



EVENT ORGANISER TEMPORARY FOOD EVENT NOTIFICATION

Please return completed form to:

In Person: Kangaroo Island Council, 43 Dauncey Street, Kingscote
 Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw
 By Post: PO Box 121, Kingscote SA 5223
 Fax: 08 8553 2885
 Email: kicouncil@kicouncil.sa.gov.au

Section A: Event Details

Name of Event::	<input type="text"/>		
Date of Event:	<input type="text" value="/"/>	<input type="text" value="/"/>	Estimated Number of Attendees at Event: <input type="text"/>
Location of Event	<input type="text"/>		
Event Co-ordinator:	<input type="text"/>		
Telephone:	<input type="text" value="h)"/>	<input type="text" value="m)"/>	
Email:	<input type="text"/>		

Section B: Event Food Event Holders

It is the responsibility of the **Event Co-ordinator** to ensure all stall holders who are going to provide food at their event have submitted a *"Food Business Notification Form (New or Changed)"* to Council fourteen (14) days prior to the event. This form is required from all stall holders who will be providing **any** food to the public.

On page two (2) please provide the details of any stall holders who will be providing food at the event indicated in Section A. If the stall holder has already provided this form to Council for a previous event during this financial year, this form is not required, but their details will still need to be listed on this form.

Section C: Declaration

I understand that it is my responsibility as Event Coordinator to ensure all stall holders serving food at the event indicated in Section A, have completed a *"Food Business Notification Form (New or Changed)"* fourteen (14) days prior to the event.

Signature:

Date:



Section D: Event Food Stall Holders

Name:	Contact Number	Type of Food:	Please Tick if Your Temporary Food Form is Attached	Please Tick if Food Business Notification Form previously provided to Council
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>





Conditions for Temporary Food Premises

- Hand washing, antibacterial liquid soap and a single use means of drying hands must be provided where food is packed, prepared or served. Cloth towels must not be used. If using disposable gloves change them often and wash & dry hands periodically before putting on fresh gloves.

Hands must be washed:
- Before commencing work;
- After using a toilet;
- After smoking or eating or handling a handkerchief;
- After touching hair;
- Between handling raw and cooked foods;
- Any other time hands may be contaminated.
- Only single serve, disposable containers should be used to minimize need to wash-up
- Work surfaces and utensils are to be regularly cleaned and if the utensils come in contact with ready-to-eat food, then the utensils must also be sanitised.
- Solid wastes are to be temporarily stored in rubbish receptacles with close fitting lids.
- Operators are required to take all practical steps to prevent access to food by flies and other vermin.
- All food on display shall be covered so as to protect it from contamination by the public, dust, insects, etc.
- The public is to be denied access to work areas. No ground surface storage of food or equipment is allowed unless it is contained within suitable impervious storage containers with tight fitting lids.
- Cold storage refrigeration and heating/ holding appliances must be provided to keep food within the correct temperature range (cold food below 5°C, hot food above 60°C). Eskies with ice or freezer bricks may be used to keep food cold.

You can transport or keep potentially hazardous food out of temperature control for short periods of time by applying the 2 hour / 4 hour guide. This guide means that you can have freshly prepared food out of temperature control for up to 2 hours then refrigerate it for later use. If out of temperature control for between 2 hours and 4 hours the food is to be consumed. After 4 hours the food is to be thrown out.
- Suitable probe thermometers with alcohol swipes accurate to +/- 1°C must be available on the site.
- Farm killed meat is prohibited to be sold for human consumption under the Meat Hygiene Act 1994. Meat must have been processed by the holder of an accreditation or a person exempt from the requirement to hold an accreditation in relation to processing the meat. Evidence of the origin of meat may be required of the outlet.
- Fire extinguishers should be provided where cooking or heating processes are used. Where hot fat or oil is used for cooking a fire blanket must also be held.

Hand Washing Facilities in Temporary Food Outlets

Sufficient quantities of potable (drinking) water must be available for activities such as hand washing, food preparation and cleaning. It is suggested that a plastic drum of around 10-20L capacity be used with an integral tap.

Frame Tent Stalls

Water supply as above, basin or bowl, antibacterial liquid soap, single use paper towels on a separate stand or table at waist height. Bin for used paper towels. Cloth towels must not be used due to the risk of cross-contamination.

Food Vending Vehicles

These should have approved existing hand washing facilities. If not then the same provisions apply as for frame tent stalls.

Water Temperature

Warm water for hand washing is desirable.

Waste Water Disposal

Into sewer or holding container for later disposal.

Hands must be washed using soap and water:

- Before commencing work;
- After using a toilet;
- After smoking or eating or handling a handkerchief;
- After touching hair;
- Between handling raw and cooked foods;
- Any other time hands may be contaminated.

Example of ideal temporary food premises hand washing facilities:

