

Local Government Act 1993 – Section 68(1)

About this form

- **Public Liability Certificate of Currency of Insurance for not less than \$20 million must be attached to application for approval, with “Orange City Council” noted on the policy as an interested party. Insurance must be taken out with an Australian Prudential Regulation Authority (APRA) approved insurer.**
- This form is for individual stall holders to complete.
- Applications must be received at least **5 working days before the event**.
- Permits issued are only valid in the Orange Local Government Area.
- Application fees apply. For more information, please contact Council’s Development Services Division on 02 6393 8000

Office Use Only	
Type	602
Date	
Amount paid	
Receipt No.	

Application No.
File No: F386
Doc No: D /

APPLICANT DETAILS

Name (*individual or company/organisation*):

Postal address:

Contact name:

Telephone number (*business hours*):

Mobile:

Email address:

Address where food is prepared:

FOOD STALL DETAILS

Is this application for:

A single event?

Please provide the date and time of your event:

Multiple events?

Permits issued for multiple events will cover the applicant for the remainder of the current financial year.

Food/drinks intended to be sold or provided (*Tick all that apply*):

<input type="checkbox"/> Food is prepared onsite at the event. <i>E.g. BBQ sausage sandwiches</i>	Does any of the food need to be kept: <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> N/A
<input type="checkbox"/> Food is prepared offsite and transported. <i>E.g. baked goods</i>	Does any of the food need to be kept: <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> N/A
<input type="checkbox"/> Only pre-packaged food and drink (no handling). <i>E.g. bottled alcohol or cans of drink</i>	Does any of the food need to be kept: <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> N/A

FOOD SAFETY DETAILS

If storing, transporting, or preparing food that requires temperature control; how will you keep cold food below 5°C and hot food above 60°C during:

1. Transportation to the market or event?

2. Preparation and display for sale?

FOOD SAFETY DETAILS Continued.....

If preparing or storing food that requires temperature control, ensure a probe thermometer accurate to plus or minus 1°C is accessible for the monitoring of food temperatures.

Ensure all food preparations areas (including home-kitchens if used to prepare food for sale) have access to Food-Grade Sanitiser for the sanitising for food contact surfaces and equipment.

How will you provide facilities required for:

Hand-washing? (*warm water, soap, single-use towels*)

Washing of food and cleaning equipment?

APPLICANT DECLARATION

I have:

- Completed all the above sections of this application
- Attached a copy of my Certificate of Currency of Public Liability Insurance with 'Orange City Council' noted as an Interested Party to this application.

I declare that the information provided on this form is accurate, complete, and correct.

I hereby undertake to comply with the NSW Food Authority's Guidelines for Food Businesses at Temporary Events as the proprietor of this temporary food premises.

Name (Block letters):*

Signature:*

Date:*

The information you provide is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. This personal information is being collected from you in order to process your application.

FOOD SAFETY INFORMATION

For more useful information on keeping food safe and complying with relevant legislation and standards, please visit the online links below, or call Council and speak to our Environmental Health Officers on 02 6393 8000.

Website:

www.foodauthority.nsw.gov.au

Temporary Events Guidelines:

<https://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>