



## Temporary Event Notification Form for Food Businesses

**Food Safety is a priority in the City of Playford. It is a requirement under the Food Act 2001 for all food businesses based within the City of Playford boundaries to notify us.**

Form to be completed by the event organiser or key contact and include all details regarding the food businesses attending.

If you are preparing food for sale to the public in a temporary or once-off event, please complete each section of this form and return it to the City of Playford at least 14 days prior.

Environmental Health Officers may undertake inspections on the day of the event and provide food safety advice to businesses to ensure the sale of safe and suitable food.

Event Details	
Event Name	
Location	
Date(s)	
Time	
Number of food outlets	

Event Organiser / Key Contact Details	
Contact Name	
Mailing Address	
Telephone	
Email	

**Complete for each temporary food business at the event** (print additional pages if required)

Temporary Food Business Details	
Trading Name	
Contact Name	
Address	
Telephone	
Email	
Food Business Notification Number (FBN)	

Temporary Food Business Details	
Trading Name	
Contact Name	
Address	
Telephone	
Email	
Food Business Notification Number (FBN)	

Temporary Food Business Details	
Trading Name	
Contact Name	
Address	
Telephone	
Email	
Food Business Notification Number (FBN)	

Temporary Food Business Details	
Trading Name	
Contact Name	
Address	
Telephone	
Email	
Food Business Notification Number (FBN)	

Declaration	
Name:	
Signature / Date	

For further information regarding food safety requirements for businesses please visit:

[Food Safety - City of Playford](#)

## Food Safety Checklist Temporary Food Business

Notification	
<input type="checkbox"/>	<b>Temporary Events Notification Form:</b> has been completed and returned to the City of Playford: <a href="mailto:eho@playford.sa.gov.au">eho@playford.sa.gov.au</a>
Training	
<input type="checkbox"/>	<b>Skills and Knowledge:</b> All food handlers are aware of there responsibilities and have received training. Online training <a href="#">Home - DoFoodSafely</a>
<input type="checkbox"/>	<b>Food Safety Supervisor:</b> Appoint a Food Safety Supervisor who is onsite at the time of the event. <a href="#">Food Safety Supervisor Certification   SA Health</a> . (not required when selling prepackaged or low risk food)
Setup and Structure	
<input type="checkbox"/>	<b>Enclosed Stall:</b> Marquee or tent must be enclosed with a roof and three sides
<input type="checkbox"/>	<b>Floor coverings:</b> Impervious and clean
<input type="checkbox"/>	<b>Tables and Benchtops:</b> Clean, impervious and smooth
<input type="checkbox"/>	<b>Handwashing:</b> Temporary facilities provided with an adequate supply of running water, soap and paper towels
<input type="checkbox"/>	<b>Washup Facilities:</b> adequate supply of water, bowl and detergent to clean equipment
<input type="checkbox"/>	<b>Wastewater and Rubbish:</b> Suitable container for storage of wastewater and rubbish / recycling bin
<input type="checkbox"/>	<b>Cleaning and Sanitising:</b> Food grade sanitiser available and used on all food contact surfaces.
<input type="checkbox"/>	<b>Thermometer:</b> Digital probe thermometer available
Food Safety and Processing	
<input type="checkbox"/>	<b>Temperature control:</b> ensure hot food is at or above 60°C, cold food at or below 5°C and frozen food solid.
<input type="checkbox"/>	<b>Display:</b> Food wrapped or packaged in suitable food grade material or effectively covered to protect from contamination
<input type="checkbox"/>	<b>Cross Contamination:</b> separate and use different equipment for raw and ready to eat food. Staff should have different food handling tasks ie preparing, cooking, cash handling etc.
<input type="checkbox"/>	<b>Labelling:</b> All prepackaged food is labelled: Name of product, use by / best before dates, ingredients, manufacturer details and contact details.
<input type="checkbox"/>	<b>Handling:</b> Minimise direct contact with unpackaged ready to eat foods. Wash hands regularly as required, clean clothing

# Guide for the design and operation of a temporary food premises (stall)



1. Provide walls and a ceiling where they are needed to protect food - made of easy to clean, impervious material.
2. Keep potentially hazardous food under temperature control (see over).
3. Protect displayed food (see over).
4. Flooring must be unlikely to pose any risk of food contamination.
5. Prevent food being contaminated by people, animals, pests, chemicals and foreign matter during food storage, preparation and display.
6. Protect food preparation areas (e.g. walls, away from customers).
7. Ensure food handlers have skills and knowledge (see over).
8. Provide hand washing and utensil and food washing facilities (see over).
9. Waste storage must have ability to be enclosed (lids) if necessary to keep pests and animals away.
10. Protect stored food (e.g. off the ground and well covered).

This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) - seek advice from your local enforcement agency.



## Hand washing facilities and utensil and food washing facilities

1. Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency).
2. Liquid soap and paper towels.
3. Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways).
4. Provide separate washing and rinsing containers for food and for utensils as needed.
5. Hot water and/or food grade chemical sanitiser for sanitising if needed.



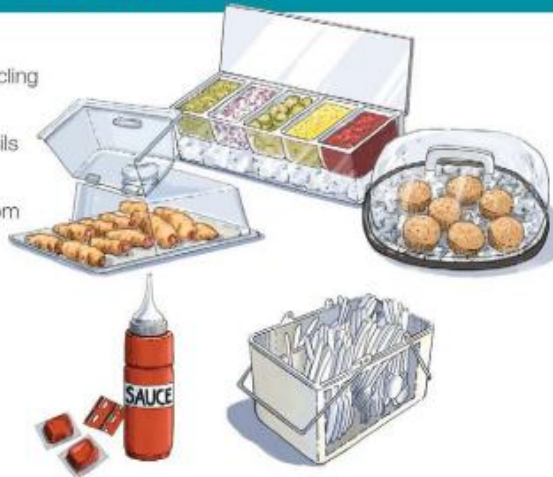
## Food handlers

- Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.
- Clean person, attire and habits.
- No smoking in stall.
- Money and food handled separately.
- Must have skills and knowledge in food safety and food hygiene matters.
- Exposed wounds covered with waterproof covering.
- Avoid unnecessary contact with food by using utensils or gloves.
- Hands must be washed whenever they are likely to contaminate food.



## Food display, single use items and condiments

- Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers).
- Provide separate serving utensils for each self-serve food.
- Protect single serve utensils from contamination (e.g. store handle up) and do not reuse.
- Clean the outside and top of dispenser bottles and do not top-up bottles.



## Temperature control of potentially hazardous food

- Check food temperature with thermometer (accurate to  $\pm 1^{\circ}\text{C}$ )
- Cold food - ensure  $5^{\circ}\text{C}$  or below
- Hot food - ensure  $60^{\circ}\text{C}$  or above

Note: Please seek advice from your local enforcement agency if planning to use an alternative method of temperature control for the storage and display of potentially hazardous food.

