



CITY OF VINCENT

# Health Services

Administration and Civic Centre, 244 Vincent Street (Cnr Loftus) Leederville 6007

PO Box 82, Leederville WA 6902 Phone: 9273 6533 Fax: 9273 6099

## **TEMPORARY FOOD PREMISES GUIDELINES**

The City of Vincent encourages community events and activities. This document details the requirements for construction and food handling for temporary food premises at these events.

This guide has been prepared as a means to ensure that food provided at events is safe and suitable for human consumption. This guide should be read in conjunction with the City's *Food Act 2008* Policy.

### **WHAT ARE TEMPORARY FOOD PREMISES?**

Temporary food premises are food vehicles or structures set up for a specific, occasional event such as a fete or fair. The facilities provided for each premises must meet compliance with the general provisions of the *Food Act 2008* and *FSANZ Food Safety Standards*. Most importantly, food safety practices must meet Standard 3.2.2 of the Code for the duration of the temporary operation. Each type of event will have to be assessed separately and approval is not guaranteed.

### **MOBILE FOOD PREMISES**

Mobile food vehicles must be constructed to meet the full structural design requirements of the Australia New Zealand Food Standards Code. Whilst mobile food vehicles may trade in more than one geographical jurisdiction, notification and registration requirements of the *Food Act 2008* apply to the Local Government Authority in which the Mobile Food Vehicle is housed. Registration requirements also apply to each Local Government Authority in which the food business proprietor wishes to operate. This includes vehicles used for on-site food preparation (e.g. hamburgers, pizza, and kebabs), one-step food preparation (e.g. ice cream, coffee, and fairy floss), and the sale of any type of food including pre-packaged food.

### **RELEVANT LEGISLATION**

The following legislation details in full the requirements necessary to construct, establish and operate food premises, as well as relevant food safety & hygiene requirements.

- ✦ Food Act 2008;
- ✦ Food Regulations 2009;
- ✦ The FSANZ Food Standards Code;
- ✦ City of Vincent Health Local Law 2004;
- ✦ City of Vincent Trading in Public Places Local Law 2008;
- ✦ City of Vincent Council Policy 3.8.1 Outdoor Eating Areas; and
- ✦ City of Vincent Council Policy 3.8.10 Food Act 2008.

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If you require further information or assistance, you can contact the City's Health Services by telephone on 9273 6533 or facsimile on 9273 6099 or e-mail: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)



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Further details regarding the FSANZ Food Standards Code can be located on the FSANZ (Food Standards Australia & New Zealand) website: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

Copies of all acts, and regulations can be obtained from:-

State Law Publisher (SLP)

10 William Street

Perth WA 6000

Or you may download a copy from the SLP website: [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

## APPROVALS AND EXEMPTIONS

Proprietors of any temporary food business must notify the City of Vincent's Health Services, at least two weeks prior to commencing any occasional food handling operation. Proprietors are also required to complete the appropriate application forms and obtain a permit for the event.

The application process is as follows:-

1. Obtain relevant Temporary Food Premises Application Form by contacting the City's Health Services;
2. Complete and submit Application Form, together with appropriate fees and supporting documentation 14 days prior to commencing operation. Note: applications will NOT be assessed until all required documentation has been submitted (e.g. a copy of Certificate of Registration, floor plan/stall layout etc.), and the relevant payment has been made; and
3. Assessment and decision by the City's Health Services. A Permit to trade within the City of Vincent will only be issued to successful applicants. NOTE: previous approval to operate in other Local Authorities does not guarantee approval to operate within the City.
  - ✦ In the event of a permit being withdrawn, or a person being identified as operating a temporary food facility without the appropriate approvals, all food handling operations will be required to cease immediately;
  - ✦ Temporary Food Premises identified as trading without a current Permit may be subject to the penalties detailed in the *Food Act 2008*;
  - ✦ If the event is being conducted on Council land, you will also need to obtain prior approval from the City's Parks and Property section. Planning approval may be required for events other than "one-off" fairs or festivals whether on Private or Council land; and
  - ✦ 'Exempt Food Premises' – such as charitable or community events conducted to raise money solely for fundraising purposes, and involve the sale of low risk foods, must apply to the City and receive approval to operate, but may not be required to pay application fees (see Council Policy 3.8.10 for further details).

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## ORGANISERS OF EVENTS MUST:

- ✦ Ensure that necessary approvals have been obtained from the relevant departments in City of Vincent (e.g. Health Services, Planning & Heritage Services, Parks & Property Section, Rangers Services);
- ✦ Ensure that all prospective temporary food premises proprietors are advised of their obligation to submit an application for approval to set up a temporary food stall. Where more than five (5) temporary food premises are proposed at an event, the event organiser must coordinate the submission of forms and relevant fees, to the City (Note: the City's Health Services requires forms from to be submitted a minimum 14 days prior to the commencement of trade. Late applications will not be processed.);
- ✦ Ensure that all prospective food vendors are aware of the requirements of the relevant legislation and the City's requirements, in relation to the operation and set up of each temporary food facility;
- ✦ Ensure that there is sufficient supply of electricity for food handling operations, particularly for hot and cold food storage/display and heating of water for cleaning;
- ✦ All electrical installations must be carried out by a licensed electrician and must comply with WorkSafe requirements;
- ✦ Ensure adequate provision is made for the collection and disposal of garbage and other waste; and
- ✦ Obtain and maintain a minimum of \$10 million Public Liability and provide the City with a copy of the Certificate of Currency two weeks prior to the commencement of trade.

## FOOD PREMISES PROPRIETORS MUST:-

- ✦ Complete and submit the appropriate application form to set up a temporary food premises. Applications must be submitted to the City's Health Services at least 14 days before the premises is proposed to operate (Note: Applicants are NOT permitted to operate without a current permit);
- ✦ Ensure that the food premises is set up and operated in accordance with the requirements of relevant legislation. This includes the structure and food safety practices of the temporary food premises; and
- ✦ You will be provided with reasonable notice in relation to the success of your application for a Permit, subject to the application being received by the City within the relevant timeframes set out in this guide.

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## CONSTRUCTION OF TEMPORARY FOOD STALLS

Temporary food stalls must provide protection against the contamination of food by flies, dust, dirt, direct sun, human breath or smoke (e.g. by means of sneeze guards, containers with plastic lids and wrapping materials). Food stalls must consist of a roof and three enclosed sides, with a minimum standard of canvas awning, unless all food is protected effectively by other means. If the ground surface is of a sandy or dusty nature, it shall also be covered with either heavy duty canvass, plastic or rubber matting.

## TEMPORARY FOOD VEHICLES

Temporary food vehicles must have undertaken the notification and registration requirements of the *Food Act 2008* within the Local Authority the vehicle is housed. The vehicle must be constructed in accordance with the relevant legislative requirements. NOTE: Registration must be undertaken by a proprietor in every Local Authority in which the food vehicle/premises is to operate in, and approval must be obtained, prior to trading.

## LABELLING

The FSANZ Food Standards Code includes requirements for the labelling of food. The requirements for food sold from a temporary food premises are subject to the same labelling requirements as food sold from regular retail outlets.

The requirements differ subject to the food type, ingredients, and whether or not the product is packaged. Labelling requirements cover information such as food name, business details, batch identification, allergen and warning information, date marking, and nutritional requirements.

Further information on labelling requirements is available from the FSANZ website.

## PERSONAL HYGIENE

- ✦ Only healthy staff should prepare and serve food (e.g. persons with viruses, bacterial or protozoan diseases/illnesses shall not prepare food for sale);
- ✦ Food handlers with cuts and abrasions to their hands must cover such areas with coloured waterproof bandaids, and wear disposable gloves throughout the event;
- ✦ Staff shall wear clean outer garments; i.e. uniforms and/or aprons;
- ✦ Long hair should be tied back and all staff shall wear hats/hairnets;
- ✦ No jewellery should be worn by staff and cuts and wounds should be kept covered;
- ✦ Staff should not smoke or eat in or around the food preparation area;

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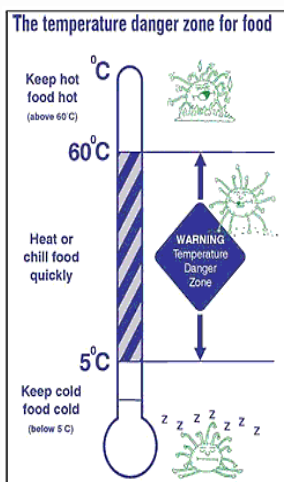
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- ✦ Staff should not sneeze, blow or cough over uncovered food or surfaces likely to come into contact with food; and
- ✦ Hands must be washed with soap and warm water and/or gloves should be changed before handling food, after using the toilet, smoking or eating; and after any other form of contamination (fly spray residue, oil, money, grease etc).

## PROTECTION OF FOOD

Adequate precautions must be taken to prevent food from spoilage and contamination by bacteria (temperature control), flies, dust, customers and other likely sources (physical barriers):

- ✓ All potentially hazardous foods such as meat, fish, egg products, dairy, rice and cut vegetables, must be stored either below 5°C or above 60°C. Keep a probe thermometer on-site to monitor food temperatures regularly (every 30 minutes), to ensure that food safety is maintained. It is recommended that a log of the temperatures is recorded.



- ✓ If the event is outdoors and limited facilities are available for cooking, pre-prepare raw food (slice, marinate and skewer) in an approved food premises and transport prepared foods to the event in an air tight plastic container.
- ✓ Raw and cooked food must always be handled and stored separately to avoid cross-contamination.
- ✓ Food displayed on counters must be protected by a sneeze guard or be adequately covered to prevent contamination by customers, dust, fumes or pests.

- ✓ Only disposable utensils are to be distributed for eating and drinking at temporary events.
- ✓ Condiments such as sauces and spreads are to be served in squeeze type dispensers/individually sealed packs.
- ✓ Beverages should be dispensed from a sealed container via a tap or spout only (not scooped out of the container by hand).

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## WASHING FACILITIES

A sufficient supply of drinkable quality water (enough to last the duration of the event), stored in clean containers (with a tap valve) is required to be provided for separate; hand and equipment washing facilities.

For hand washing: water, bactericidal soap and disposable towels are required. (Hand sanitisers are NOT a substitute for handwashing facilities).



## WASTE REMOVAL

Every temporary food premises, and the surrounding area must be kept free from rubbish and refuse. Sufficient receptacles must be provided for disposal of staff and customer rubbish. Bins must be lined with a bag and be changed regularly.

## CHECKLIST

Prior to commencing trade at the event it is recommended that you assess your preparedness to operate safely by using the following checklist: -

Have you...

- ✓ Obtained the appropriate permit/s?
- ✓ Informed all food handlers of their health and hygiene obligations?
- ✓ Checked that the premises is clean and that food contact surfaces, appliances and equipment have been sanitised?
- ✓ Organised designated staff to handle money only, while other staff serve ready to eat food using tongs or gloves?
- ✓ Ensured that all disposable eating and drinking utensils are protected from potential contamination by wrapping or in a suitable container?
- ✓ Kept receipts of supplies and food purchased (in particular potentially hazardous food)?
- ✓ Provided hand washing facilities including soap and paper towels?
- ✓ Checked that a safe water supply has been provided?
- ✓ Checked that food will be protected from contamination by effectively covering with lids or solid covers as far as practicable?
- ✓ Provided sufficient shelving to ensure that food will be stored off the ground?
- ✓ Checked that temperature control can be maintained by the use of refrigerators or portable coolers with sufficient ice, and recorded using a thermometer?
- ✓ Organised the stall layout to keep hot appliances out of reach of the public, particularly children?
- ✓ Provided sufficient garbage facilities both inside and outside the premises?
- ✓ Checked that all the appropriate foods correctly labelled?



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## CONTACT INFORMATION

It should be noted that this document is a guide for temporary food premises proprietors and event organizers, to assist in application processes and requirements based on current legislation and standards. The City's Health Services section should be contacted for more specific details.

For any other information or to obtain a permit please contact the City's Health Services section by telephone: 9273 6533 or by email: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

## APPENDICES

Appendix 1 – Example Diagrammatic Layout of a Temporary Food Premises

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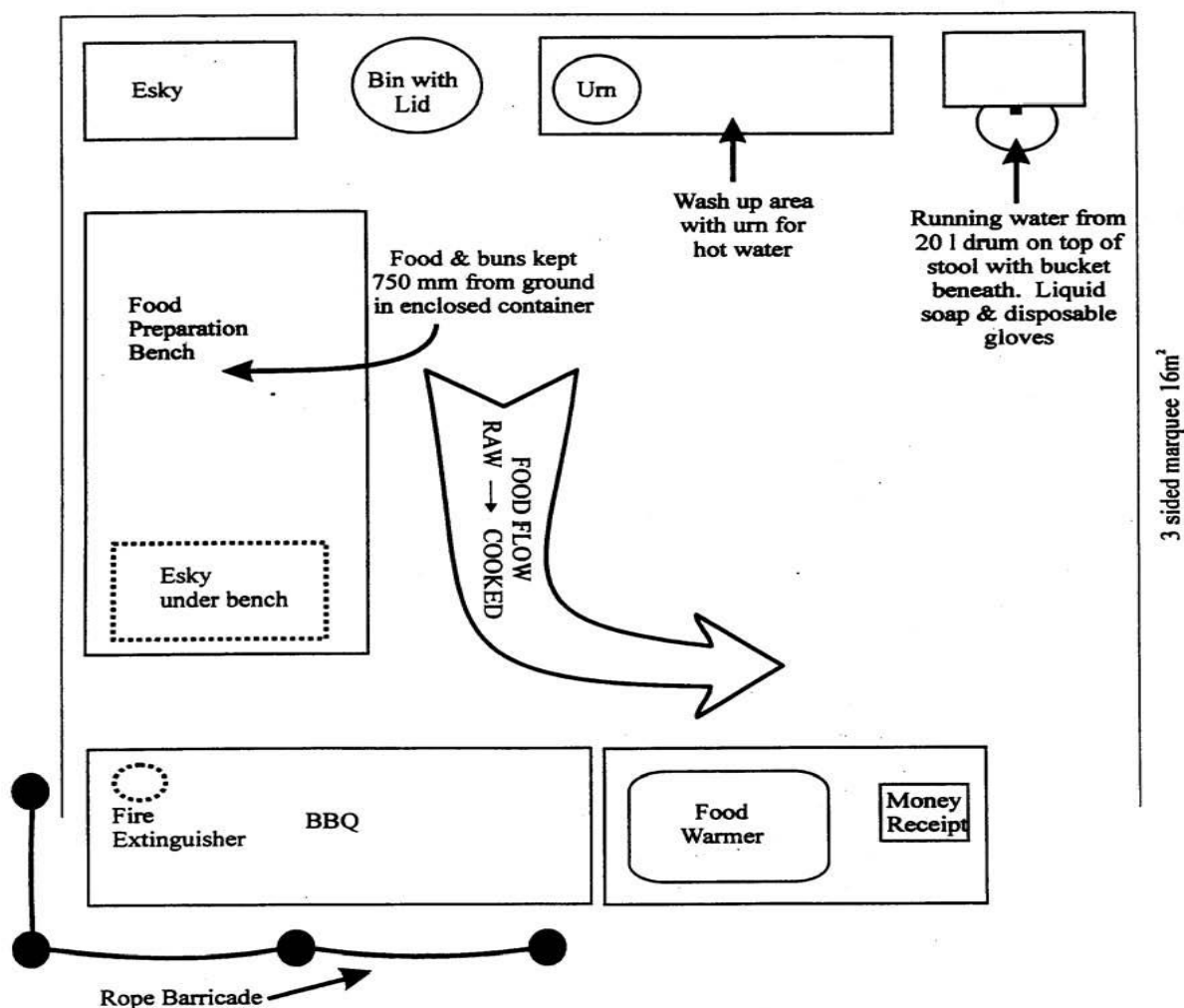


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## APPENDIX 1

An example of a diagrammatic layout of a temporary food premises:



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