



# Shire of Boyup Brook *Food Act 2008*

## Verification of notification of a food business

Approval Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of organisation/business: \_\_\_\_\_

Address of organisation/business: \_\_\_\_\_

Food Business registration held:  No  Yes Local Govt Authority \_\_\_\_\_

Food Business Risk Rating:  High  Medium  Low

Hygiene Officers Officer Course certificate held:  Yes  No

COVID Vaccination status – double vaccinated? (Events >1000)  Yes  No

Description of Food Stall:  Van  Tent  BBQ  Other \_\_\_\_\_

Vans must comply with the ANZFA Food Safety Standards 3.2.3. Further information regarding food vans and premises can be obtained from the Shire's Environmental Health Officer on 089765 1200.

Types of food to be sold: \_\_\_\_\_

Event/Location where food is sold \_\_\_\_\_

Premises where food is prepared at: \_\_\_\_\_

Period of approval: \_\_\_\_\_

**This permit is to be displayed within the Food Premises during operating hours.**

Declaration: I, the applicant as undersigned and authorised on behalf of the above-named organisation/business, agree to the conditions as attached to this form and understand this permit may be revoked at any time for breaches of the conditions, entailing the obligation to cease operations immediately.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The above food premises is approved for the location and period indicated once payment of the fee is made, which can be made by contacting the administration office on 97651200.

Environmental Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Name/signed

# CONDITIONS OF APPROVAL - Food vendors copy

- 1. Perishable food must be kept at 5 degrees or less than or greater than 60 degrees Celsius at all times.**

Food kept between 5°C and 60°C (the danger zone) will promote the rapid growth of bacteria in perishable food items, leading to food poisoning. These food items need to be kept refrigerated or in insulated boxes, such as eskies, covered with ice or ice bricks. Hot food will need to be kept hot (60°C or above) for the duration of the event.

A **THERMOMETER** must be kept at all times at the temporary food premises to monitor temperatures.

- 2. Food must be kept covered or protected from insects and dust at all times.**

Food must be kept in clean containers or protected in a manner that prevents contamination by insects, dust, and people sneezing or coughing.

- 3. Washing Facilities are to be provided.**

An adequate water supply to last for the duration of the event must be provided. The water must be a drinkable quality and stored in a clean container. In addition, hot water needs to be available for the washing of equipment. No disposal of waste water onto the ground is permitted. Disposal hand towels, soap and detergents must be available at the premises.

- 4. Food Premises to be enclosed adequately.**

Food premises are to be enclosed adequately to protect the food preparation area from the elements.

- 5. All preparation areas and containers to be washable.**

All bench tops and containers are to be smooth, impervious and washable.

- 6. Personal Hygiene and Cleaning.**

All people involved with food preparation and sale must be clean and have clean clothing. Persons affected by a food-borne illness should not be involved in food handling. Hands are to be washed regularly, hair to be covered and long hair to be tied back. All surfaces are to be kept clean.

Food to be handled with tongs or similar equipment; separate utensils are to be used to handle raw and cooked meats. Hands must be washed after handling raw meats.

If children are assisting on a food stall they must receive adult supervision.

SMOKING IS NOT PERMITTED at or near food premises.

- 7. Rubbish to be placed in appropriate receptacles with lids on and to be removed hygienically and regularly to an approved disposal facility.**
- 8. Electric cords to be tagged by licensed Electrician annually & to be made safe (buried) or secured (high), so as not to cause a trip hazard.**
- 9. Gas installations must comply with state legislation, be regularly inspected & tested.**
- 10. Any direction given by the Environmental Health Officer relating to Food Hygiene or Safety to be followed.**
- 11. Compliance with all directives issued under the State of Emergency in respect of the pandemic caused by COVID – 19.**

# DEFINITIONS - Food vendors copy

**Food Premises** – any stall, tent, van or other vehicle or other construction where food is stored, prepared or sold.

**Environmental Health Officer** – is the Officer gazetted by the Department of Health and employed by the Shire of Boyup Brook.

**Food** – includes beverages.

# CHECKLIST - for use by food vendor

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Is perishable food being kept at 5°C or less                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Is hot food kept above 60°C   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a thermometer at the premises                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Is all food adequately protected                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Is enough portable water provided                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Is hot water available  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is everyone clean and wearing clean clothes                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Is everyone's hair adequately restrained                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Are hand washing facilities, soap and disposable hand towels provided | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all power cords tagged and made safe                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Is rubbish regularly bagged and removed.                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Lodged with applicable fee.   | <input type="checkbox"/> | <input type="checkbox"/> |

N.B. The fee is not applicable to not-for-profit organisations.