



# CASSOWARY COAST REGIONAL COUNCIL

## HEALTH FORM 4

PO Box 887, 70 Rankin Street

INNISFAIL QLD 4860

Ph: 1300 763 903

Fax: (07) 4061 4258

Email: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)

### APPLICATION FOR TEMPORARY FOOD PREMISES LICENCE

FOOD ACT 2006

Office Use Only  
Step 1: Module Code – Plus Primary Group – Food Primary Category – Stall

**To:** Chief Executive Officer, Cassowary Coast Regional Council

**Application for:** Temporary Food Stall

#### Section 1 - Applicant Details (please print)

Step 4: Associated Names - Applicant Name

Full Name (Proprietor/s): .....

Telephone: ..... Mobile: .....

Facsimile: ..... Email: .....

Address: .....  
.....

#### Section 2 - Food Business Details (please print)

Step 2: Description – trading name

Trading Name: .....

Contact name for this application: .....

Telephone: ..... Mobile: .....

Facsimile: ..... Email: .....

Company name: (if applicable) .....

Director/s name: .....

Step 3: Property address – address of food premise

Address of food premises: .....

Real Property Description: .....

**Section 3 - Details of event (please print)**

Location of temporary food stall: .....

Name of event: .....

Date of the event .....

Is ALL food being prepared within the stall? (please circle) Yes / No

If not, what is the name and address of the licensed kitchen where food is being prepared?

.....  
.....

- **If the licensed kitchen is located in a local council area other than Cassowary Coast Regional Council, please attach a copy of the Licence Certificate.**

**FOOD LICENCE REQUIREMENTS**

- **Unpackaged food sold at food stalls requires a Food Licence.**
- **Name & Contact phone number of Food Safety Supervisor .....**

.....

**COMMUNITY AND NOT-FOR-PROFIT ORGANISATIONS**

A permit is not required for not-for-profit organisations holding less than 12 events per year. To be eligible, 100% of all monies raised must go to the not-for-profit organisation. Not-for-profit temporary food stalls must still adhere to the standards required under the *Food Act 2006*.

Community organisations are defined as:

1. an incorporated association, and
2. one which is locally managed, and
3. places their profits back into the community, or
4. is a not-for-profit organisation

**Prescribed Fee - 2017/2018**

**Licence for One Event - \$72.00**

**Licence for Two to Nine consecutive days Event - \$125.00**

**ALL SECTIONS MUST BE COMPLETED FOR YOUR APPLICATION TO BE PROCESSED WITHOUT DELAY**

Signature of Applicant: ..... Date: .....

## Section 4 - Stall design information (please print)

**Please use this checklist to make sure your stall is set up and run correctly:**

- (i) Temperature testing device
- (ii) Fridge, Freezer, esky, cold display
- (iii) Bain Marie, pre-warmer, hot display
- (iv) Hand washing facility including liquid soap and paper towel
- (v) Supply of potable water
- (vi) Waste water collection
- (vii) Waste Storage & lawful disposal
- (viii) Fire extinguisher - only necessary if cooking
- (ix) Qualified Food Safety Supervisor - Name: .....
- (x) Current Temporary Food Licence

Office Use	Cashier Initials	Fee Paid	Date	Receipt Number

**NOTE: The Cassowary Coast Regional Council respects your privacy. Personal information on this form is collected in accordance with the *Information Privacy Act 2009* guidelines and is used only by Cassowary Coast Regional Council staff for the purpose of Environmental Health (Food) operational activities and functions and will not be disclosed unless required by law.**

# PAYMENT OPTIONS



## Payment By BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or credit card or transaction account. For more information go to [www.bpay.com.au](http://www.bpay.com.au). Please quote **Bill Code 112698** and the **Payment Reference Number (See Invoice)**.

## Paying In Person



Payments can be made in person to:

Cassowary Coast Regional Council – Tully Civic Centre  
38–40 Bryant Street, Tully  
Monday to Friday 8:30 am to 4:30 pm

Cassowary Coast Regional Council – Cardwell Office  
2 Balliol Street, Cardwell  
Monday to Friday 9:00 am to 4:00 pm (closed 1:00 pm to 2:00 pm  
each day)

Cassowary Coast Regional Council – Innisfail Office

## Payment By Mail



Detach the remittance advice found on the bottom of the first page and mail with your payment to:

Cassowary Coast Regional Council  
PO Box 887  
INNISFAIL QLD 4860

Cheque or Money Orders should be made payable to Cassowary Coast Regional Council and crossed 'Not Negotiable'. If a receipt is required then please tick 'Receipt Required' box within the Remittance Advice.