



Town of Cottesloe

ENVIRONMENTAL HEALTH GUIDELINES

FOOD STALLS

1. APPLICATION TO SELL FOOD FROM A TEMPORARY PREMISES

1.1 An ***Application to sell food from a temporary premises*** must be completed by all temporary food vendors and submitted with;

- *The required fee*
- *A copy of Food Business Registration*
- *A copy of Public Liability (P/L) Insurance*

The above documentation is to be submitted no later than **7 days** prior to the Event.

Please note: An *Application to sell food* satisfies the food business requirement to notify the Town of Cottesloe under *section 107 of the Food Act 2008*.

1.2 Please be aware it is an offence under *section 109 of the Food Act 2008* for a proprietor of a food business to conduct the food business at any premise/location unless it is registered.

2. STRUCTURAL REQUIREMENTS

2.1 Stalls are to consist of a roof and three sides.

2.2 Stalls and internal partitions to be clean, in sound condition and constructed of readily cleanable materials. An example of an acceptable marquee is shown in figure 1.

2.3 Stall set-ups must allow for easy access and egress at all times.

2.4 Marquees must be weighted down and setup in accordance the manufacturers specifications.

2.5 All stalls to be situated on a readily cleanable surface. Floor covering to extend beneath all tables (preparation and serving). An example of acceptable flooring is shown in figure 2.

Please note: This flooring is to be used in conjunction with tarpaulin, which is to be placed underneath the matting.

2.6 Stalls greater than 20m² require certification from a structural engineer or licensed rigger once erected.



Figure 1: Marquee (to include three sides)

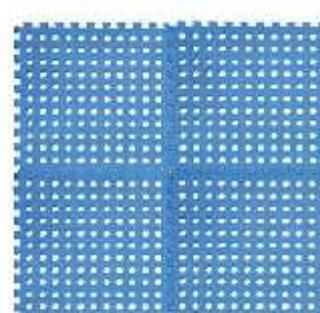
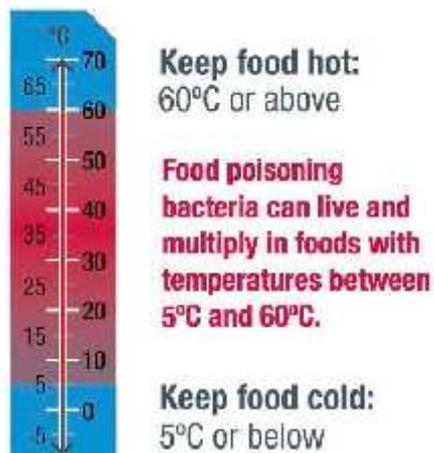


Figure 2: Flooring

3. TEMPERATURE CONTROL

Bacteria grow quickly in high risk foods when kept at temperatures between 5⁰C and 60⁰C; this is referred to as the TEMPERATURE DANGER ZONE.



Therefore, all foods must be kept at correct temperatures at all times. **Cold foods shall be below 5C and hot foods above 60C.**

COLD FOODS

- 3.1 Are to be stored below 5⁰C at all times. This can be achieved by using;
- Portable fridge/fridges
 - Commercial grade ice box/boxes only to be used.
- 3.2 Commercial grade ice box/boxes are to be used in conjunction with ice bricks (multiple) and ice to maintain correct temperatures of foods. An example can be found in figures 3 & 4.



Figure 3: Commercial Grade Ice Box



Figure 4: Ice Bricks & Ice

HOT FOODS

- 3.3 Are to be stored above 60⁰C at all times. This can be achieved by using;
- Bain-Maries
 - Ovens

An example is shown in figure 5 on the following page.



Figure 5: Acceptable Heating Appliances

4. HAND WASHING FACILITIES

4.1 All stalls must have a hand washing facility with potable **warm** water (appx. 38°C), soap and disposable paper towels. An example of a basic setup is shown in figure 6 on the following page.

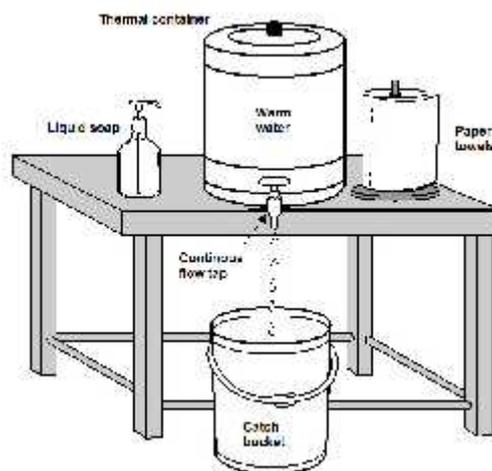


Figure 6: Basic Hand Wash Setup

4.2 Examples of units that produce hot water are shown in figure 7 below.



Figure 7: Hot Water Hand Washing Units

- 4.3 Hand washing facilities must be set-up prior to any food preparation or food sales commencing.
- 4.4 A continuous supply of water must be available during operation.
- 4.5 Wash hands thoroughly and regularly (between changing gloves, before food preparation, after using the toilet etc.)



5. FOOD

- 5.1 All food used or sold at the event must be prepared at the event or in an approved food handling premise only. Food prepared in a domestic kitchen cannot be used unless the kitchen has been approved.
- 5.2 All food must be protected from dust, flies, sunlight, and patrons. Foods can be protected by using;
 - Display cabinets
 - Netting
 - Containers

An example of netting that can be used is shown in figure 10.



Figure 10: Netting; to Protect Food from Contamination

- 5.3 Raw and cooked food must be stored and handled separately to prevent cross contamination.



Figure 11: An example of Cross Contamination;
Mixing Raw & Fresh Ready to Eat Foods

- 5.4 All food must be stored off the floor.
- 5.5 Condiments must be in sealed, clean containers.
- 5.6 Potentially hazardous food is to be delivered to the event in approved food handling vehicles or in suitable food storage containers that keeps foods below 5C or above 60C.
- 5.7 All pre-packaged foods must be labelled in compliance with the *Australia New Zealand Food Standards Code*.

The label is to include;

- A description of the food. EG: 'strawberry jam'.
- The name and address of the person/company that made the food.
- A list of ingredients.
- A 'best before' date to indicate how long the food will keep.
- Any special storage conditions. EG: 'keep refrigerated'.

6. FOOD PREPARATION TABLES/BENCHES

- 6.1 An adequate number of tables are required for food preparation and food storage.
- 6.2 All tables are to be smooth and have easily cleanable surfaces. An example of an acceptable table is shown in figure 7 on the following page.
- 6.3 All tables are to be located within the stall/marquee at all times.



Figure 7: Acceptable Table for Food Preparation/Storage

7. FIRE EXTINGUISHERS

- 7.1 A minimum of one 4.5kg B (E) dry chemical fire extinguisher and fire blanket is to be provided if any open flame burners or gas appliances are in use.
- 7.2 Fire-fighting equipment is to be maintained in accordance with AS 1851 i.e.: tested and evidence shown on equipment (tagged) every 12 months.

8. HOT SURFACES

- 8.1 All hot surfaces/equipment must be isolated from the public using a physical barrier. Hot surfaces include but not limited to;
- Barbecues
 - Paella pans
 - Charcoal burners (for satay sticks etc)
- 8.2 Any surface that has hot equipment placed on it must be fire retardant.

9. GAS BOTTLES

In accordance with the requirements Department of Mines, Industry Regulation and Safety (Energy Safety);

- 9.1 All gas cylinders must be located outside of the marquee to ensure adequate ventilation.
- 9.2 Each stall is limited to two (2) 9kg gas cylinders only (total 18kg).
- 9.3 All gas cylinders are to be protected to prevent tampering and accidental dislodgement.
- 9.4 Gas bottles that are in use shall be placed in milk crates to prevent them from toppling over.
- 9.5 All gas appliances shall be tested and tagged by a certified gas

Please refer to the Departments website for further information:
<https://www.commerce.wa.gov.au/energysafety/gas-appliances>

10. BUTANE BURNERS

Please be advised that the Department of Mines, Industry Regulation and Safety prohibit the use of particular butane gas models. For more information please visit the following website:

<https://www.commerce.wa.gov.au/announcements/public-warning-portable-butane-lunchbox-cookers>

11. ELECTRICAL CORDS/CABLES

All temporary electrical installations shall comply with AS 3002.

- 11.1 All cords/leads are to be tested and tagged by a licensed electrician within the last 6 months. As shown in figure 8.
- 11.2 Cords/leads must not be placed in damp or trafficable areas
- 11.3 Cords/leads must be flexible cables. TPS cables are not permitted.
- 11.4 All electrical outlets are to be protected by a residual current device RCD's.



Figure 8: Cords/Leads to be Tested and Tagged Every 6 Months

12. LIGHTING

All light globes must be contained within adequate light fittings or shatter proof casings.

13. WASTE

- 13.1 A suitable rubbish bin which includes a lid is to be provided in each stall/marquee. As shown in figure 9 below. It is recommended bin liners (rubbish bags) are used to help with the removal of waste post event.
- 13.2 All rubbish from temporary food premises is to be removed frequently and not allowed to accumulate.



Figure 9: Suitable Rubbish Receptacle

- 13.3 All waste water must be disposed of into sewer **NEVER** into storm water drains or the water labyrinth. If sewer access is not available, waste water must be taken away with the stall holder.

Further to the above requirements you are reminded that you are required to comply with the *Food Act 2008* and *Food Safety Standards Australia* at all times.

As an authorised representative of the business applying for a permit to sell food from a temporary premises, you agree that the below mentioned business will abide by these requirements for food handling.

Name of business: _____

Name of signatory (please print) _____

Signed: _____

Date: _____

For further information relating to food handling at temporary events, please contact the Town of Cottesloe's Health Team on 9285 5000.



Town of Cottesloe