



S h i r e o f N o r t h a m

INFORMATION

Temporary Food Stalls & Mobile Food Vendors

Registration, Structure and Operation

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INTRODUCTION

Temporary food stalls have become an important feature at many festivals, fetes and markets held all year round in Northam. Food stalls play an important role at these events by offering a variety of tasty and exotic foods.

All stallholders intending to sell any food at an event in the Shire of Northam are required to complete the Food Stallholders Application form.

All stallholders intending to sell any food at an event in the Shire of Northam are required to have their own public liability insurance and submit a "Certificate of Currency" with the Food Stallholders Application form.

Food stall requirements vary depending on whether a temporary stall or mobile food van, a commercial entity or a not-for-profit organisation and whether an exempted food business, or rated as a low, medium or high risk food business. The classification and risk rating of your food stall will determine fees applicable, copies of Certificates of Verification of Notification or Registration requirements. A table contained in the Food Stallholders Application form will help you determine the category applicable for your food stall.

Please note that a Blanket Stallholders Application form cannot include Food Stalls. All food stalls are to complete the Food Stallholders Application form.

It is recommended that anyone planning on conducting a food stall should undertake the free I'M ALERT FOOD SAFETY TRAINING course on line at www.northam.wa.gov.au.

Explanations

"registration" All food businesses which *"sell food"* (including food stalls), unless an *"exempted food business"* are required to be registered with the Shire in which the business resides or the Shire of Northam, under the *Food Act 2008*.

"sell food" includes the following:

- barter, offer or attempt to sell;
- receive for sale;
- have in possession for sale;
- display for sale;
- cause or permit to be sold or offered for sale;
- send, forward or deliver for sale;
- dispose of by any method for valuable consideration;
- dispose of to an agent for sale on consignment;
- provide under a contract of service;
- supply food as a meal or part of a meal to an employee, in accordance with a term of an award governing the employment of the employee or a term of the employee's contract of service, for consumption by the employee at the employee's place of work;
- dispose of by way of raffle, lottery or other game of chance;
- offer as a prize or reward;
- give away for the purpose of advertisement or in furtherance of trade or business;
- supply food under a contract (whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an inclusive charge for the food supplied and the accommodation, service or

- entertainment;
- supply food (whether or not for consideration) in the course of providing services to patients or inmates in public institutions; and
- sell for the purpose of resale;

“*exempted food business*” means a food business which is:-

- (a) is conducted solely to raise money for purposes that are of a charitable or community nature; and
- (b) any food handled –
 - Is not “*potentially hazardous food*”; or
 - After being appropriately cooked, is provided for immediate consumption (eg: a sausage sizzle).

“*potentially hazardous food*” includes food that has to be kept at certain temperatures to minimise the growth of pathogenic micro-organisms that may be present in the food or to prevent formation of toxins in the food. For example:

- Meat (beef, pork, lamb)
- Poultry (chicken, turkey, duck)
- Fish
- Shellfish and crustaceans
- Eggs (except those treated to eliminate *Salmonella*)
- Milk and dairy products
- Heat-treated plant food (cooked rice, beans, or vegetables)
- Baked potatoes
- Certain synthetic ingredients
- Mushrooms
- Raw sprouts
- Tofu and soy-protein foods
- Untreated garlic and oil mixtures

Temporary food stalls can pose a higher risk to consumers than takeaways and restaurants due to their temporary nature, lack of facilities and exposure to potential contamination. Therefore it is important to ensure you understand the concepts of safe food handling and that you follow these guidelines closely when setting up and operating a temporary food stall.

Temporary food stalls

Temporary food stalls are defined as a food business and generally they are structures set up for a specific, **occasional event** such as a fete or fair where the cost of providing premises to a permanent standard is unnecessary for food safety. There are specific exemptions from some of the requirements of *Food Safety Standard 3.2.2* for temporary food businesses based on practicalities. The most important part of temporary food stalls is that the food safety practices contained in *Food Safety Standard 3.2.2* are met for the duration of the food stall's operation. A copy of *Food Safety Standard 3.2.2* is available on line at www.foodstandards.gov.au. Some temporary commercial food stalls from outside of the Shire of Northam will have a “certificate of verification of notification” from another local government. A copy of this certificate is to be submitted to the Shire of Northam with the completed Food Stallholders Application form.

Some temporary food stalls will operate from a registered fixed food business premises or will be selling ‘low risk’ foods which are prepared at home. In both these situations a copy of the “certificate of registration” from the local government in which the business resides will be required to be submitted to the Shire of Northam with the completed Food Stallholders Application form. The certificate must indicate that the food business is authorised to sell from an approved stall at temporary locations.

Remember the **I'M ALERT FOOD SAFETY TRAINING** course provided free to you by the Shire of Northam on www.northam.gov.au

Mobile Food Vendors

Mobile vendors selling food are defined as a food business. The *Food Safety Standards 3.2.3* state that mobile food vendors are not considered as temporary premises. The term is used to mean permanent food businesses that can be moved to new locations and might return to a base overnight. Their design, construction and fit-out are usually restricted by space, weight and having to be self-sufficient in water supplies and waste disposal. The *Food Act 2008* requires mobile food vendors to be registered by the Local Government, in which the vehicle is garaged prior to handling, preparing or selling food. The certificate of registration will include the vehicles licence plate number.

A copy of the certificate of registration is to accompany the Food Stallholders Application form submitted to the Shire of Northam.

It is recommended that you make yourself and any staff familiar with your obligations under the *Australia New Zealand Food Standards Code* and particularly *Food Safety Standards 3.2.2 and 3.2.3* which can be downloaded from the web at www.foodstandards.gov.au. Ensure you or the operators have the skills and knowledge required to handle food for sale.

Council's, *Activities on Thoroughfares and Public Places and Trading Local Law 2008* states that a Stallholders Permit is required prior to conducting a stall on any public place. A Stall is defined as “a moveable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire” and a public place includes a private place to which the public have access.

If you would like to set up a mobile vending food business and the vehicle is to be garaged and maintained in the Shire of Northam, then you need to complete an “*Application to Establish a Mobile Vending – Food Business*” form (as required by the *Food Act 2008*) and submit to the Shire together with the applicable plans, and fees. Once set up and approved you will be required to complete an “*Application for Notification & Registration of a Mobile Food Business*” form (as required by the *Food Act 2008*) and submit to the Shire together with the applicable fees. You will receive a Certificate of Registration or Verification of Notification which is to be prominently displayed in the food business. You will be invoiced annually to maintain the certificate. If any of your activities substantially change you are required to notify the Shire (eg: change ownership, food being sold, cease trading).

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Domestic kitchens

Domestic kitchen food businesses are where the kitchen of a domestic premises is approved for commercial food operations such as in bed and breakfast, farm home-stay, child care establishments and preparation of 'low risk' food for sale at markets.

There are specific exemptions from some of the requirements of the *Food Safety Standard 3.2.3 - Food Premises and Equipment*, for domestic premises based on practicalities. Kitchens in domestic premises are usually not expected to have to withstand the same amount of use and cleaning as commercial premises and are generally not designed to commercial-standard specifications.

The most important part of domestic kitchen food operations is that the food safety practices in *Food Safety Standard 3.2.2* are met and the all persons undertaking food preparation are familiar with safe food handling. Approval from the Shire is required and you will need to complete an "*Application to Establish a Food Business*" form (as required by the *Food Act 2008*) and submit to the Shire together with the applicable plans, and fees.

Once set up and approved you will be required to complete an "*Application for Notification / Registration of a Food Business*" form (as required by the *Food Act 2008*) and submit to the Shire together with the applicable fees. You will receive a Certificate of Registration or Verification of Notification which is to be prominently displayed in the food business. You will be invoiced annually to maintain the certificate. If any of your activities substantially change you are required to notify the Shire (eg: change ownership, food being sold, cease trading).

Approval to prepare food intended for sale within residential premises will only be granted in circumstances where the food business is deemed to be low risk, that is the food is not potentially hazardous food, such as:

- Cake decorating activities;
- Packing of pre wrapped confectionery;
- Oils & spices;
- Food prepared for a single fund raising event arranged by a community or charitable organisation;
- Food preparation in conjunction with farm stay or home stay accommodation.

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Compliance

From time to time an Environmental Health Officer will undertake a compliance inspection of your premises and may question you regarding your knowledge of safe food handling. Safe food handling is extremely important. Serious offences relating to the handling and sale of unsafe food are contained in the *Food Act 2008*, including fines of \$100,000 and 2 years imprisonment for an individual and for a body corporate, a fine of \$500,000. An authorised officer of Council can issue on- the- spot fines (modified penalties) of between \$150 - \$500 for non compliance.

Temporary food stall checklist

A checklist has been developed for food stall operators to ensure the correct set up and operation of a temporary food stall. A copy of this checklist is at the back of this guide.

Use the checklist each time you set up and operate your stall. It will help to ensure that you have all the correct equipment, adequate structure, and adequate facilities and follow good hygiene practices.

SETTING UP AND OPERATING A FOOD STALL

This section is designed to assist a food business understand and comply with the requirements of the *Food Safety Standards* and applies whether you require registration or notification or both.

Walls and ceilings

Uncovered stalls are only to be used for the sale of pre-packaged food. Examples of pre-packaged food include canned and bottled drinks, bottled jams, packaged baked goods and fruit and vegetables.

Covered stalls with a roof and three walls are required if the food is removed from the packaging, to protect food from contamination.

Protection of Food

All food should be displayed above the ground (750mm above the ground, or on top of tables) and covered or stored in closed containers with close-fitting lids to protect the food from contamination.

A physical barrier should be provided to separate customers from displayed 'open food' to protect food from contamination. Examples include: food being wrapped, installing a Perspex sneeze guard, using a clear plastic barrier on tables or by using a physical separation device such as a chain or bollards.

Equipment

All workbenches, tables, trestles and the like shall be of sturdy construction. Food preparation surfaces should be finished with a waterproof material to provide ease of cleaning, such as a laminated surface.

Temperature Control Devices

Adequate equipment must be provided to ensure that food is kept under temperature control. Cold food must be kept at or below 5°Celsius and hot food must be kept at or above 60°Celsius. Equipment used for temperature control includes refrigerators, eskies (with enough ice to last for the whole event), barbeques and bain-maries.

A thermometer should be provided to measure the temperature of potentially hazardous food (accurate to +/- 1°C). This will enable you to check whether safe food temperatures are being maintained. Probe thermometers are recommended. Clean and sanitize the thermometer with an alcohol swab (available from chemists) before use and between checking the temperature of each type of food.

Hand Washing Facilities

Hand washing facilities must be provided within the stall to facilitate the regular and effective washing of hands by food handlers. An example of temporary hand washing facilities that may be provided includes: a water storage container (of a suitable size - at least 20L, a greater storage capacity would be required for all day events) with a tap to release the water and a suitable container below to collect the wastewater (such as a bucket). Additionally, liquid soap and single use paper towels are to be provided to adequately clean and dry hands.

Equipment Washing Facilities

Equipment washing facilities, such as a dish washing bucket, detergent, chemical sanitizer / hot water must be provided within the temporary food premises so that all equipment and food contact surfaces may be cleaned and sanitised easily and effectively. These facilities must be entirely separate from the hand washing facilities.

Waste water from containers is to be emptied into a sewer point (such as a toilet bowl or sink) at the conclusion of the event or as otherwise required. *Waste water must not be discharged on the ground or to a storm water drain.*

Utensils

Single-use (disposable) utensils such as knives, forks, plates and cups are recommended for public use, which should be thrown away after use. These items should be kept covered until required and handled carefully to minimise any risk of contamination.

Waste management

The temporary food premises must be provided with at least two appropriate rubbish bins (with close fitting lids), one for use by staff within the food stall and one for use by patrons outside the food stall. The waste generated by the activity must be disposed of appropriately.

General

All surfaces and equipment in the food premises must be kept in a clean and hygienic condition at all times.

The premises must be kept as free from pests as possible. All practical measures should be taken to prevent pests entering the food premises. Care should be taken if chemicals are used to eradicate pests, to protect food and food equipment from contamination.

Personal Hygiene

Good personal hygiene is essential to ensure food is not contaminated. To prevent contamination, every person in a food handling area, even if not actively handling food, must maintain a high standard of personal hygiene and cleanliness.

A food handler must:

- Avoid hand contact with ready-to-eat food, such as salads or cooked food. Always use clean tongs or other implements;
- Wear clean clothing and cover hair with a hat or hair net & handle food with disposable gloves;
- Make sure cuts, lesions or wounds (on the hands, arms, or face) are covered with bandages or other waterproof covering. Cuts on hands should be dressed with a bandage and a disposable glove;
- Not sneeze, blow or cough over uncovered food, equipment and utensils;
- Not spit, smoke or chew tobacco where food is handled;
- frequently and thoroughly wash their hands with running water and liquid soap.

Temperature Control

Temperature control is an essential factor in preventing food poisoning and keeping food safe. Keeping food at the correct temperature will avoid illness, food spoilage and keep your customers happy. All potentially hazardous food, such as food containing meat, poultry, fish, cooked rice and dairy products must be transported, stored and displayed at the correct temperatures.

Cold food must be stored - at or below 5C

Hot food must be stored - at or above 60C

Temperature Danger Zone

Bacteria grow rapidly between 5 Celsius and 60 Celsius, so 'potentially hazardous food' must be kept outside of the temperature danger zone to prevent food spoilage and potentially food poisoning.

Time Limit in Temperature Danger Zone (5C - 60C)

The '4-hour/2-hour rule' is applied. Any ready-to-eat potentially hazardous food, if it has been in the temperature danger zone, or at temperatures between 5C and 60C for a total of:

TIME	ACTION
Less than 2 hours	The food must be refrigerated or used immediately
Longer than 2 hours, but less than 4 hours	The food must be used immediately consumed
4 hours or longer	The food must be thrown out.

Food Handling

Suitable utensils, including tongs, spatulas, knives and forks shall be provided and used to prevent unnecessary handling of food with hands. Disposable gloves must be changed as often as hands would need to be washed.

Storage and Display of Food

Food should be protected against contamination and not be prepared, stored or displayed in the open and kept covered. Condiments such as sauces, mustards etc. should be contained in individual single-use packs or pump-type dispensers.

Cooking Equipment

Cooking equipment such as grillers, hot plates and open flame barbeques should be kept free from dust, flies and other contaminants. The public should not enter the cooking area.

Packaging and Labelling of Food

Pre-packaged (or pre-made) food must be prepared and packaged at a registered premises under the *Food Act 2008*. Pre-packaged food should be labelled and include details such as: name and description of food, list of ingredients, best before or use-by date, storage requirements, nutrition labelling, food additives, name and street address of manufacturer/distributor. Information regarding labelling requirements is available on line at www.foodstandards.gov.au.

TEMPORARY FOOD STALL CHECKLIST

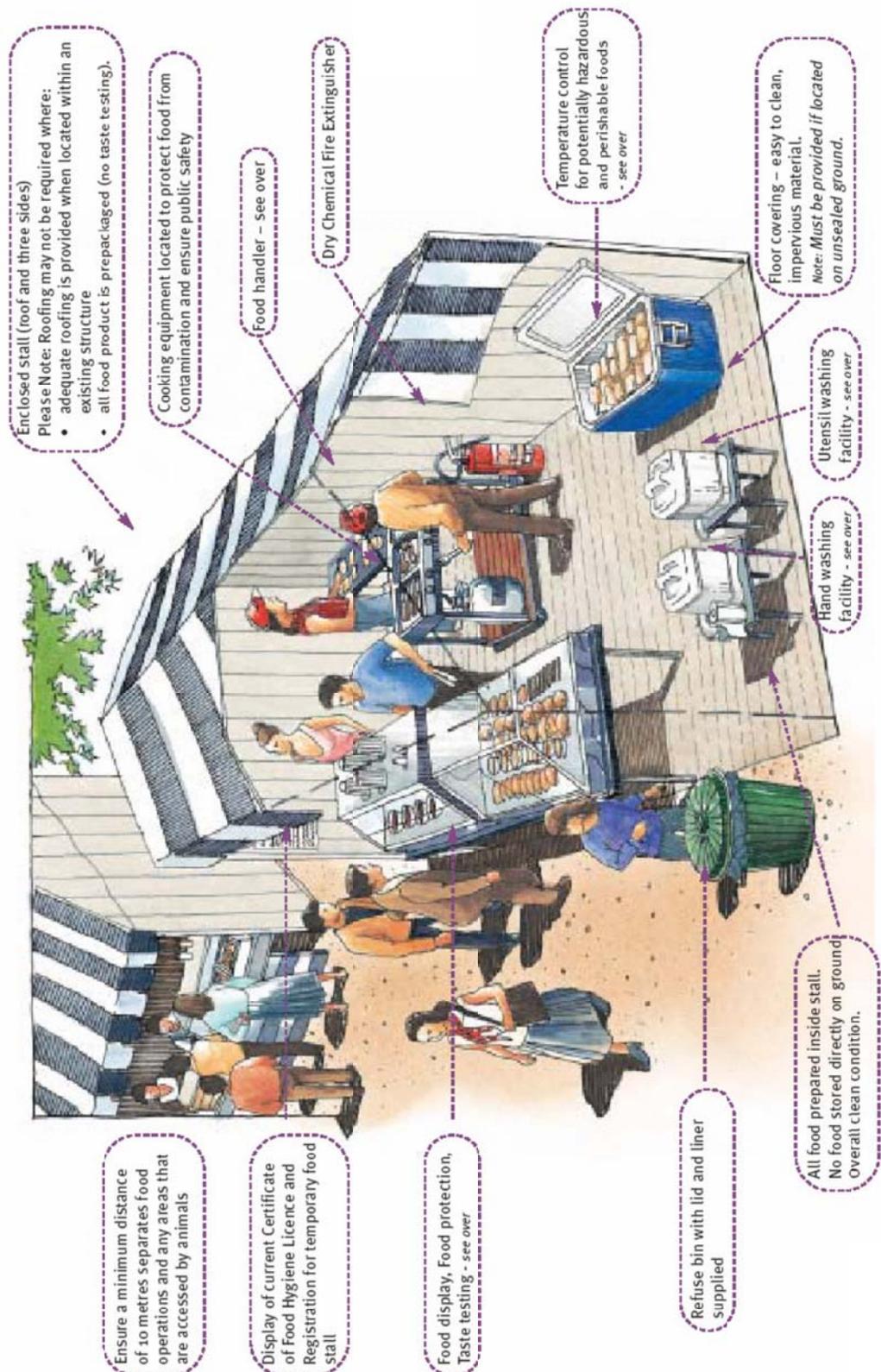
CHECKLIST FOR OPERATORS

This checklist has been designed for operators to use each time a temporary food stall is set up. It will

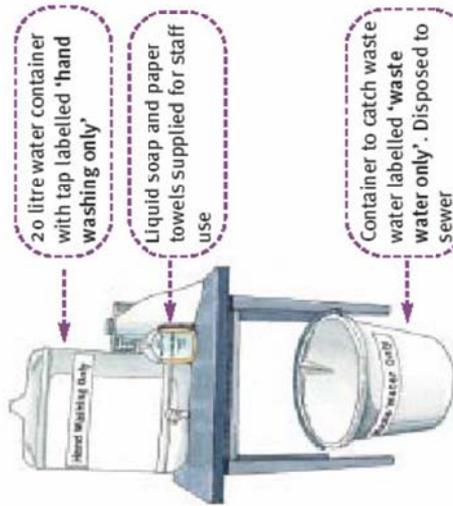
help you understand what is required to operate a food stall.

<i>Licence</i>	√	<i>Serving</i>	√
Refer to this guide for licensing and operational information		Refer to series of food fact sheets for requirements	
Copy of current licence		Money and food handled separately	
Fee paid		Tongs, spoons, spatulas, gloves used to handle food	
<i>Structure</i>	√	Disposable eating and drinking utensils used	
Covered stall		Sauces, condiments are in a squeeze type dispenser or sealed packs	
Barrier between stall and public, particularly when hot box is used		<i>Taste Testing/Displaying</i>	√
Floor covering easy to clean		Single serve utensils, sneeze guards	
Cooking equipment located to protect food from contamination		Signs stating 'no double dipping, single serve only'	
Dry chemical fire extinguisher		<i>Personal Hygiene</i>	√
<i>Temperature Control</i>	√	Refer to Personal Hygiene section for requirements	
Refer to the Temperature Control section for requirements		Clean person, attire and habits	
Temperature control for potentially hazardous and perishable foods		No smoking in food stall	
Thermometer in use		No cuts, illness, sores on food handlers	
Temperature records kept		20-litre water container with tap labelled 'Hand Washing Only' and bucket to collect waste water	
Temperature control during transport		Liquid soap and paper towels supplied for staff use	
<i>Storage</i>	√	<i>General Cleaning</i>	√
Refer to section on Storage for requirements		Refer to section on Cleaning for requirements	
Separate raw and cooked foods		Walls, floors, ceilings are clean	
Food Covered		Utensils and equipment cleaned and sanitised daily	
No food stored directly on the ground		Hot water/sanitiser available for emergency cleaning	
<i>Preparation</i>	√	20litre water container with tap labelled 'Utensil Washing Only' and bucket to collect waste water.	
Time taken to prepare food at the stall kept to a minimum ie. within 2 hours		Overall stall clean	
All food prepared inside stall		<i>Waste Management</i>	√
Raw and cooked food prepared separately		Refer to section on Waste Management for requirements	
Food protected by a physical barrier		Refuse bins with lids and liner supplied	
All food prepared on tables		Waste water stored in containers labelled 'waste water only'	
		Waste water disposed into sewer under a trade waste approval, refer to Trade Waste guide	
		Waster oil stored and disposed of correctly	

ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Minimum hand washing facilities

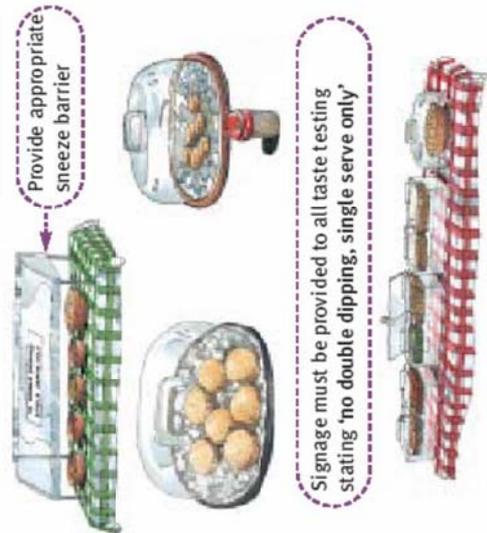


Minimum utensil washing facilities

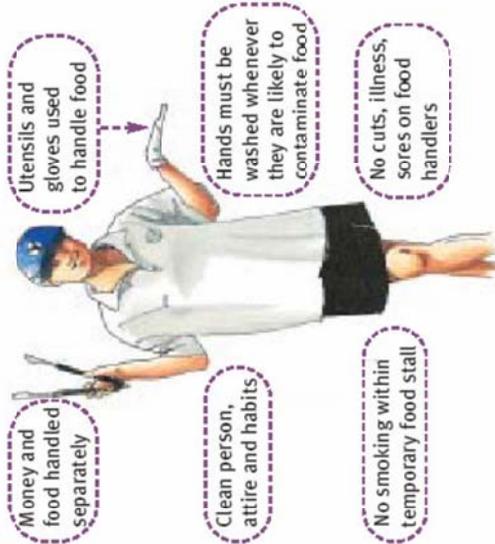


Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food display, food protection, taste testing



Food handlers



Temperature control of potentially hazardous food



Sauces, condiments and single serve utensils

