

# Temporary Food Stall Details

## About this form

You may use this form to apply for a Temporary Food Premises registration for the City of Sydney. This form is for individual stall holders to complete.

**Note:** It is a legal requirement to notify Council before starting a temporary food business in the City of Sydney.

## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3: Once completed you must submit this form as indicated in the Lodgement details section (Part 9 of this form).
- 4: Applications must be submitted at least 28 days prior to the first event at which you intend to operate.

**Note:** Incomplete applications will be returned to applicants to resubmit once complete.

## Pay the inspection fee

Once you've registered the City of Sydney will carry out random, unannounced inspections of your stall. All food businesses inspected will be charged a fee for inspection. The fee is only payable once a year even if your stall is inspected more than once a year.

## Part 1: Applicant details

Given Name/s \*

Family Name \*

Company Name

ABN / ACN

Postal Address\* (all correspondence will be sent to this address)

**Note:** Before this application can be lodged at least one of the types of contact below must be supplied.

Business Number \*

Mobile Number \*

Email Address

Site Contact\* (if different to above)

Home Number

Mobile Number \*

Email Address \*

## Part 2: Stall details

Type of stall/caravan/vehicle

Stall Name/Trading Name

**Part 3: Equipment details (please complete all fields) \***

Type of Equipment	List
Cold storage equipment. e.g. providing own mobile coolroom / esky with ice bricks / organiser providing coolroom.	
Hot storage and cooking equipment e.g. 3 burner gas cooker, 4 compartment Bain-Marie.	
Floor covering - e.g. rubber matting	
Counter food protection/sneeze guards	
Hand Washing Facilities * Warm running water, soap and paper towel must be provided	
Overhead protection over all cooking/ preparation areas	

**Part 4: List of Food \***

Please provide a list of all food types to be sold


**Part 5. Details of off-site food preparation area(s)\***

The location(s) of any off-site food preparation areas, and/or food storage including partial preparation such as chopping and cutting of ingredients, must be listed below. Each preparation area must meet food hygiene requirements. If you prepare food at home, evidence of a home based business registration from your local Council must be submitted with this application and a copy of any development consent OR a complying development certificate.

Location 1 (unit number, street number, street, suburb, postcode)

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Do you prepare potentially hazardous food? (see below)

Yes  No

NOTE: Hazardous foods can include: raw or cooked meat, dairy products, seafood, processed fruit & vegetables, cooked pasta and rice, food containing eggs, beans, nuts, or food containing any of the above including sandwiches, rolls, pizza etc.

Onsite deliveries - supplier details (if relevant)

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## Part 6: Transportation details \*

Please select how food will be transported to the site : Car  Van  Refrigerated van

Other  ▶

What is the approximate travel time to the site?

## Part 7: Food Safety Supervisor (Not required for Low Risk Approvals and businesses licenced by the NSW Food Authority)

Food Safety Supervisor name

Certificate Identification Number

## Part 8: Applicant Declaration

I have read, understood and will fully comply with the health conditions.  
I declare that the information provided on this form is accurate, complete and correct.

Applicant Name

Applicant Signature

Date

## Part 9: Lodgement details

You can lodge your application by:

**EMAIL:** [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au)

**MAIL:** City of Sydney, GPO Box 1591, Sydney NSW 2001

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
**See our website for details of all customer service centres and opening hours:**  
[cityofsydney.nsw.gov.au/customer-service-centres](http://cityofsydney.nsw.gov.au/customer-service-centres)

**WHAT NOW:** Once your application is received a Council Officer will contact you if further information is required.

For further information regarding your application please contact us by visiting [cityofsydney.nsw.gov.au/contact-us](http://cityofsydney.nsw.gov.au/contact-us)

## Part 10: Privacy & personal information protection notice

- Purpose of collection:** This information is being collected for the purpose of contact the business as necessary to provide or request information that hasn't been included on the Temporary Food details form.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is required by law. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

Office use only

Receiving Officer (print name)

Date

Risk Rating

High

Low

File Number