



## Local Approvals Policy

# MOBILE FOOD STALLS/VEHICLES AND TEMPORARY FOOD PREMISES

*Policy Number: POL08/185*

*Adopted: 4/08/1992*

*Amended: 25/01/2005*

*Reaffirmed: 8/09/2009*

*Minute Numbers: MIN92.2112, MIN05.16, MIN09.1223*

*File: 7467*

*Produced By: Development & Environmental Services Group*

*Review Date: 1/12/2012*

---

**For more information contact the Development & Environmental Services Group**

Administrative Centre, Bridge Road, Nowra • **Telephone (02) 4429 3111** • Fax (02) 4422 1816 • PO Box 42 Nowra 2541  
Southern District Office – Deering Street, Ulladulla • **Telephone (02) 4429 8999** • Fax (02) 4429 8939 • PO Box 737  
Ulladulla

[council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au) • [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

---

# CONTENTS

<b>PURPOSE .....</b>	<b>1</b>
<b>STATEMENT .....</b>	<b>1</b>
<b>PART 1. EXEMPTION CIRCUMSTANCES .....</b>	<b>2</b>
<b>PART 2. CRITERIA FOR DETERMINATION OF AN APPLICATION .....</b>	<b>2</b>
<b>STANDARD OF CONSTRUCTION FOR MOBILE FOOD STALLS/VEHICLES .....</b>	<b>2</b>
2.1. General Approval Requirements.....	2
2.2. Construction and Finish of Surfaces .....	2
2.3. Floors.....	3
2.4. Door Openings and Serving Openings .....	3
2.5. Cupboard and Counter Construction .....	3
2.6. Installation of Fittings .....	4
2.7. Ventilation .....	4
2.8. Washing Facilities.....	4
2.9. Hot and Cold Food Storage and Display Units .....	5
2.10.Lockers and Receptacles .....	5
2.11.Rubbish Disposal & Recycling .....	5
2.12.Use of Vehicles.....	5
<b>MINIMUM STANDARDS FOR THE ESTABLISHMENT AND OPERATION OF TEMPORARY FOOD STALLS.....</b>	<b>6</b>
2.13.General Approval Requirements.....	6
2.14.Temporary Food Stalls at One Day Functions .....	6
2.15.Requirements for Demountable Covered One Day Food Stalls.....	7
2.16.Demountable One Day Food Stalls .....	8
2.17.Temporary Food Premises at Functions Exceeding One Day Duration.....	9
<b>PART 3. OTHER MATTERS .....</b>	<b>9</b>
3.1. Definitions .....	9
3.2. Approval Procedures .....	9
3.3. Approval Period .....	10
3.4. Application Fees .....	10
3.5. Administration .....	10
3.6. Variations.....	10
3.7. Compliance with Food Act .....	10
3.8. Other Authorities.....	10
3.9. Implementation .....	11
3.10.Review .....	11
3.11.Application of ESD Principles .....	11
<b>APPENDIX A – MOBILE FOOD STALL/VEHICLE REQUIREMENTS CHECKLIST.....</b>	<b>12</b>

**APPENDIX B – TEMPORARY FOOD STALLS CHECKLIST ..... 13**  
**APPENDIX C – FOODSTALLS – SUGGESTED PRECAUTIONS ..... 14**  
**APPENDIX D - TEMPORARY FOOD HANDLERS CHECK LIST ..... 15**  
**APPENDIX E - FOOD PROTECTION INFORMATION..... 16**  
**APPENDIX F - SUMMARY OF FOOD ACT 2003 ..... 17**  
**APPENDIX G - FISH VENDING FROM VEHICLES..... 19**

## **PURPOSE**

Operators have a community obligation to operate their business in a safe and acceptable manner to the public.

Food handlers have a responsibility to ensure that all food sold to the customers is clean, wholesome and free from harmful substances.

The Policy provides for an approval procedure to ensure controls are maintained and observed.

The Policy endeavours to achieve certain objectives to ensure:

1. The storage and handling of food in a proper manner.
2. That food offered for sale is fit for human consumption.
3. A minimum standard of hygiene, sanitation and waste disposal is met.
4. That food is free from contamination and food production/handling procedures comply with the Food Act, 2003. (See Appendix E).
5. A harmonious relationship with established business and commercial activities is achieved.
6. Avoidance of traffic hazard and limited disruption to pedestrian thoroughfares.
7. Compliance with the Environmental Planning and Assessment Act, 1979.

## **STATEMENT**

The following requirements were adopted by Council for persons, organisations, clubs and the like wishing to use temporary structures and vehicles for the sale of food, and apply to the whole of the City.

These requirements are supplementary to Council's Food Premises Code and have been designed to assist applicants who wish to provide temporary food premises at Sports Grounds, Shows, School Fetes and the like, or for those persons, organisations, clubs and the like who wish to trade upon public places.

For inquiries in connection with these standards, please contact the Development and Environmental Services Group. Telephone Nowra (02) 4429 3111 or Ulladulla (02) 4429 8939.

## **PART 1. EXEMPTION CIRCUMSTANCES**

There are no circumstances in which Council's approval to operate mobile food stalls/vehicles and temporary food premises is not required.

## **PART 2. CRITERIA FOR DETERMINATION OF AN APPLICATION**

### **STANDARD OF CONSTRUCTION FOR MOBILE FOOD STALLS/VEHICLES**

#### **2.1. General Approval Requirements**

- 2.1.1. All food vending vehicles operating in the Council's area shall be presented for inspection at a place, as directed by the Development and Environmental Services Director.
- 2.1.2. The use of any food vending vehicle and any area adjacent thereto for the purpose of selling any article of food either:
  - i. without the appropriate approval of Council; or
  - ii. otherwise than in accordance with this Policy and the Food Safety Standards, 2001

is prohibited.
- 2.1.3. The use of liquid petroleum gas must comply with the appropriate authority requirements.
- 2.1.4. The vehicle shall comply with the appropriate Motor Traffic Regulations where applicable.
- 2.1.5. The vehicle shall operate in accordance with any other requirements for street vending vehicles under appropriate State legislation.
- 2.1.6. Noise from the operation of the vehicle shall be within the requirements of the relevant Noise Control Legislation.

#### **2.2. Construction and Finish of Surfaces**

- 2.2.1. The internal surfaces of walls, ceilings, doors, sliding partitions and those parts of the walls formed by built-in fittings, shall be of stainless steel, colour bonded metal, steel, laminated plastics, formica, laminex and panylyte or similar approved materials.
- 2.2.2. All surface materials shall be fixed so as to provide a smooth even surface free of buckles, fixing screws, open joints, spaces, cracks or crevices.
- 2.2.3. All wall, floor and ceiling materials shall be jointless to the maximum extent possible.
- 2.2.4. All surfacing materials are to be butt jointed and finished with cover strips provided in accordance with the manufacturer's specifications. Overlapping is not permitted. Cover strips are to be sealed with approved materials.

## **2.3. Floors**

- 2.3.1. Floors are to be constructed of materials which are impervious, non-slip and non-abrasive, having an unbroken surface and capable of withstanding heavy duty operation.
- 2.3.2. The intersections of walls with floors are to be covered (rounded) to radius of at least 25 millimetres.
- 2.3.3. Heavy duty vinyl sheeting and welding (seamless) jointed flooring materials are to be laid over a solid base strictly in accordance with the manufacturer's specifications.
- 2.3.4. Vinyl sheeting is to be turned up to form the required 25mm cove and a fillet or backing piece is to be fitted to provide support.

## **2.4. Door Openings and Serving Openings**

- 2.4.1. Doors and serving hatches are to be finished internally with the same standard of material as the walls.
- 2.4.2. Adequate fly proofing shall be provided to all door, window and other openings, eg. Flyscreens, air curtain.
- 2.4.3. Roof vents are to be proofed against the access of dust and flies.
- 2.4.4. The area of all serving openings shall be as small as possible to assist in excluding dust, fumes and insects.
- 2.4.5. All service openings shall be sealed during travel. The doors or shutters to all door openings and serving openings shall be close fitting and vermin proof.
- 2.4.6. Serving compartment in mobile food vending vehicles used for selling food (eg. soft serve ice cream) are to be fitted with a sliding window for serving customers, or such other type of window which is capable of being closed during travel.

## **2.5. Cupboard and Counter Construction**

- 2.5.1. Cupboard counter tops, benches and similar fittings are to be constructed of safety glass, metal, solid core timber or similar timber sheeting, glued or joined to Council's approval.
- 2.5.2. The cupboard surfaces and counter tops are to be finished with a smooth impervious material. (see Section 2.2.1)
- 2.5.3. Cupboards and counter tops and benches are to be supported on moulded plastic legs or non-corrosive solid or tubular steel legs or brackets securely fixed to the walls.
- 2.5.4. The underside of any cupboard or shelving is to be not less than 150mm clear of the floor.
- 2.5.5. The flanges on all legs of fixed equipment are to be sealed on to the flooring material.
- 2.5.6. All cupboards and component shelving are to be lined internally with approved material. (see Section 2.2.1)
- 2.5.7. Cupboards designed with cavity (false bottom) between the floor and the base are not permitted.

- 2.5.8. "Wells" formed in the base of cupboards are not permitted.
- 2.5.9. Sliding doors of cupboards are to have the bottom guides of runners designed to permit food refuse to fall through to the floor, or the bottom guides or runners may be terminated 25 millimetres from each end of the door opening so as to permit easy cleaning.

## **2.6. Installation of Fittings**

- 2.6.1. Hot water heaters, pump motors and refrigeration equipment are to be mounted on metal frames at least 150mm high and shall not be located in storage cupboards.
- 2.6.2. All service pipes including gas lines, electrical conduit and water and drainage pipes are to be concealed into walls and floors.
- 2.6.3. Light fittings shall be fitted with suitable diffused covers and sealed to the ceiling or wall surface.
- 2.6.4. Cooking equipment shall not be placed beneath windows, wall cupboards, serving openings, shelves or roof vents.
- 2.6.5. Refrigerators, freezers and cooking equipment must be secured to prevent movement, and positioned so as to provide a space of at least 150 millimetres between the wall and the fitting (for easy cleaning).
- 2.6.6. All food displayed is to be protected from contamination by dust, insects, smoking, handling or droplet infection by customers' breath, etc.

## **2.7. Ventilation**

- 2.7.1. A mechanical ventilation exhaust system shall be required to be installed with hoods serving such heating or cooking appliances as may be specified by the Environmental Health Officer.
- 2.7.2. Fittings are not to be placed directly above cooking or heating appliances where they might interfere with the flow of air into the mechanical exhaust ventilation system.
- 2.7.3. The exhaust vent of the mechanical ventilation system is to discharge vertically in an approved position where no nuisance will be created.
- 2.7.4. Any mechanical supply ventilation system installed in the vehicle shall have all outside air filtered by approved means.
- 2.7.5. All intake and exhaust vents are to be fitted with a fly-proof screen when not in use.
- 2.7.6. A suitable fire extinguisher is to be provided where cooking appliances are used.

## **2.8. Washing Facilities**

- 2.8.1. A single bowl sink of sufficient size to hold equipment and utensils is to be provided with an adequate and instantaneous supply of hot and cold water. Hot water temperature shall not be less than 44°C.

- 2.8.2. Where eating and drinking utensils and vessels are re-used a double bowl sink or an approved dish or glass washer shall be installed. The water at a temperature of 77°C is to be provided to one of the bowls.
- 2.8.3. A wash hand basin with hot and cold water provided through a common spout, together with a sufficient supply of liquid soap and clean towels shall be provided.
- 2.8.4. The vehicle shall be equipped with a waste water tank external to the vehicle, of at least 50 litres capacity with an outlet of sufficient diameter to facilitate easy flushing and cleaning. This tank shall only be emptied at the premises at which the vehicle is housed or other disposal as approved by the Development and Environmental Services Director.
- 2.8.5. A separate sink or tub may be required for the thawing of foodstuffs.
- 2.8.6. All sinks and wash hand basins shall be provided with sanitary traps.
- 2.8.7. All water used in the vehicle shall be potable water stored in approved containers and suitably protected against contamination. A minimum of 25 litres of water is to be maintained for cleaning purposes.
- 2.8.8. All hot water for washing purposes shall be supplied from an approved hot water system and such hot water shall be piped so as to be able to be mixed in accordance with 2.8.3.

## **2.9. Hot and Cold Food Storage and Display Units**

- 2.9.1. All equipment used for either the display or storage of hot food is to be capable of maintaining such foods at a temperature not less than 60°C.
- 2.9.2. All refrigeration equipment is to be capable of maintaining those temperatures prescribed in the Australia New Zealand Food Standards Code 2001. Refrigeration equipment used for the storage of cooked foods shall be capable of maintaining the food at a temperature not greater than 5°C.

## **2.10. Lockers and Receptacles**

Separate lockers and receptacles shall be provided for –

- Employees' personal belongings,
- Cleaning utensils and equipment,
- Soiled cloths, towels and clothes.

## **2.11. Rubbish Disposal & Recycling**

Suitable garbage and recycling receptacles with close fitting lids are to be provided in the vehicle.

## **2.12. Use of Vehicles**

- 2.12.1. A food vending vehicle shall not be used for sleeping purposes.
- 2.12.2. Every person engaged in the preparation or delivery of food shall keep food for sale clean, free from dust, odours, flies and other insects.



- 2.12.3. Every person engaged in the preparation or delivery of food shall wear a clean apron or overall of a light colour.
- 2.12.4. Every person engaged in the preparation or delivery of food shall, when so engaged, maintain his/her clothing and body clean.
- 2.12.5. No person shall use any vehicle for the carriage, or containing any matter or thing, whereby the wholesomeness, cleanliness and freedom from contamination of any food for sale contained or usually carried in the vehicle might be endangered.
- 2.12.6. The vehicle shall be used for the vending and delivery of food only and shall, at all times, be maintained in a satisfactory standard of cleanliness.
- 2.12.7. The vehicles and equipment shall be thoroughly cleaned at the conclusion of the day's operations or before use each day.
- 2.12.8. Food is to be stored and prepared so as to avoid cross contamination of the cooked product by the raw product (this also includes implements and preparation benches).
- 2.12.9. Food handlers shall operate from within the food vending vehicle unless specific approval has been given by the Council's Development and Environmental Services Director.

## **MINIMUM STANDARDS FOR THE ESTABLISHMENT AND OPERATION OF TEMPORARY FOOD STALLS**

This part of the Policy establishes standards for the hygienic operation of two categories of temporary food stalls.

- **Category A**

- i. Demountable covered stalls which are approved for use as one (1) day food stalls only.
- ii. Demountable open stalls which are approved for use as one (1) day food stalls only.

**OR**

- **Category B**

Mobile Food Stalls complying with the forgoing 'Standard of Construction for Mobile Food Stalls/Vehicles' and which are approved for up to three (3) days continuous operation.

### **2.13. General Approval Requirements**

- 2.13.1. Application is to be made to the Development & Environmental Services Group for approval to establish, install or locate any temporary food stall anywhere within the Council area.
- 2.13.2. The use of any temporary food stall and any area adjacent thereto for the purpose of selling any article of food without the approval of Council or not in accordance with the provisions of this standard or any approval or direction of Council is prohibited.
- 2.13.3. Council's Development Consent may also be required to establish any fair, market, festival, carnival, community market, or similar function on privately owned premises.

### **2.14. Temporary Food Stalls at One Day Functions**

2.14.1. Temporary food stalls of Category A shall be permitted to operate for one (1) day only.

2.14.2. Food stalls so permitted shall be set up and operated in accordance with the requirements of Section 2.15 and 2.16 of these Standards.

## **2.15. Requirements for Demountable Covered One Day Food Stalls**

### **2.15.1. General**

- a) A one day food stall shall consist of a food stall of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material.
- b) Where a one day food stall is erected on unsealed ground a suitable impervious material shall be laid over the ground area of the stall.

### **2.15.2. Protection of Food**

- a) Disposable eating and drinking utensils only shall be used.
- b) All food stored inside the stall shall be stored 750mm above the ground and covered, or in closed containers.
- c) Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of sandwich display type counters, perspex or glass sneeze guards or clear plastic sliding to the stall.
- d) All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- e) Drinking straws, paper cups, spoons, etc shall be enclosed in suitable dispensers or otherwise protected from contamination.
- f) Tea, coffee cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

### **2.15.3. Washing Facilities**

- a) Separate hand washing facilities and utensil washing facilities shall be provided within the stall (eg. two plastic dishes of sufficient capacity for adequate cleaning of hands and utensils and a supply of hot and cold water shall be immediately available to the food stall. (Disposal of wastes to Council's satisfaction).
- b) Hand towels, liquid soap and detergent shall be provided in each food stall where washing facilities are required by this Standard.

### **2.15.4. Food Temperature Control**

- a) All takeaway foods prepared on the stall shall be for immediate sale and consumption unless a suitable food warmer or food display, maintaining the food at a temperature of at least 60°C (hot foods), or below 5°C (cold foods), is provided.

- b) Pre-prepared food products of pre-cooked food consisting wholly or in part of fresh cream, custard, trifle, or any similar food which promotes bacterial growth shall not be sold from a one day food stall unless stored or displayed under refrigerated conditions as prescribed in a) above.
- c) All raw food and perishable foods such as steaks, hamburger patties, frankfurts, shall be stored in a portable cooler together with an adequate supply of ice or a cooling medium.

#### **2.15.5. Cooking**

- a) All heating and cooking equipment including open flame barbecues and cooking plates shall be located within the stall or otherwise suitably protected from contamination.
- b) Raw food awaiting cooking and foods which have been cooked shall not be stored or held outside the stall except in enclosed containers and complying with Clause 2.15.4.a) of this Part.
- c) The cooking area shall be kept free of dust borne contamination and droplet infection (coughing, sneezing by the public).
- d) Cooking and heating equipment shall not be within reach of the public.
- e) A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.
- f) Where cooking is carried out, adequate provisions shall be made to protect the stall walls from heat, flame and splashing.

#### **2.15.6. Rubbish Disposal & Recycling**

- a) Suitable garbage and recycling receptacles shall be provided near the stall for the public to dispose of used take away food containers and the like.
- b) Adequate arrangement shall be made for the storage and removal of garbage recyclable materials generated inside and outside the food stall.

#### **2.16. Demountable One Day Food Stalls**

- 2.16.1. Open food stalls consisting of tables only or tables and trestles, where permitted by these standards, shall be used only for the sale of factory pre-packaged food in hermetically sealed containers (eg. canned or bottled soft drinks, canned foodstuffs) or wrapped cakes, scones and similar product.
- 2.16.2. No perishable food shall be sold from an open food stall except packaged milk, packaged milk products and pre-wrapped ice cream, all of which shall be provided with approved means of low temperature storage.
- 2.16.3. Provision shall be required for screening or shielding the stall to protect any perishable food from direct sunlight.
- 2.16.4. All pre-packaged foodstuffs shall be labelled in accordance with the provisions of the Australia New Zealand Food Standards Code 2001.

## 2.17. Temporary Food Premises at Functions Exceeding One Day Duration

- 2.17.1. Temporary food premises at functions up to three day's duration shall consist of food vending vehicles which comply with the 'Standard of Construction for Mobile Food Stalls/Vehicles'
- 2.17.2. Except that where the food is factory packaged in hermetically sealed containers, such food may be sold from an open food stall set up and operated in accordance with the requirements of Section 2.16 of these Standards.

## PART 3. OTHER MATTERS

### 3.1. Definitions

**Applicant** shall include –

- The occupier of any mobile outlet, stall, temporary food premises, or his/her representative;
- The owner of the land on which it is intended to site a mobile outlet, stall, or temporary food premises; and
- The organiser or representative involved with the community market or stall.

**Mobile Food Stall** shall include caravans, trucks, trailers or other like vehicles from which goods and produce are retailed but does not include itinerant food traders and Temporary Food Stalls.

**Itinerant Food Traders** are persons who upon a public street sell or offer food for sale. Whilst engaged in such activities, they shall stop at one fixed point only long enough to attend to the immediate customer and shall, upon completion of such sale proceed to trade elsewhere.

**Temporary Food Stalls** shall include all structures so built or designed to enable them to be dismantled and removed from the site when so required.

### 3.2. Approval Procedures

A person shall not use any Mobile Food Stall or Temporary Food Stall unless such stall is approved by Council.

Every person requiring an approval or renewal shall make written application to Council beforehand.

Council may issue an approval with or without conditions or refuse to issue an approval if the requirements of the policy are not observed.

Council may suspend or cancel any approval that has been granted where it is expedient in the public interest or amenity to do so.

The holder of an approval issued by the Council shall comply with the requirements and any conditions set out on the approval.

### **3.3. Approval Period**

The approval, on issue shall state on it the period for which it shall remain valid.

Temporary Food Stalls are approved as per each occasion.

Mobile Food Stalls which only attend annual shows, fetes or the like within the City area may obtain an approval to operate up to three (3) consecutive days at any one occasion.

Itinerant Food Traders which operate within the City area may rely on their annual approvals to attend fetes and shows and the like.

Council may issue an approval for a period of twelve (12) months for these Mobile Food Stores and Itinerant Food Traders. Such an approval shall remain in force until June 30, each year.

During the currency of the approval the Council may, upon application of the holder of such approval, authorise its transfer to another person.

### **3.4. Application Fees**

Every application for an approval shall be accompanied by the fee (if applicable) as Council may determine each year in fixing Council's fees and charges.

No fee is applicable to registered Charities and Community Groups.

### **3.5. Administration**

The Development and Environmental Services Director is authorised to administer this Policy and to issue any necessary direction of an approval with or without conditions or cancel any approval.

### **3.6. Variations**

Where the Development and Environmental Services Director is satisfied that any requirement of the Policy is inappropriate or is not reasonable in any particular case, the Development and Environmental Services Director may vary the provisions of any part of the Policy provided there is not significant reduction in construction safety, hygiene requirements or the general intent of this Policy.

### **3.7. Compliance with Food Act**

The applicant shall ensure that food is stored, prepared, handled and served in accordance with the Requirements of the Food Act, 2003.

### **3.8. Other Authorities**

The provisions of this Policy shall not be deemed to effect or be contrary to the provisions of any state government department, including the police, and the Roads and Traffic Authority. Observance of the requirements of these authorities and their requirements will be necessary.

### **3.9. Implementation**

The Development & Environmental Services Group will process applications under the provisions of Section 68 of the Local Government Act, 1993, in accordance with the requirements of this Local Approvals Policy.

### **3.10. Review**

In accordance with S 165 (4) of the Local Government Act 1993, this policy will be reviewed within one year of the election of every new Council.

### **3.11. Application of ESD Principles**

Where opportunity exists food operators shall implements ESD principles including the collection of recyclable materials. When processing an application under this Local Approvals Policy Council shall give consideration to ESD principles and shall incorporate these principles into approvals where the opportunity exists.

**APPENDIX A – MOBILE FOOD STALL/VEHICLE REQUIREMENTS CHECKLIST**

***For use by Operators and Environmental Health Officers to ensure compliance with the Policy.***

Applicant: .....

Type of Food Sold: .....

Vehicle Make: ..... Vehicle Reg No: .....

<b>Floors</b>	Solid Base	_____
	Impervious material	_____
	Covered at all intersections	_____
	Backing piece to cove	_____
	Heavy duty vinyl	_____
	Seamless joining	_____
	Flush finish to door	_____
<b>Walls &amp; Ceiling</b>	Internal surfaces	_____
	Jointing Cover Strips	_____
<b>Doors &amp; Serving Openings</b>	Impervious internal finish	_____
	Fly proofed	_____
	No roof vent	_____
	Close fitting door	_____
	Vermin proof doors, shutters	_____
	Sliding windows – mobile food vendors	_____
<b>Cupboards &amp; Counters</b>	Counter tops lined	_____
	Cupboard surfaces lined	_____
	Cupboard on legs	_____
	150mm clearance – floor & fittings	_____
	Leg flanges sealed	_____
	Internal surfaces cupboards lined	_____
	No false bottom/wells	_____
	Sliding cupboard door design	_____
<b>Installation of Fittings</b>	Clearance of equipment walls/floors	_____
	Service pipes conduit – concealed	_____
	Positioning of cooking equipment	_____
	Fire extinguisher provided	_____
	Equipment secured	_____
	Food display protection	_____

**APPENDIX B – TEMPORARY FOOD STALLS CHECKLIST**

**For use by Operators and Environmental Health Officers to ensure compliance with the Policy.**

Applicant: .....

Foods Sold: .....

**Type of Operation –**

- A. i. Demountable (covered) 1 day max
- ii Demountable (open) 1 day max
- B. Mobile Food Stall/Vehicle (1–3 days)

**Details –**

- A i. Demountable covered food stall – floor, roof and 3 sides (1 day only)

Disposal existing/drinking utensils \_\_\_\_\_

Storage above ground and covered \_\_\_\_\_

Squeeze type coordinated dispensers \_\_\_\_\_

Wrapping and protection of utensils \_\_\_\_\_

Tea/coffee/drink dispensers \_\_\_\_\_

Hand washing facilities \_\_\_\_\_

Cold water / hot water / detergent / soap and towels \_\_\_\_\_

Waste disposal – liquid \_\_\_\_\_

Waste disposal – solid \_\_\_\_\_

Temperature Control \_\_\_\_\_

Pre-wrapping Hazardous products \_\_\_\_\_

No Precooked Chicken or pieces or rice \_\_\_\_\_

Cooking Equipment \_\_\_\_\_

Safety \_\_\_\_\_

Location/Protection \_\_\_\_\_

Fire extinguisher \_\_\_\_\_

- ii. Demountable open food stall \_\_\_\_\_

Factory packaged items \_\_\_\_\_

Temperature control \_\_\_\_\_

Labelling \_\_\_\_\_

- B Temporary Food Premises at Functions over 1 days duration  
See Part B and Appendix A (Mobile Food Stalls/Vehicles)

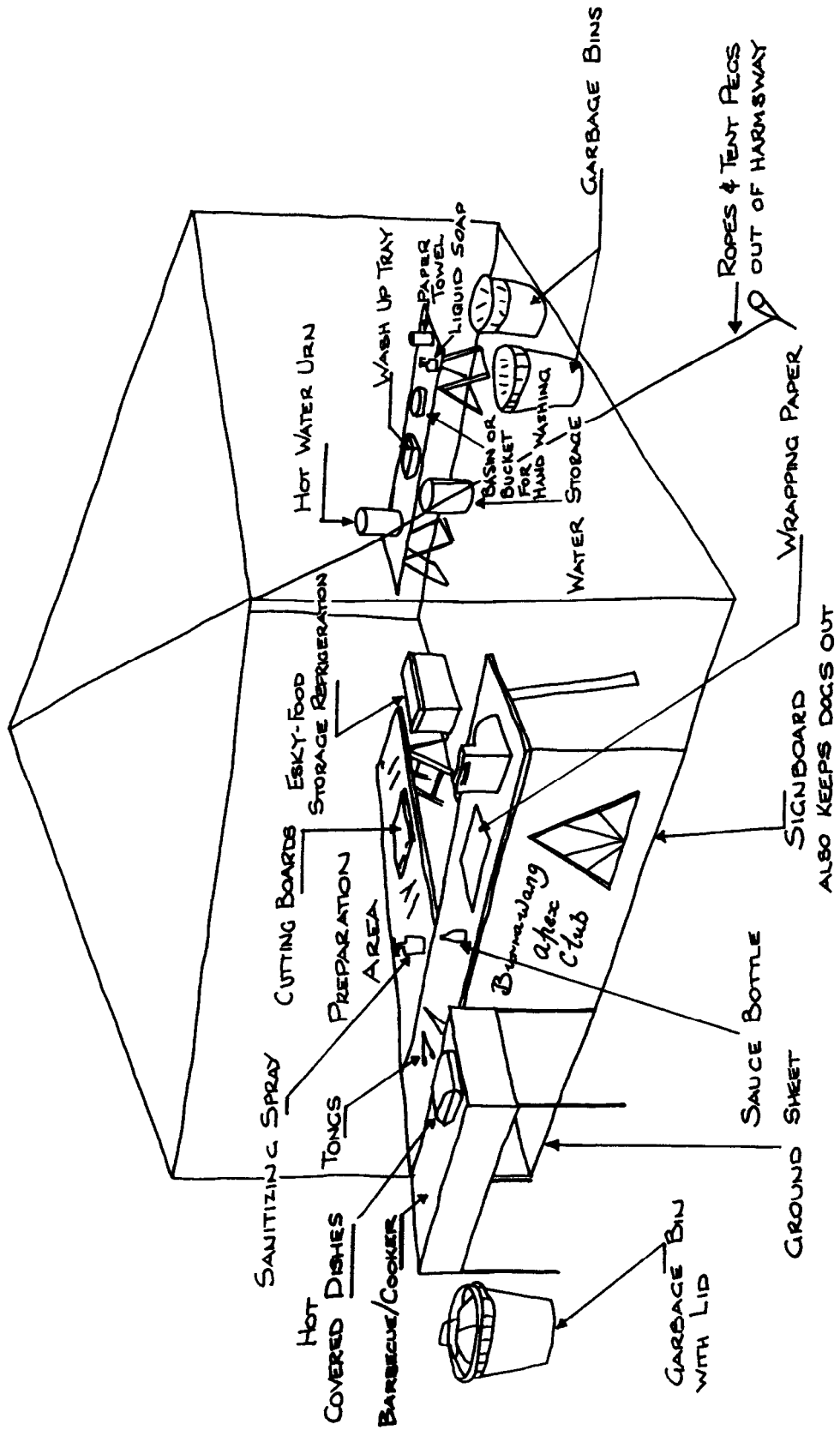
Comments: .....

.....  
District Environmental Health Officer

Date of Inspection \_\_\_\_\_



**APPENDIX C – FOODSTALLS – SUGGESTED PRECAUTIONS**



## APPENDIX D - TEMPORARY FOOD HANDLERS CHECK LIST

When setting up your stall check that you have the following –

- \_\_\_\_\_ 1. Tongs to handle foods. Wrapping paper or napkins.
- \_\_\_\_\_ 2. Proper hand washing facilities (hot water, liquid soap and disposable paper towels).
- \_\_\_\_\_ 3. Clean clothing and appearance of all operators.
- \_\_\_\_\_ 4. Rubbish bins with lids – one for stall and one for public use.
- \_\_\_\_\_ 5. Hot water supply or urn. Clean water storage.
- \_\_\_\_\_ 6. Refrigeration methods. To keep hazardous food below 5<sup>0</sup>C (esky with ice and ice to be replenished).
- \_\_\_\_\_ 7. Clean and safe preparation area.
- \_\_\_\_\_ 8. Food containers and covers to provide protection from contamination.
- \_\_\_\_\_ 9. Sanitiser.
- \_\_\_\_\_ 10. At least 2 buckets or basins for temporary food stalls –  
    one for hand washing  
    one for utensil washing

### **Note –**

- 1. All open tent stalls must have a plastic ground sheet and be enclosed on three sides.
- 2. Fire precautions and first aid facilities may be appropriate.
- 3. The serving side of the stall shall be a barrier to prevent access by dogs.

## APPENDIX E - FOOD PROTECTION INFORMATION

### ***Food Contamination***

Food poisoning can occur with food being contaminated by –

- unclean utensils and surfaces
- dirty hands, sores, noses
- flies and pests (including animals)
- coughing and smoking
- raw food contacting cooked food

It is important to protect food by covering, and keep surfaces, equipment, hands and clothing clean. Keep raw foods separate from cooked food.

### ***Poor Layout and Equipment***

A badly designed layout and poor equipment or facilities will also create conditions where food poisoning may occur.

Think about having the dirty areas of preparation and waste disposal well clear of the finished product or cooking area.

Make sure you have plenty of hot and cold water available for washing and cleaning. An adequate supply of clean utensils and equipment such as tongs, knives and cutting boards are essential.

Separate storage equipment for raw and cooked foods should be available to protect such foods from deterioration or contamination.

***The above factors will assist in the control and prevention of problems, whether the business is a shop or a one day stall.***

## APPENDIX F - SUMMARY OF FOOD ACT 2003

### **Definition**

Food Processing means any stage of food preparation, manufacture, storage, packaging, packing, carriage or delivery.

1. Every person involved in any stage of food processing must always remain clean.
2. Any person suffering from any type of disease or infection must not become involved with any stage of food processing.
3. Except as permitted, no foreign matter must come into contact with any food unless it has been heat sealed in non-contaminating material.
4. Unless the food has a protective coating, it must not come into contact with any printed matter (except fruit and vegetables).
5. No person may spit, smoke or chew tobacco or any other preparation when involved in a stage of food processing.
6. All food that is offered for sale must be kept free from dust, foul odours, flies and insects.
7. All implements used in food processing or any associated fittings (benches, etc) must be kept clean and free from dust, foul odours, flies and insects.
8. No passenger motor vehicles, the boot or other receptacle of the motor vehicle can be used to transport food.
9. Food that is sold in the same state it is consumed must be protected from dust, flies and other insects and no vendor may carry food unless it is properly protected.
10. Any containers used to carry food must not be left on a footpath or in a doorway.
11. Food usually consumed in the same state it is bought shall not be exposed without proper protection from dust, flies, pollution, dogs and other animals.
12. Any room used in connection with food processing must be kept clean from foul odours, rats, mice, cockroaches, flies and all other vermin.
13. All the walls and ceilings of any food preparation rooms must be of a rigid smooth surface.
14. No stage of food processing must take place in a room which at any time –
  - i. had been used as a sleeping apartment, privy or where any animal had been previously kept.
  - ii. has been used to receive second hand clothing, footwear or printed matter.
15. Any person that is involved with the packing or serving of food must take care to avoid unnecessary contact with the food and observe the following –
  - i. Sweets or any sticky substance should be served with a scoop or suitable implement.
  - ii. Unwrapped meats, smallgoods, sandwiches, hamburgers or bread roll fillings must be served with a fork or suitable implement.

- iii. Whilst packing or serving any food no person shall put his fingers to his eyes, ears, nose or scalp.
  - iv. No person can use their breath to open any bag or wrapper.
  - v. No person must wipe their hands upon their clothing or anything else other than a clean towel.
  - vi. No food shall be offered to any other person so as to allow them to handle it with their fingers.
  - vii. Any ticket, label or article coming into contact with the goods must not have come into contact with mouth.
- 16. No person must put any implement in their mouth whilst preparing food.
  - 17. Hands must always be thoroughly washed with soap and water after visiting the WC.
  - 18. All food consumed as sold must be wrapped in a suitable material (except fruit and vegetables).
  - 19. No person is to enter any food premises with a dog or other animal.

~ ~ ~

## APPENDIX G - FISH VENDING FROM VEHICLES

The following standards apply where fish is sold from a vehicle (fish shall include crustaceans) –

1. A vehicle shall meet the following requirements and must be presented for inspection at the City Administrative Centre, Nowra or at the Branch Office, Ulladulla, before an approval can be issued.
2. The vehicle itself shall be of a utility or panel van type and have within it, as a minimum, a large metal or plastic box container completely smooth lined with metal or plastic and provided with a drain plug so that it can be washed out after daily use.
3. The vehicle shall be registered, must be dust proof and have refrigeration equipment or be capable of holding ice or some similar material to keep the fish at a temperature of 5°C or less.
4. The vehicle and container shall have a clean and neat appearance with paintwork in good condition.
5. The vehicle shall be equipped with approved type weighing scales, and an adequate supply of new unprinted paper or the like, for wrapping purposes.
6. Packaged or bottled seafood products shall be labelled in accordance with the prescribed standards under the Food Act 2003 and Regulations.
7. The person vending the fish to the householder shall maintain his appearance in a cleanly manner, for example, clean hands, clean nails, preferably a clean white apron.
8. The person vending the fish from the vehicle shall be provided with a dish, soap and towel to wash their hands at regular intervals.
9. If the fish is to be carried unwrapped from the vehicle to the domestic premises where the sale is being carried out, the person doing so shall use a metal or plastic receptacle capable of being maintained in a clean manner at all times and provided with a suitable cover.
10. The provisions of the New South Wales Food Act 2003 and Regulations must be complied with at all times.
11. The person vending the fish shall not clean, scale or wash fish in any public place.
12. The approved vendor and vehicle shall not occupy a position on a public road for a longer period than is necessary for the actual serving of a customer. The vendor shall move on forthwith after serving a customer and shall not return soliciting custom or selling from the same place within one hour. A copy of the approval shall be carried by the approved vendor and produced to an authorised officer of Council on demand.
13. The applicant shall complete the required application form and pay the required fee for an approval. The approval shall be issued prior to commencement of business.

~ ~ ~