



# Request for Inspection of Temporary Food Premises

File Reference:

Expiry Date: 30 June 2010

## About this Form

Use this form to apply for an inspection of temporary food premises to operate for a fixed period.

## Lodgement & Fees

See page 2

## Any questions

Phone Customer Service on (02)9391 7000, or call in personally (see page 2)

## ▼ Applicant's Details

### 1. Applicant's name, address and contact details.

Title:            Mr        Mrs        Miss         Ms       ACN No: .....

Name of Applicant: .....

Residential Address:.....

..... Post Code: .....

Phone: (B) (....)..... Fax: (....).....

Phone: (H) (....) ..... E-mail:.....

## ▼ Food Premises Details

### 2. Details of Temporary Food Premises

Is stall on behalf of a charitable organisation?    Yes        No   

If so, who?: .....

Type of food intended to be sold (describe range and type of food and whether it is to be sold in a wrapped or unwrapped form, hot or cold, etc) .....

.....

Address of Premises where food will be prepared, processed, packed etc. prior to sale at the festival: .....

.....

In what manner is the food to be transported to the festival?: .....

.....

In the case of unwrapped foods, how do you intend to protect it against contamination .....

.....

In the case of food requiring temperature control, how do you intend to keep it hot or cold?

.....

Is your stall/kiosk:    Mobile food premises        Tent        Other

If other specify: .....

If a mobile food premises, what is the registration number?: .....

What facilities are proposed for:

- a. Hand washing for food handlers?.....
- .....
- b. Washing food handling utensils?.....
- .....
- c. Disposal of sullage water?.....
- .....

Date of Festival/Fair: .....

Proposed location of stall (if known):.....

<p>To be completed by Council's Cashier and Customer Service Officer.          GST is not applicable.  <i>Retain your receipt as proof of lodgement of the application.</i></p> <p><input checked="" type="checkbox"/> Receiving Officer: .....Date: .....</p> <p><input checked="" type="checkbox"/> Cashier: .....Date: .....</p>	<p><b>OFFICE USE ONLY</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Fee</th> <th style="width: 25%;">Receipt Code</th> </tr> </thead> <tbody> <tr> <td>Inspection Fee</td> <td style="text-align: center;">\$79.00</td> <td style="text-align: center;">540</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2">Total:</td> <td> </td> </tr> </tbody> </table>		Fee	Receipt Code	Inspection Fee	\$79.00	540							Total:		
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**▼ Privacy notification**

The personal details requested on this form are required under the *Food Act 2003 & Food Regulation 2004* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Acts. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

**▼ How to lodge this application**

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Environmental Health Officer handling your application in the Compliance Section.

*If you wish to discuss a proposal with one of our Environmental Health officers, it's essential that you arrange an appointment. We recommend that you consult with a Council Environmental Health officer before lodging this application.*

**Fees**  
The inspection fee is \$79 for inspections up to 30 minutes in duration (including travelling time) and \$130 for inspections over 30 minutes (including travelling time).

**Payment methods**

In Person  
Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail  
For credit card payments, please complete the attached "Credit Card Payment" form.  
For cheque payments, please make payable to Woollahra Council.

**Acknowledgement**  
You will receive a receipt specifying the amount of fees paid.

**Making a personal visit?**  
Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

