

## **Requirements for the Sale of Food from a Temporary Food Premises or Food Stall within the Shire of Campaspe**

### **Stall Holders Responsibilities**

Under the Food Act 1984 it is a requirement for all Food Premises to be registered with local Council. This includes all those premises that are both permanent and temporary. All these premises must ensure that they comply with the requirements of the Food Act and the Food Safety Standards. This will ensure that the public receives food that has been prepared and stored in a way that prevents it becoming contaminated or spoiled.

It is the responsibility of each stallholder to ensure that the food they provide to the public is safe. They must ensure that all food handlers are aware of the requirements when handling and preparing food for sale.

The following information applies to all Temporary events that are selling and/or preparing food for the public at a location that is not a Registered Food Premise.

### **What is a Temporary Food Premises or Food Stall?**

A Temporary Food Premises is classified as a tent or trestle table or other similar structure, whether it is on vacant land or not, a building that does not have a registered kitchen under the Food Act 1984 or any other building or structure either permanent or temporary. This includes activities such as cake stalls, sausage sizzles, markets, shows, field days and other festivals.

### **Do We Need to Have a Food Safety Program for this Event?**

Each stallholder is responsible for ensuring that they have a current Food Safety Program that covers the activities that are occurring at the Food Stall. This may be through the Food Safety Program that they have for the Registered Food Premises with additional sections or relevant information included. Those stalls that are not Registered Premises or have not covered the activities of the temporary stall in their Food Safety Program must complete an Events Template. This includes any stalls that are from interstate and others that are not usually required to have Food Safety Programs such as butchers.

The Department of Human Services Events Food Safety Program Template is available via their website at [www.foodsafety.vic.gov.au](http://www.foodsafety.vic.gov.au). It can be downloaded from this site free of charge and has been specifically designed for stalls and other similar events. If you are unable to arrange a copy of the Events Template from Food Safety Victoria please contact an Environmental Health Officer at the Shire of Campaspe to make other arrangements.

The Food Safety Program for each stall must be kept onsite at all times and you may be asked to present this to an Environmental Health Officer of the day of the event. The relevant record sheets should be completed and be able to be provided to the Environmental Health Officer on request.

Please note that the Food Safety Program is not the Application for a Temporary Food Premises, it is a separate document that outlines what businesses need to do to handle food safely. Both the Food Safety Program and Application for a Temporary Food Premises must be completed for each stall.

### **What else do I need to do?**

The Event Organiser is responsible for most of organisation and contact with Councils Environmental Health Officer. If you have any problems associated with your food stall you should contact the Event Organiser for assistance. If they are not able to answer your questions to your satisfaction you should then contact an Environmental Health Officer for clarification.

You must ensure that the Event Organiser provides you with an Application for a Temporary Food Premises or Food Stall as well as the Requirements for the Set up of a Temporary Food Premises information sheet.

When you complete your application form you should return this to your Event Organiser along with the relevant sections of your Food Safety Program and any other information required, eg: Registration Certificates.

Once these have been received from the Event Organiser the information will be reviewed by the Environmental Health Officer to ensure all relevant information has been included. A Certificate of Registration for the Event will then be issued detailing the names of each of the stall permitted to sell food at that event. If all the relevant information is not received from a food stall prior to the event they will not be permitted to sell food at the event and will not be included on the Registration Certificate.

If you would like a copy of this permit for your food stall you should contact the Event Organiser to arrange a copy, however it is not a requirement for all stalls to have a copy within their food stall.

There are no fees required to be paid for holding a Temporary Food Premises at this stage. The Shire of Campaspe reserves the right to change this at anytime and introduce fees.

If you require further clarification please contact an Environmental Health Officer at the Shire of Campaspe toll free on 1300 666 535.