



Temporary Food Premises Registration & Request for Inspection

Under the Food Act 2003 and Food Regulation 2015

Effective from July 2024 to June 2025

File reference:
(Office Use Only)

About this form

Use this form to apply for an inspection of temporary food premises to operate for a fixed period.

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

Applicant's details

Title:

Name: **ABN / ACN:**

Residential Address:

Phone: **Email:**

Food Premises details

Include here the details of how you intend to set up and operate your temporary food premises as well as the details of any primary premises where food or equipment is stored/prepared prior to the event

Festival/Fair Name: **Festival/Fair Date:**

Stall Trading Name:

Is stall on behalf of a charitable organisation: Yes No

If so, who:

Type of food intended to be sold:

(Describe range and type of food and whether it is to be sold in a wrapped or unwrapped form, hot or cold, etc.)

Address of Premises where food will be prepared, processed, packed etc. prior to sale at the festival:

Registration details of primary premises (if not in Woollahra Council) including:

1. Council area:

2. Council registration number:

3. Copy of last food inspection report attached: Yes No

In what manner is the food to be transported to the festival:

In the case of unwrapped foods, including tastings, how do you intend to protect it against contamination:

In the case of food requiring temperature control, how do you intend to keep it hot or cold?

Is your stall/kiosk: Mobile food premises Tent Other

If other, specify:

Diagram of stall/kiosk/van layout attached: Yes No

If a mobile food premises, what is the registration number:

What facilities are proposed for:

1. Hand washing for food handlers:

2. Washing food handling utensils:

3. Disposal of water:

Food Safety Supervisor (FSS) details

Name:

FSS Certificate no:

Date issued:

Refresher due date:

Declaration and signature

I confirm that the information provided in this form is true and correct and I acknowledge that the lodgement of this form does not authorise commencement of operations. Operations should not commence until a Food & Health Officer of Council has inspected the premises and confirmed the premises are compliant with all relevant legislation.

Name

Date

Fees

The minimum inspection fee is \$108.70 for inspections up to 30 minutes in duration (including travelling time) and \$208 for inspections over 30 minutes (including travelling time).

Privacy and conditions of use

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Who to contact: The Food & Health Officer handling your application in the Compliance Department

If you wish to discuss a proposal with our Food & Health officer, it is essential that you arrange an appointment. We recommend that you consult with the Food & Health officer before lodging this application.

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY

To be completed by Council's Cashier and Customer Service Officer

GST may be applicable (refer receipt)

Retain your receipt as proof of lodgement of the application

Fee type	Fee	Receipt code
Inspection fee		T502
Total		

Cashier:

Date: