

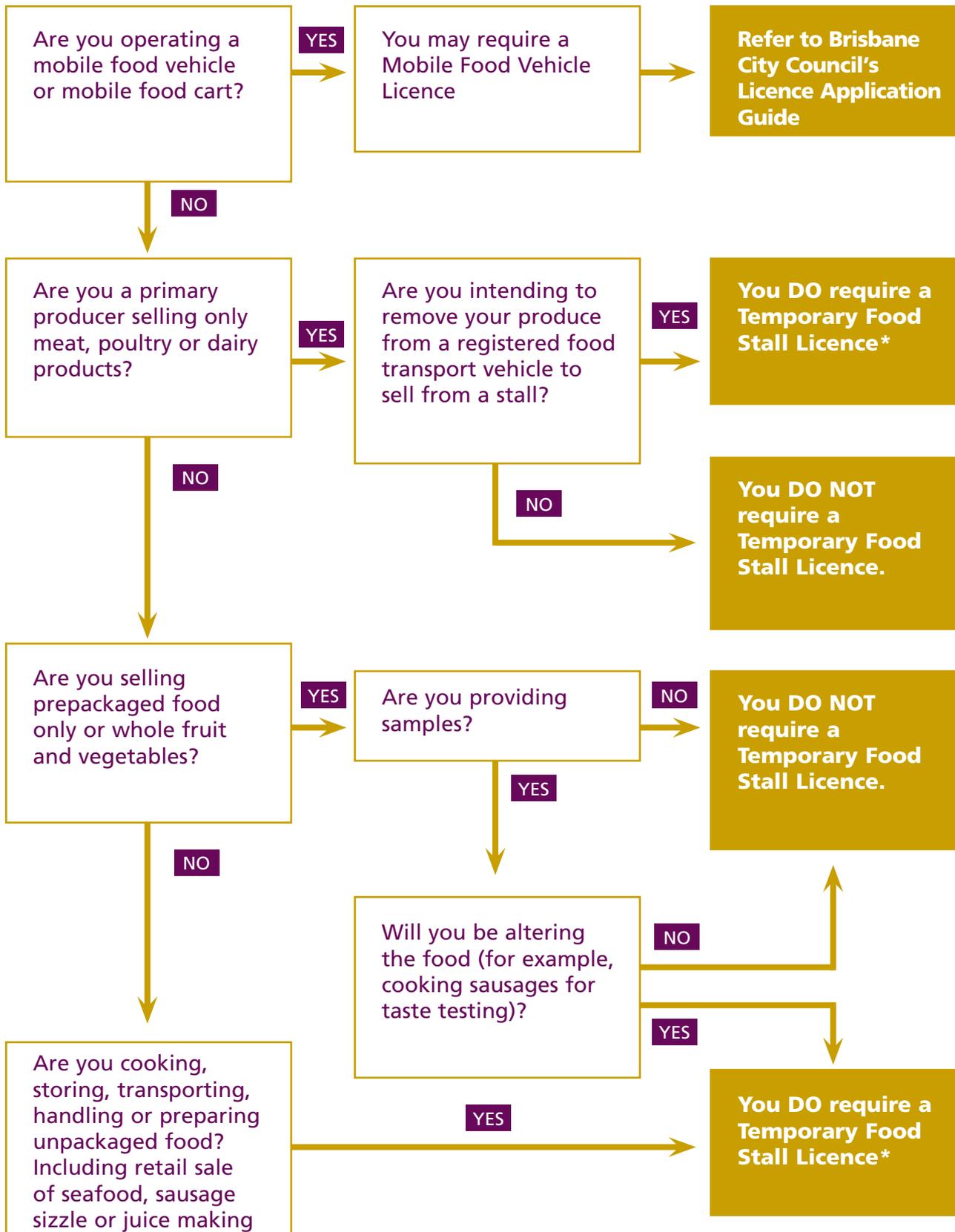
# TEMPORARY FOOD STALL

Licence, Structure and Operation Guide



*Dedicated to a better Brisbane*

# DO YOU REQUIRE A TEMPORARY FOOD STALL LICENCE FROM COUNCIL?



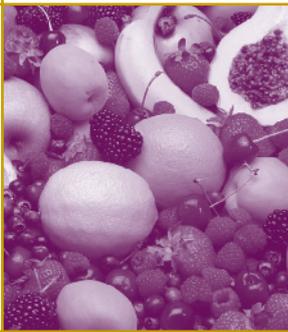
\* Note: The *Food Act 2006* exempts most not for profit operators from requiring a licence to conduct a food business. The *Food Act 2006* exempts certain food businesses from requiring a licence due to the types of food handled or prepared. These food stalls must still comply with the *Food Act 2006*. Further information can be found in this guide.

# ABOUT THIS GUIDE

This guide is for individuals, businesses, charities and community organisations involved in the operation of temporary food stalls. It provides the structural and operational guidelines to assist stall operators to produce food that is safe to eat. It will also help operators to know whether the food they are selling requires licensing with Brisbane City Council.

## CONTENTS

INTRODUCTION	2
FOOD LAWS	2
Food Safety Supervisors	2
LICENCE OPTIONS	3
One-off licence	3
Annual licence	3
WHO NEEDS A LICENCE?	4
WHO DOESN'T NEED A LICENCE?	5
APPLYING FOR A LICENCE	5
Temporary food stall checklist	6
Operating at a festival or market	6
SETTING UP AND OPERATING A FOOD STALL	7
Structural guidelines	7
ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL	9
ADDITIONAL INFORMATION AVAILABLE	11
KEY DEFINITIONS	11
OTHER CONTACTS	12
BRISBANE CITY COUNCIL REGIONAL BUSINESS CENTRES AND CUSTOMER SERVICE CENTRES	12
TEMPORARY FOODSTALL CHECKLIST	INSIDE BACK COVER



## INTRODUCTION

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

Brisbane City Council licenses temporary food stalls in accordance with the *Food Standards Australia New Zealand (FSANZ) Food Safety Standards* and the *Food Act 2006*.

Temporary food stalls can pose a higher risk to consumers than takeaways and restaurants due to their temporary nature. Therefore it is important to ensure you follow these guidelines closely when setting up and operating a temporary food stall. That way you can ensure you are providing your customers with safe food.

## FOOD LAWS

The set up and operation of a food stall should comply with the *Food Safety Standards*. **This guide is based on these standards and will provide adequate information to set up and operate your food stall.**

The *Food Safety Standards* are based on a preventative approach to food-borne illness and are designed to ensure food businesses produce food that is safe to eat.

More information is available in the publications, *Food Safety Practices and General Requirements* and *Food Premises and Equipment*, from FSANZ. To purchase these publications contact FSANZ on (02) 6271 2222 or visit [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

## FOOD SAFETY SUPERVISORS

From 1 July 2007 all licensed food businesses, including temporary ones, must have an approved food safety supervisor. The licensee of the food business may be the food safety supervisor and a business may have more than one food safety supervisor. A food safety supervisor is a person who has undertaken training in safe food handling and/or has sufficient experience in working in the food industry. The food safety supervisor needs to be reasonably contactable by Council when the business is operating.

What does a licensee need to tell Council?

- the name and contact details of the food safety supervisor within 30 days of the licence being issued
- the name and contact details of any new food safety supervisors within 14 days of the person becoming a food safety supervisor
- if there are any changes to the contact details of the food safety supervisor within 14 days of the change
- if a person ceases to be a food safety supervisor within 14 days of the change.

# LICENCE OPTIONS

## ONE-OFF LICENCE

If you want to operate a food stall only occasionally, you can apply for a one-off licence. This allows you to operate a stall on one occasion only, for up to four consecutive days, and means you will need to lodge a licence application and fees each time you operate. Alternatively if you are involved in an event that goes for more than four days you can apply for a one off food stall that would cover you for up to twelve days. Contact Council on (07) 3403 8888 or visit [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au) for further information.

## ANNUAL LICENCE

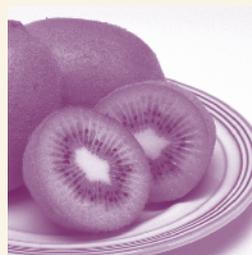
If you intend to operate a food stall regularly throughout the year, an annual licence is recommended for convenience and to save you money. An annual licence requires only one application and fee to be made each year and you can operate your stall a number of times in that year.

Fees depend on the type of food you are selling. The fee structure can be obtained by visiting [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au) or phoning Council on (07) 3403 8888.

## LICENCE TYPES

There are two types of licences available, Level 1 and Level 2.

- **Level 1** is for stalls carrying out full food preparation and selling higher risk foods.
- **Level 2** is for stalls seen as lower risk, doing minor or no food preparation.



## WHO NEEDS A LICENCE?

Selling food from a temporary food stall at events such as markets, festivals and fetes may require a licence. To find out if you need a temporary food stall licence, refer to the flow chart at the beginning of this guide.

Please note that a non-profit organisation only requires a licence if it provides meals on more than 12 days in a financial year.

If you want to apply for a Temporary Food Stall licence use the following table to find out whether you will need a Level 1 or 2 licence.

Type of food stall	Type of food hygiene licence
<b>Full preparation</b> – where stalls are preparing, storing, handling or cooking unpackaged food Examples: meats, salads, sandwiches	Temporary Food Stall Level 1
<b>Taste testing food</b> – changing the state of the food through cooking, blending, processing on site Examples: cooking raw meat	Temporary Food Stall Level 1
<b>Beverages</b> – selling beverages that consists partially or wholly of fruit and vegetable juices processed at the point of sale. If you are selling liquor, you will also require a Liquor Licence.	Temporary Food Stall Level 2
<b>Baked goods</b> – sale of unpackaged baked goods prepared in a licensed premises Note: Some exemptions apply, refer to who doesn't need a licence	Temporary Food Stall Level 2
<b>Primary produce</b> – storing and selling primary produce from a stall, or produce which requires temperature control with no preparation of the food product. Examples: seafood, meat, poultry, dairy	Temporary Food Stall Level 2
<b>Fruit &amp; vegetables</b> – cut up for sale	Temporary Food Stall Level 2

Note: If you are selling food that has been prepared in your own home, (for example: chutneys, lollies, baked goods, oils, sauces, drinks, jams), then your home premises must be licensed. If licensed through Brisbane City Council, you should be licensed as a food manufacturer. If licensed through another local government, an appropriate food licence will be required. You must be able to provide evidence of an approved licence on request.

If this applies to you, refer to Council's Food Premises Licence Application Guide for more information.

## WHO DOESN'T NEED A LICENCE?

The *Food Act 2006* exempts certain food businesses from requiring a licence. Although these operations are exempt from licensing they still need to comply with the requirements of the Food Safety Standards.

The following temporary food stalls do not require a licence:

- sale of meals by a non-profit organisation that operates less than 12 days in a financial year.
- the production of primary produce under an accreditation granted under the Food Production (Safety) Act 2000 – including meat, dairy, seafood and egg schemes
- handling or sale of fisheries resources under a buyers licence issued under the Fisheries Regulation 1995, except where the seafood is cooked
- sale of unpackaged non potentially hazardous snack foods, such as biscuits, cakes, confectionary, nuts and potato chips
- sale of whole fruit or vegetables
- sale of seeds, spices, dried or glazed fruit, dried herbs, tea leaves, coffee beans or ground coffee,
- grinding of coffee beans
- sale and preparation of drinks such as tea, coffee, soft drinks and alcohol (other than drinks that consist wholly or partially of fruit or vegetable juice processed at the place of sale)
- sale of ice, including flavoured ice, such as slurpees and snow cones or bags of party ice (manufacturing of ice is not exempt from food licensing)
- providing of meals by a non-profit organisation that are pre-prepared by another organisation and are stored and heated or otherwise prepared by the non-profit organisation in accordance with the directions of the meal's manufacturer
- sale of food, by a non-profit organisation, that is prepared as part of an educational or training activity conducted by the organisation involving food preparation, hospitality or catering
- sale of food, by a non-profit organisation, that consists of low risk food (e.g. fruits, cereals, toast or similar food).

## APPLYING FOR A LICENCE

### To Apply for a Food Stall Licence

- 1 Obtain a Food Stall Licence Application form from a Brisbane City Council Regional Business Centre (see page 12 for locations) or phone Council on (07) 3403 8888 or visit Council's web site [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au)
  - 2 Submit your completed application form with fees by visiting a Regional Business Centre or mail to the nearest centre.
- If you have trouble completing the application form please phone Council on (07) 3403 8888. Applications and fees can be lodged at Regional Business Centres.
  - Council will then assess your application and if approved, will issue a licence.
  - On issue of your licence you will also receive a Temporary Food Stall checklist to assist with the correct set up and operation of your stall.
  - If you want to operate on Council parkland, please phone Council on (07) 3403 8888.
  - If you want to operate from private property you may need to apply for a Development Assessment approval. For more information phone Council on (07) 3403 8888.

## 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, adequate facilities and follow good hygiene practices.

## OPERATING AT A FESTIVAL OR MARKET

If you are operating at an event such as a festival or market that is managed by an overall event manager, you may need to lodge your food stall application through the event manager. (A food business licence must be held by the person who operates the food business.)

The manager of major entertainment events, usually over 2000 people, may be able to provide you with the appropriate application form, set up and operating information and checklist. Check with the festival manager before lodging your application with Council. All stall holders must ensure they have the appropriate approval before operating a food stall.

# SETTING UP AND OPERATING A FOOD STALL

If you are planning to operate a food stall, visit the proposed site to ensure it is suitable for preparing, storing, handling and selling food, before you commence operation.

## STRUCTURAL GUIDELINES

### Structure and location

- Stall covers help protect the food from contamination. For example, a tent with a roof and three sides.
- The floor of the stall should be easy to keep clean.
- Tables and benches are to have good support and be covered with a material that is easy to keep clean.

### Washing facilities

- Separate hand washing and utensil washing facilities are to be provided. Set up two containers (around 20 litres by volume) fitted with taps. Label each container, one 'Hand washing only' and the other 'Utensil washing only'.
- Hot water and/or sanitiser is to be available for emergency cleaning.
- Liquid soap and paper towels are to be provided for hand washing.
- All cooking utensils are to be removed from the site at the end of the day and thoroughly cleaned and sanitised in dishwashing facilities connected to hot water.

### Cooking

- All cooking and hot food storage equipment is to be located under cover.
- If cooking equipment is located at the front of the stall, provide a sneeze barrier to protect the food. Locate any BBQ away from close proximity to the public, ie. back of the stall. Remember, a BBQ can pose a danger to the public, especially young children.
- A dry chemical fire extinguisher of suitable capacity must be placed in the stall if cooking is conducted within the stall.

### Waste

- Provide a refuse container with a fitted lid and bin liner for the disposal of waste and label 'Refuse only'. Clean and empty the bin daily.
- All waste oil must be placed into an approved oil recycling container and removed at the end of the event by a licensed waste contractor.
- Waste water is to be stored in a container and labelled 'Waste water only' and disposed into a sewer under a trade waste approval, refer to *Trade Waste Guide*.

## Equipment

- Food storage equipment such as bain-maries and refrigerators must be connected to an electricity supply set up by a registered electrician.
- Mobile refrigerators/cold rooms will be needed to store the bulk of your high-risk food for the day.
- Insulated containers such as eskies packed with ice can be used for storing small amounts of food waiting to be cooked.
- A thermometer must be kept on site and used to regularly check the temperature of hot and cold foods. *Electricity supplies at temporary events can be unstable and cut out without operators knowing. Checking the thermometer regularly and recording temperatures will alert you to any potential problems.*
- Food found not being stored at the correct temperature may be investigated by a Council officer and seized to prevent sale. Therefore temperature records are essential to prove your food has been kept at the correct temperature.

### When handling food always consider:

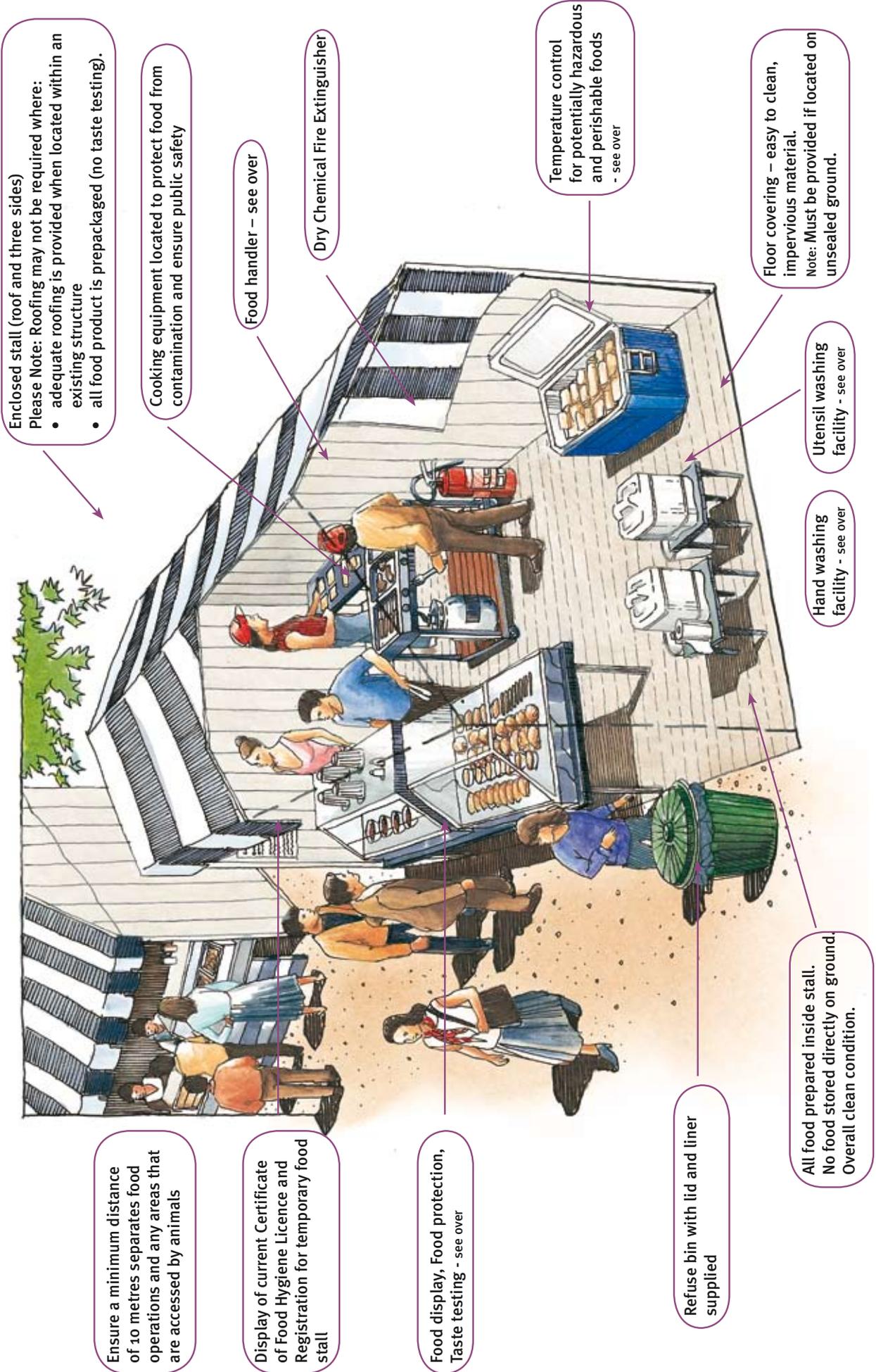
Am I protecting the food from contamination?

Am I maintaining the food at the correct temperature?

For details on the correct operation of your stall refer to the series of Brisbane City Council food fact sheets on the following topics:

- Temperature control
- Waste management
- Pest management
- Personal hygiene
- Cross contamination
- Cleaning
- Food poisoning
- Food quality
- Taste testing.

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



Enclosed stall (roof and three sides)  
 Please Note: Roofing may not be required where:  
 • adequate roofing is provided when located within an existing structure  
 • all food product is prepackaged (no taste testing).

Cooking equipment located to protect food from contamination and ensure public safety

Food handler – see over

Dry Chemical Fire Extinguisher

Temperature control for potentially hazardous and perishable foods  
 - see over

Floor covering – easy to clean, impervious material.  
 Note: Must be provided if located on unsealed ground.

Utensil washing facility - see over

Hand washing facility - see over

Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals

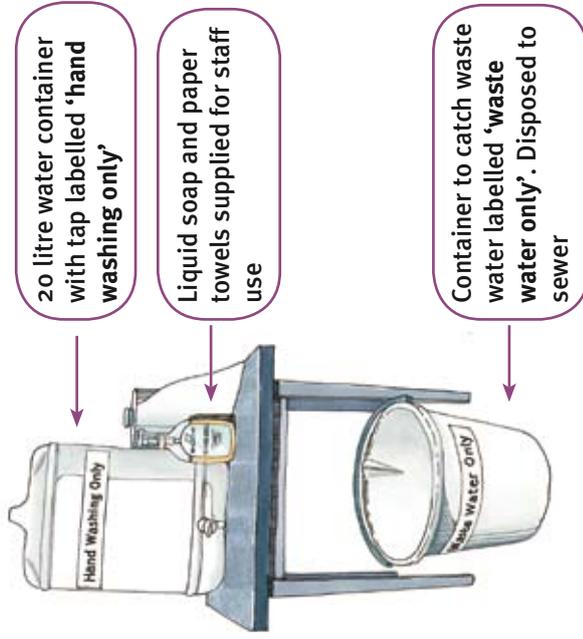
Display of current Certificate of Food Hygiene Licence and Registration for temporary food stall

Food display, Food protection, Taste testing - see over

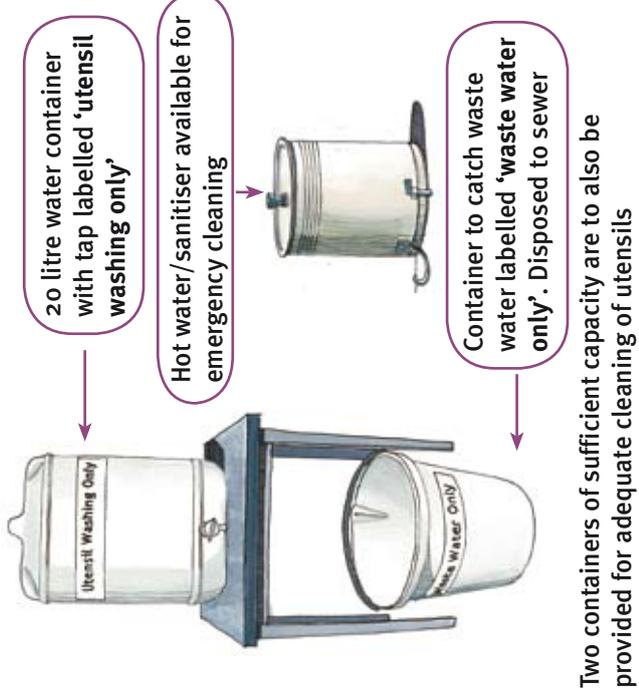
Refuse bin with lid and liner supplied

All food prepared inside stall.  
 No food stored directly on ground.  
 Overall clean condition.

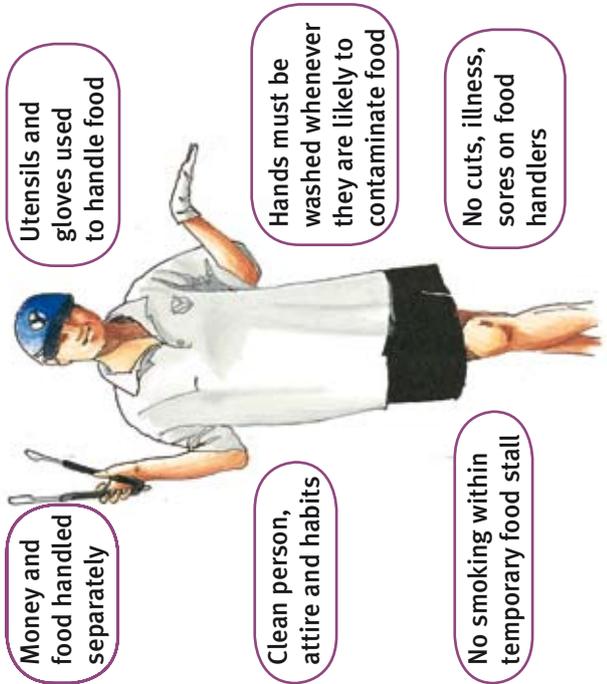
## Minimum hand washing facilities



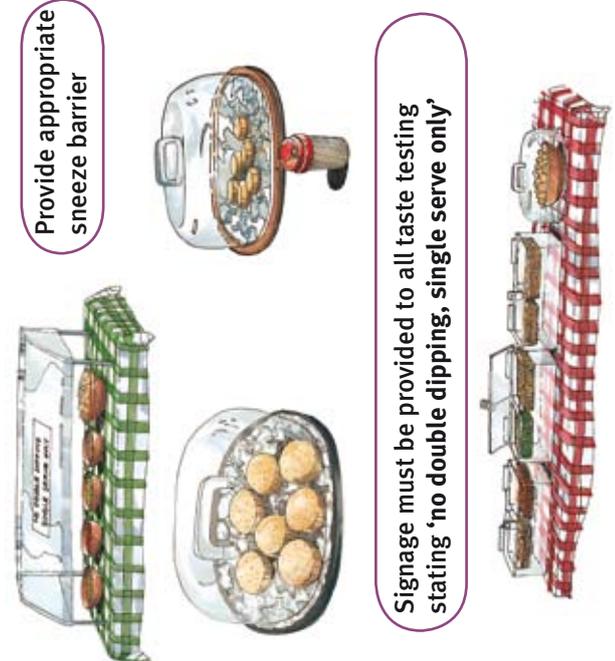
## Minimum utensil washing facilities



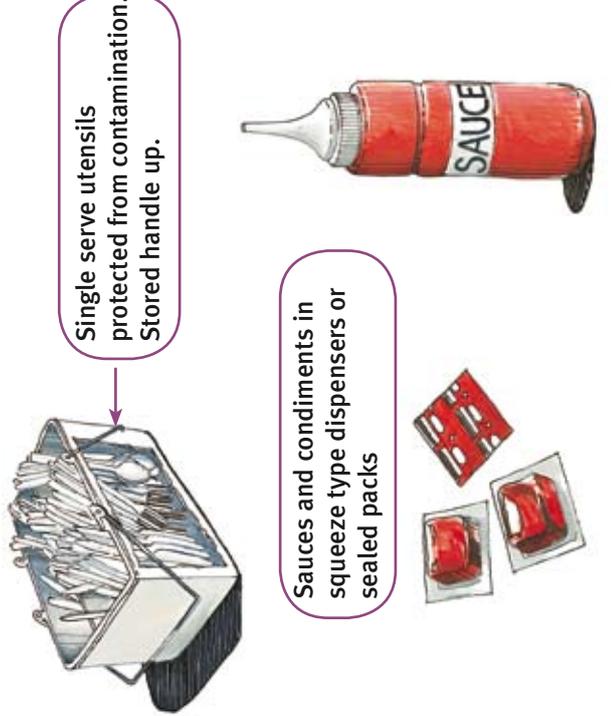
## Food handlers



## Food display, food protection, taste testing



## Sauces, condiments and single serve utensils



## Temperature control of potentially hazardous food



## ADDITIONAL INFORMATION AVAILABLE

The following food related publications are available on request from Council's contact centre, Customer Service Centres and Regional Business Centres.

- *Food Premises Licensing Guide*
- *Food Safety Made Easy – a food safety program for small business*
- *Footpath Dining Guide*

## KEY DEFINITIONS

**Danger zone** – the temperature between 5°C and 60°C where bacteria are alive and growing and food can become unsafe to eat if kept in this range.

**Full preparation** – applies to all food that undergoes a process to change the original state of the food. It includes cooking, blending, processing, marinating, blanching, heating. Examples include hamburgers, sandwiches, salads and fruit juice made on site.

**Mobile food vehicle** – can be a van, trailer or cart that has a permanent structure but is mobile and able to change location.

**Perishable food** – food that if not stored at the correct temperature will deteriorate within 24 hours and be unfit for eating.

**Potentially hazardous food** – means food that must be kept cold (at or below 5°C) or hot (at or above 60°C) to minimise the growth of pathogenic micro-organisms or to stop the formation of toxins in the food. Examples include meat (raw and cooked), dairy products, gravies, chicken and seafood.

**Prepackaged food** – food that is individually wrapped or sealed for sale.

**Snack Foods** – means any of the following food that is not potentially hazardous food–

- (a) biscuits or cakes
- (b) confectionary, corn chips, potato chips or nuts
- (c) dried or glazed fruits
- (d) other foods as prescribed under a regulation.

**Taste testing** – where samples of food are offered to potential customers for tasting.

**Temperature control** – keeping cold food cold (below 5°C) and hot food hot (60°C or above), and monitoring the time food is kept in the danger zone (between 5°C and 60°C).



## OTHER CONTACTS

<b>Safe Food Production Queensland</b> www.safefood.qld.gov.au	1800 300 815
<b>Queensland Health</b> www.health.qld.gov.au	(07) 3234 0111
<b>Liquor Licensing</b> www.liquor.qld.gov.au	(07) 3224 7024
<b>Workplace Health and Safety</b> www.whs.qld.gov.au	1300 369 915
<b>Food Standards Australia New Zealand</b> www.foodstandards.qld.gov.au	(02) 6271 2222

## BRISBANE CITY COUNCIL REGIONAL BUSINESS CENTRES

Council's Regional Business Centres provide localised business and community services around Brisbane to builders, developers, small business, the trades, and industry and community groups.

**North Region**  
960 Gympie Road  
Chermside (Opposite the Tax Office)

**West Region**  
46-56 Coonan Street  
Indooroopilly  
(Opposite roundabout)

**East Region**  
Carindale Regional Shopping Centre  
Corner Millenium Boulevard &  
Carindale Street  
Carindale

**Central Region**  
Brisbane Square  
266 George St  
Brisbane

**South Region**  
Sunnybank Hills Shoppingtown  
Shop 301, Level 1  
661 Compton Road  
Sunnybank Hills

## CUSTOMER SERVICE CENTRES

Applications can not be made at Council's Customer Services Centres. Application forms and further information can be obtained from these centres.

**City**  
Brisbane Square  
266 George St  
Brisbane

**Chermside**  
Chermside Library  
375 Hamilton Road

**Inala**  
Inala Civic Centre  
Corner Corsair Avenue and  
Wirraway Parade

**Indooroopilly**  
Westfield Shoppingtown  
69 Station Road

**Upper Mt Gravatt**  
Garden City Library  
corner Logan Rd and Kessels Rd

**Wynnum**  
Ground Floor  
Wynnum Civic Centre  
Corner Bay Terrace and Charlotte Street

# 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.

<b>Licence</b>	✓	<b>Serving</b>	✓
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	
		Disposable eating and drinking utensils used	
<b>Structure</b>	✓	Sauces, condiments are in squeeze type dispensers or sealed packs	
Covered stall			
Barrier between stall and public, particularly when hot box is used		<b>Taste Testing/Displaying</b>	✓
Floor covering easy to clean		Refer to Taste Testing fact sheet for requirements	
Cooking equipment located to protect food from contamination		Single serve utensils, sneeze guards	
Dry chemical fire extinguisher		Signs stating 'No double dipping, single serve only'	
<b>Temperature Control</b>	✓	<b>Personal Hygiene</b>	✓
Refer to Temperature Control fact sheet for requirements		Refer to Personal Hygiene fact sheet for requirements	
Temperature control for potentially hazardous and perishable foods		Clean person, attire and habits	
Thermometer in use		No smoking in food stall	
Temperature records kept		No cuts, illness, sores on food handlers	
Temperature control during transport		20 litre water container with tap labelled 'Hand Washing Only' and bucket to collect water	
		Liquid soap and paper towels supplied for staff use	
<b>Storage</b>	✓	<b>General Cleaning</b>	✓
Refer to series of Food fact sheets for requirements		Refer to Cleaning fact sheet 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	
		20 litre water container with tap labelled 'Utensil washing only' and bucket to collect water	
<b>Preparation</b>	✓	Overall stall clean	
Time taken to prepare food at the stall kept to a minimum ie. within 2 hours			
All food prepared inside stall		<b>Waste Management</b>	✓
Raw and cooked food prepared separately		Refer to Waste Management fact sheet for requirements	
Food protected by a physical barrier		Refuse bins with lid and liner supplied	
All food prepared on tables		Waste water stored in container labelled 'Waste water only'	
		Waste water disposed into sewer under a trade waste approval, refer to Trade Waste guide	
		Waste oil stored and disposed of correctly	

**Brisbane City Council**  
**Information**  
GPO Box 1434  
Brisbane Qld 4001

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