

# Temporary Event Food Notification Form

(To be completed by event organiser)



This Temporary Food Stall Notification form is designed for event organisers of temporary events such as markets, fetes, etc. All Event Organisers conducting events in the District Council of Lower Eyre Peninsula are required to complete and return this form prior to their event if they have anyone who is preparing and / or serving food at the event.

The SA Food Act 2001 and Australia New Zealand Food Standards Code contain requirements for food businesses (including not-for-profit organisations / community events). These requirements must be followed at all times to ensure safe and suitable food is provided to the public.

Information on the [Requirements for Temporary and Mobile Food Operators](#).

Please note that Environmental Health Officers will periodically inspect such events to ensure compliance with relevant legislation.

This permit does not provide approval to use Council land or use a public road for business purposes outside of approved events. For more information about Event Permit Applications please contact Council on 8623 0600.

Should you have any questions, concerns or require clarification on any aspect of this form please contact the Environmental Health Officer.

Telephone: (08) 8623 0600

Email: [development@dclep.sa.gov.au](mailto:development@dclep.sa.gov.au)

Please submit completed form via e-mail, mail or in person at the Cummins or Port Lincoln Council Offices.

## **Part 1 - Contact Details of Organisation and Responsible Person**

Event Name\*

Nominated Contact Person for Event\*

Mailing Address

Mobile Phone\*

Business Telephone

Email\*

## **Part 2 - Details of Event**

Location of event\*

Date(s) and Time(s) of event\*

### Food Stall Details\*

Please provide details of all food being sold at your event, this includes mobile food vans, community fundraisers, BBQ's or market stalls selling food products. If a food business / group does not have a SA Food Business Notification (FBN) number they can complete the FBN form (available on Council's website) and lodge with Council.

Food Business Name	Contact Name	Contact Number	E-mail Address	FBN Number (required)

### Hand Wash Facilities and Safety Checks at Your Event

All food vendors preparing food or handling food that is not fully sealed in its original packaging and on sold in the original packaging must have hand wash facilities, within 5 metres (approx.) to comply with the Food Standards. Hand wash facilities are required to prevent cross contamination which may potentially cause food poisoning.

Pictured is a complying example of a hand wash facility for a temporary event which could be shared between stalls and must have warm running water, soap and single use towel.



**In signing this notification, I / we agree that I / we have provided Council with all relevant information and will adhere to all relevant SA legislation, particularly the Food Act 2001 and SA Public Health Act 2011.**

Notification submitted by\*

Signature\*

Date\*

**OFFICE USE ONLY:**

☐ APPROVED/ ☐ NOT APPROVED

AUTHORISED OFFICER: ..... DATE: ..... / ..... / .....