the equipment required for the event: _____

Dimensions of Food Stall: _____

How are perishable foods/packaged food products going to be transported: _____

State the location where foods are to be prepared: _____

Describe the food storage conditions including how food is going to be kept cold (below 5°C) or hot (above 60°C): _____

Is a potable water supply available for hand washing/utensil cleaning etc: Yes No

If Yes, where is it located: _____

Expected number of persons assisting with trade, other than applicant: _____

Have staff/volunteers been informed of their Hygiene Responsibilities: Yes No

Does the Food Stall comply with the Guidelines for Temporary Food Stalls Yes No

PLEASE PROVIDE A WRITTEN DESCRIPTION OR A FLOOR PLAN DETAILING THE LAYOUT OF THE FOOD STALL AND INDICATING ALL THE ABOVE DETAILS.

Signature of Applicant

Date