



TEMPORARY FOOD PERMIT NOTIFICATION FORM (ONE-OFF)

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

This application must be lodged with Kangaroo Island Council at least fourteen (14) days prior to the event where the food will be served. A temporary food permit will not be deemed valid until payment received and this form is stamped by Kangaroo Island Council. This permit must be produced if requested on the day of the event by Council's Environmental Health Officer.

Please note this permit does not cover your permit to use Council land or use a public road for business purposes (for example a street stall). A separate "Street Stall or Trading Table Licence Application" will need to be submitted to Council.

A: Applicant Details

Business Name:

Contact Person:

Postal Address:

Contact Details

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Email Address:

B: Food Event Details

Event Location

Date of Event:

Operating Times:

Number of people
handing food:

Is the food
prepared on site?

Yes

No

If no, what is the
address where the
food is being
prepared?

If the event is being held on Council land, has an appropriate facilities application form been completed?

Yes

No



C: Food Safety Control

Are temperature control appliances available? Fridges, hot/cold food display Yes No

If yes, please specify

Is a probe thermometer available for use on the day? Yes No

Are hand-washing facilities available at the event? Yes No

If yes, please specify

D: Food Transport Vehicles

Will transport vehicles be used to transport food to the event? Yes No

If yes, is the vehicle a refrigeration vehicle? Yes No

If no, what other means will be used to ensure all potentially hazardous foods (if any) are kept under temperature control during transportation?

E: Declaration

I declare that the information contained in this Temporary Food Permit Notification form is accurate and complete. I am aware an inspection of my business may be undertaken prior to the event by Council's Environmental Health Officer. I understand the Officer may also be on duty during the function and may collect food samples for physical, chemical or microbiological analysis.

Name:

Signature: Date:

Office Use Only

Permit Number: Date:

Inspection Required: Yes No Date Inspection:

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:

