

Please print clearly in **BLOCK LETTERS** with a black pen.
 Ensure all fields have been filled out correctly.
 Please tick the appropriate boxes.
 Once your application is received a Council Officer will contact you if further information is required.

You may use this form to submit with Application for Approval when applying for a Temporary Food Premises Approval to operate within the Bega Valley Shire. This form is for individual stall holders to complete. **Note:** Approval of a food stall is subject to compliance with Council's requirements for temporary food stalls, which can be found on the Bega Valley Shire website, www.begavalley.nsw.gov.au.

1 Owner / proprietor details

Owner/proprietor name	Full name	<input type="text"/>		
Company name		<input type="text"/>		
Registered address <input checked="" type="checkbox"/>	Street or PO	<input type="text"/>		
Daytime contact details	Phone	<input type="text"/>	Fax	<input type="text"/>
	Mobile	<input type="text"/>	Site contact*	<input type="text"/>
Contact name	(if different from above)	<input type="text"/>		
Email address		<input type="text"/>		

2 Event details

Event/s attended	Name/s	<input type="text"/>		
	Venue/s	<input type="text"/>		
How often / when?	Frequency (tick box)	<input type="checkbox"/> Caravan	<input type="checkbox"/> weekly	Date/s (from/to) <input type="text"/>
		<input type="checkbox"/> Stall	<input type="checkbox"/> monthly	
Food sold from:	<input type="checkbox"/> one-off	<input type="checkbox"/> Vehicle	Stall name	<input type="text"/>
	<input type="checkbox"/> fortnightly	<input type="checkbox"/> Trailer		

3 Food sold

Please list all food types to be sold

If necessary, write overleaf or attach a separate sheet.

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OFFICE USE ONLY



Receipt No.	<input type="text"/>	Allocation No.	<input type="text"/>
Receipt date	<input type="text"/>		
CS staff	<input type="text"/>	Application fee	<input type="text"/>

Action Workflow: P&E Business Premises Registration Details

4 Details of off-site food preparation area(s)

Please read carefully

The location(s) of any off-site preparation areas including partial preparation such as chopping and cutting of ingredients is to be listed and must meet Council health requirements. If the location(s) are not in the Bega Valley Shire area, evidence of registration with the applicable Council must be provided.

Location of food preparation area(s)

Street address

Is this location Yes

in the Bega Valley Shire? No →

If not, have you attached evidence of registration with the applicable Council for this location? Yes (please list below) No ↓

If additional off site preparation areas are used, please attach details on a separate sheet.

Your application **cannot be approved** without this evidence. Please obtain evidence of registration before submitting this form.

List evidence if applicable

5 Equipment details

Please list equipment to be used at the stall(s)

Food heating / cooling devices	<input type="text"/>
Location of cooking / heating equipment	<input type="text"/>
Refrigeration / storage units / ice bricks / ice	<input type="text"/>
Floor covering	<input type="text"/>
Counter food protection / sneeze guards	<input type="text"/>
Hand washing facilities (must provide warm water)	<input type="text"/>
Overhead protection over all cooking and preparation areas	<input type="text"/>
Any additional equipment	<input type="text"/>

Owner(s)/proprietors declaration

I declare that to the best of my knowledge the information provided in this application is accurate and correct. I understand that under the Government Information (Public Access) Act 2009 details contained on this application, including my name and address, will become publicly available.

Signature of owner(s) / proprietor(s)

Date

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