

TEMPORARY FOOD STALLS

Introduction

This information sheet outlines the minimum structural and operational requirements for commercial temporary food stalls located within the City of Bunbury, and the procedure for obtaining the necessary approvals.

NB if you are a not-for-profit community or charitable group please refer to the separate information note at www.bunbury.wa.gov.au for requirements.

Definition of temporary food stalls

A temporary food stall is a demountable stall used for the purpose of selling any article of food.

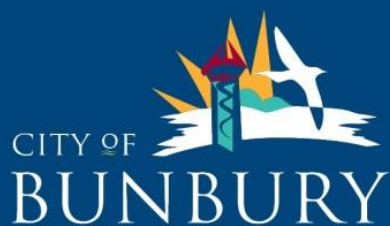
It does not include food vehicles (should you require information regarding food vehicles, this is dealt with in a separate information note).

How to obtain approval for a temporary food stall

A temporary food stall is a food business and is required to comply with the Australian Food Safety Standards. In accordance with the Food Act 2008 the food business must be notified or registered with the City. All new food businesses located within the City of Bunbury are required to be assessed and approved by Environmental Health Services prior to commencing operation.

Should you wish to establish a food business using a temporary food stall, you are required to submit the following information to Environmental Health Services for assessment and approval:

- Food Business Notification Registration Form - can be downloaded from the City's website at www.bunbury.wa.gov.au, by contacting T 08 9792 7100 or in person at the City's administration office at 4 Stephen Street, Bunbury;
- An accurate site plan and description of the proposed food stall;
- Detailed description of the types of foods proposed to be sold from the food stall;



- Specify where food will be prepared and stored, and how it will be transported NB any pre-event preparation is required to be carried out in an approved commercial kitchen. Approval for low risk foods only will be given for residential premises. Please refer to Information Note Food Handled for Sale in Residential Kitchens for further information. Should food be being prepared in an approved commercial kitchen, you are required to provide the details of this kitchen and a written confirmation from that premises confirming that you have entered into an agreement to have use of the kitchen.

Forms must be completed in full and submitted with all the required information.

What fees are applicable?

A once off registration or notification fee plus an annual food business assessment fee (dependent on risk rating) will be applicable. Please refer to the current financial year schedule of fees and charges available from the City's website at www.bunbury.wa.gov.au or by contacting T 08 9792 7100.

NB: An invoice for fees will be sent out after the Notification Registration Form has been assessed and payment is required prior to commencing operation.

Structural and operational requirements for temporary food stalls

General:

- Temporary food stalls are permitted to operate at events with a maximum duration of one (1) day only.
- All pre-packaged food shall be labelled in accordance with the Australian Food Standards Code.
- If the stall is on unsealed ground, a suitable impervious material shall be laid over the ground area.
- Unless the food is shelf stable, pre-packaged food only, the stall is to be enclosed with a roof, and three sides. These are to be covered with plastic sheeting, vinyl, or as approved by Environmental Health Services.

- All equipment and fixtures are to be smooth, impervious, able to be effectively cleaned and free from cracks and crevices.
- All items required to be provided shall be available and operational when the stall is operating.

Protection of food:

- The stall and equipment must be kept free of grease, food scraps, dirt, and dust by regular cleaning. Therefore, adequate supplies of detergent, clean cloths, etc, must be available at the stall for cleaning purposes.
- Food must be protected from contamination.
- All food shall be stored at least 450mm above the ground or otherwise protected from contamination.
- Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of sandwich display type counters, Perspex glass sneeze guards or clear plastic siding to the stall.
- Bain-maries and refrigerated displays must be fully enclosed.
- Care shall be taken to prevent contamination of one food from another, particularly between raw and cooked or ready-to-eat foods. This can be achieved by storing the food in separate areas, by the use of separate containers and utensils, by frequently washing hands/changing gloves, and by separate staff handling raw and cooked or ready-to-eat foods.
- All condiments such as sauce, mustard, etc, shall be contained in squeeze type dispensers or in individual sealed packs.
- Disposable eating and drinking utensils only shall be used. Such utensils must not be left open to contamination and must not be washed and reused. This includes straws.

Washing facilities and cleaning:

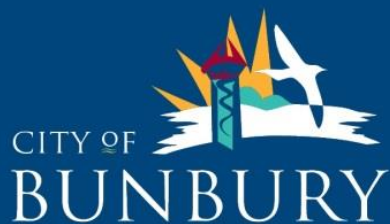
- Separate hand washing facilities and utensil washing facilities shall be provided within the stall. Warm water is to be available. An urn or kettle is acceptable to provide warm water.
- Minimum hand washing requirements are a large water container with a tap at its base or similar. Another container, such as a bucket, should collect the wastewater, to keep the site dry and clean. A supply of liquid soap and paper towels must be provided. Supply a bin for used towels.
- Minimum equipment washing facilities are to consist of at least a bowl that is of a sufficient capacity for adequate cleaning. The water in the bowl is to be emptied frequently. Detergent must be provided at the bowl. It is advisable to provide a bench or worktop adjacent to the sink for draining/storing washed equipment. If only pre-packed food is sold a washing up facility will not need to be provided.
- Wastewater is not to be deposited into storm water drains or onto grass or paved areas.
- Detergents and food grade sanitiser shall be available at the stall.

Food temperature control:

- Potentially hazardous food must be either below 50C or above 60C at all times.
- If potentially hazardous food is handled, there must be a thermometer available at the food stall that can accurately measure food temperatures to +/- 10C.

Cooking:

- All heating and cooking equipment, including open flame barbecues and cooking plates, shall be located within the stall or otherwise suitably protected from all forms of contamination (including coughing, sneezing by the public). Please note: for safety reasons, it is advisable to have this equipment away from the reach of the public.
- A fire extinguisher of adequate size and suitable for extinguishing the type of fire likely to occur, or a fire blanket, shall be provided.



Rubbish disposal:

- Suitable rubbish receptacles shall be provided near the stall for the public to dispose of used take-away food containers and the like.
- Receptacles are also to be provided within the stall.

Food handlers:

- Food handlers shall have adequate food handling skills and knowledge. The City provides a free online food safety training program on its website at www.bunbury.wa.gov.au.
- Food handlers shall observe good personal hygiene. Clean clothing and enclosed footwear are to be worn.

How long does it take for my application to be processed?

Allow a minimum of seven (7) working days for processing of your application if all correct documentation has been provided. Please note, incomplete applications will not be accepted.

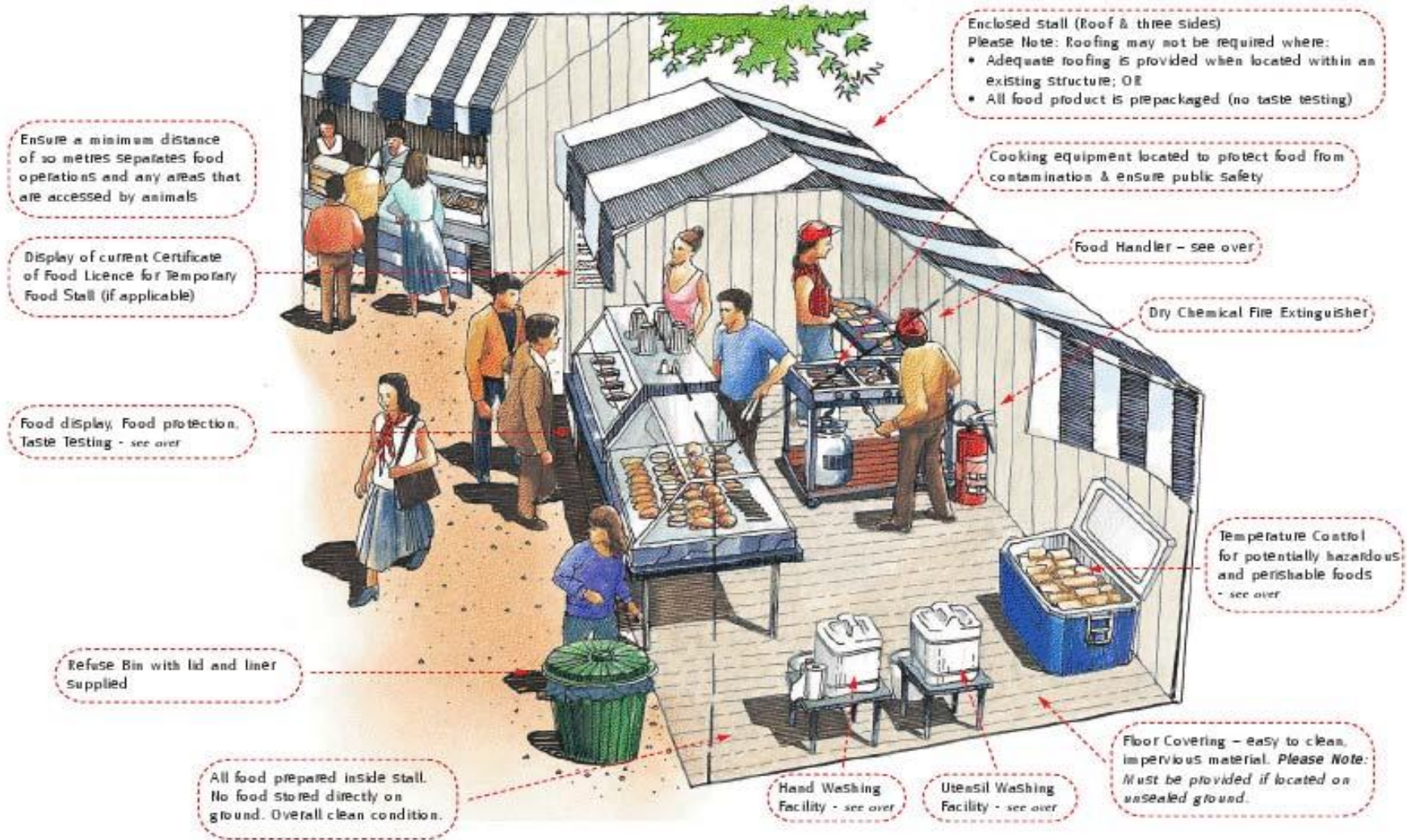
Disclaimer

This information sheet is provided as generalised information. Whilst we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City encourages you to seek professional advice before acting on any information contained within this document.

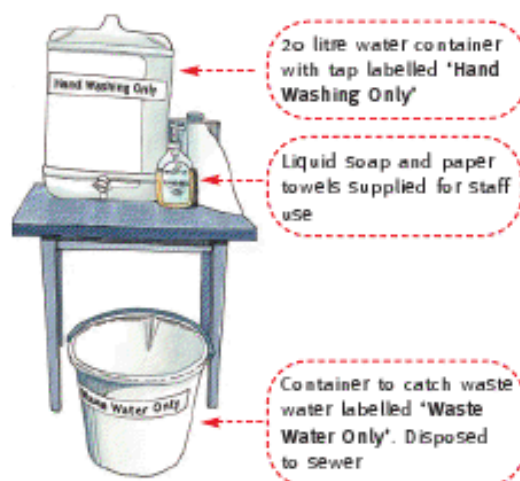
TEMPORARY FOOD STALLS APPLICATION CHECKLIST

- Accurate site plan and description of the proposed food stall
- Food Business Notification Registration Form
- Detailed description of the types of foods proposed to be sold from the food stall
- Details of where food will be prepared and stored
- Demountable covered food stall – floor, roof, 3 sides
- Food storage above ground and covered
- Hand wash facilities
- Washing up facilities
- Warm water
- Liquid soap and paper towels
- Detergent and food grade sanitiser
- Refrigeration – cold foods below 5 0C
- Hot food storage above 600C
- Rubbish bins
- Thermometer
- Single use eating and drinking utensils
- Food protected from contamination
- Fire extinguisher/fire blanket

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Minimum hand washing facilities

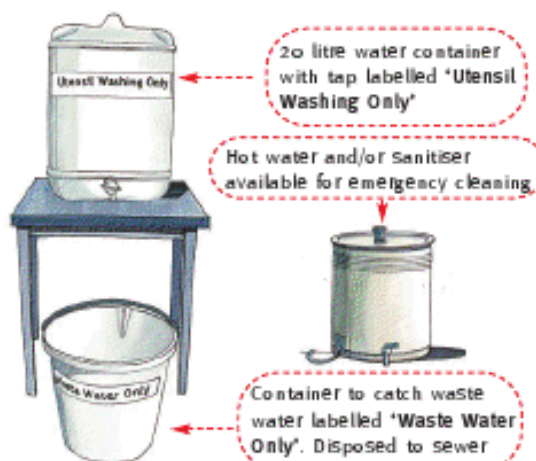


20 litre water container with tap labelled 'Hand Washing Only'

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Minimum utensil washing facilities



20 litre water container with tap labelled 'Utensil Washing Only'

Hot water and/or sanitiser available for emergency cleaning

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Two containers of sufficient capacity are also provided for adequate cleaning of utensils

Food Handlers



Money and food handled separately

Utensils and gloves used to handle food

Clean person, attire and habits

Hands must be washed whenever hands are likely to contaminate food

No Smoking within temporary food stall

No cuts, illness, sores on food handlers

Food display, food protection, taste testing



Provide appropriate squeeze barrier

Signage must be provided to all taste testing stating 'No double dipping, single serve only'

Sauces, condiments and single serve utensils



Single serve utensils protected from contamination. Stored handle up.

Sauces, condiments in squeeze type dispensers or sealed packs

For further information on this topic, please contact Council

Temperature control of potentially hazardous food



Cold Food – ensure 5°C or below

Hot Food – ensure 60°C or above

Thermometer in use

Food Handling Time Guide
 Guidelines for safe handling of food

under 2 hours	use immediately or refrigerate
2-4 hours	use immediately - do not refrigerate
over 4 hours	throw away!