

CITY OF BOROONDARA REGISTERED FIXED FOOD PREMISES TEMPORARY EVENT

ONLY complete if:

- you have a registered fixed food premises in Boroondara, and
- you intend to trade adjacent to your registered fixed food premises as part of an event
- this activity must be covered as part of your food safety program and the appropriate records must be completed on the day

Certain foods such as high risk foods or potentially hazardous foods need to be handled carefully to keep them safe. To ensure that you are compliant with the food safety legislation you are required to complete this form. Your food safety program must cover the activities that will be undertaken at the event and relevant food safety records must be completed.

Your application will be evaluated according to the food safety risks of your proposed food processes and activities. Ensure you complete all relevant parts of this form to assist with the approval process. Completed forms must be submitted no later than two (2) weeks prior to an event. If you are proposing more than one stall or cart you will need to complete a separate form.

For further information visit www.boroondara.vic.gov.au or contact Health Services on 03 9278 4710.

Section 1 - Proprietor Details			
Registration Number	HF/ /	Trading Name of Registered Business	
Address of Registered Business			
Proprietor Name			
Contact Details		Business:	Mobile:
		Email:	

Section 2 - Event Details

Event Name		Event Date(s)	
Event Address			
Event Coordinator Name			
Event Coordinator Contact Details	Mobile:		
	Email:		

Section 3 - Trading Details

Description of foods to be sold at event			
Food to be sold / given away (tick appropriate boxes)			
<input type="checkbox"/> Unpackaged hot food	<input type="checkbox"/> Packaged hot food		
<input type="checkbox"/> Unpackaged cold food	<input type="checkbox"/> Packaged cold food		
<input type="checkbox"/> Unpackaged drinks / beverages	<input type="checkbox"/> Packaged dry food		
<input type="checkbox"/> Tastings / samples of products	<input type="checkbox"/> Packaged drinks / beverages		
<input type="checkbox"/> Show bags			
Facilities provided at the event (tick appropriate boxes)			
<input type="checkbox"/> An outdoor temporary structure eg marquee / tent			
<input type="checkbox"/> Hand washing facilities (20L drum with warm water, liquid soap and disposable paper towel)			
<input type="checkbox"/> Cold holding appliances/display (to hold cold foods $\leq 5^{\circ}\text{C}$)			
<input type="checkbox"/> Esky with ice <input type="checkbox"/> Cool room <input type="checkbox"/> Portable fridge/freezer <input type="checkbox"/> Cold display unit			
<input type="checkbox"/> Hot holding storage / display facilities (to hold hot foods $\geq 60^{\circ}\text{C}$)			
<input type="checkbox"/> Bain marie <input type="checkbox"/> Pie warmer <input type="checkbox"/> Portable oven			
<input type="checkbox"/> Protection from contamination			
<input type="checkbox"/> Sneeze guards <input type="checkbox"/> Plastic wrapping <input type="checkbox"/> Containers with lids			
<input type="checkbox"/> Probe thermometer (accurate to $\pm 1^{\circ}\text{C}$)			

Complete all applicable fields and return to:

**Form MUST be signed to complete registration
Unsigned forms will be returned**

Declaration

The information provided in this document is accurate and represents the way the temporary food premises will operate to provide safe food for the consumer.

Name (Applicant)		Title / Position	
Signature		Date	

Post - City of Boroondara, Private Bag 1, Camberwell VIC 3124

Email - boroondara@boroondara.vic.gov.au

In person - 8 Inglesby Road, Camberwell VIC 3124

Privacy Statement:

Information is collected under the requirements of the *Food Act 1984* for registration and enforcement purposes. It may be provided to the Department of Health for the same purposes, and for statistical purposes related to the application of the Food Act and will be treated in compliance with the Information Privacy Act.