



# Market Food Stall

Commercial Use of Council Controlled Areas or Roads

## New Application

*Local Law No.1 – Administration, Subordinate Local Law No. 1 (Administration) 2016 – Schedule 8*

Please call us if you have any questions about fees or how to complete this form. Type or print in **BLOCK LETTERS** and select boxes where applicable. Enter 'N/A' if the question does not apply.

### APPLICANT

Title  Mr  Mrs  Ms  Non-profit organisation\*  Company

Full name

Company

Director's name  ABN

Trading/Stall name

Contact person (*if not above*)  Phone/mobile

\*Please attach a copy of incorporation certificate.

### INDIVIDUAL/ BUSINESS

Street address

Locality/ Suburb  State  Postcode

Postal address

Locality/ Suburb  State  Postcode

Email

Phone  Mobile

### MARKET

Market name

Market address

Locality/ Suburb  State  Postcode

### OPERATION

Provide details of food to be sold/provided (*once approved only goods/services listed can be sold*).

Is all food prepared within the market stall?  Yes  No, *please provide details*

Name of Premises  Food Business Licence Number

\*If premise is outside Cook Shire Council, a copy of the food business licence must be provided

\*Note: Food not prepared in the stall must be done in a licensed kitchen.

## OPERATION continued

\*A Food Business Licence is required to sell food (**except whole fruit and vegetables**). Safe Food Accreditation may be required. Please contact Council for more information.

Which food handling activities best describes your operation at the market? (Please tick all that apply)

- Storage       Reheating       Cooking       Serving  
 Cold Display       Thawing       Producing       Handling  
 Hot Display       Preparation (e.g. chopping, cutting mixing items)       Processing (including blending)  
 Other

Will you be displaying signage or advertising material?       Yes       No

\*If yes, provide details. Signage or advertising may need approval. Please attach copies of approvals if applicable.

## HOURS OF OPERATION

Type of Approval:       One Day       One Year

Market start and end date:  to

What dates and times will you be operating?

## PREMISES SETUP (must be completed if you are selling food other than whole fruits and vegetables)

Type of premises

- Stall       Vehicle (Please complete mobile food vehicle section)       Other (specify)

Stall Structure (e.g. gazebo, marquee, tent, awning, under a solid roof)

How will you secure the stall structure?

What materials are your ceiling, walls and flooring? (e.g. sheet metal, mesh curtain)

How will you power your cooking, food storage or food display equipment (if applicable)?

- Gas       Generator       Other (please specify)

## FOOD HANDLING OPERATION

How will you store cold food during transportation? *(e.g. Esky, mobile refrigeration unit)*

How will food be protected from contamination during transportation?

How will you store or display cold food? *(e.g. Esky, display unit)*

How will you store or display hot food? *(e.g. bain marie or pie warmer)*

How will you store or display dry/liquid food? *(e.g. sauces, chocolates)*

## FOOD VENDORS CHECKLIST *(you are responsible to provide the following items)*

- Temperature measuring device
- Single-use straws/utensils stored handle up or individually wrapped
- Disposable food packaging is protected before use
- Hand wash facilities supplied with a minimum 20L of potable water dispensed via a tap
- Hand wash facilities provided with a container to collect wastewater
- Hand wash facilities provided with liquid soap and paper towels
- Waste water disposal *(Disposing of waste water at the markets site is prohibited)*

## FOOD VENDING VEHICLES ONLY (only if you sell food directly from your vehicle)

Type of vehicle	<input type="text"/>		
Make	<input type="text"/>	Model	<input type="text"/>
Colour	<input type="text"/>	Registration Number	<input type="text"/>
Storage address (when vehicle is not in use)	<input type="text"/>		
Locality/Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Premises address	<input type="text"/>		
Locality/ Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

\*if using additional vehicles such as a trailer, cooler van etc, attach details

## DECLARATION

I understand Cook Shire Council cannot be held liable in any way, including for personal injury, death, damage to property, or economic loss, as the result of the approval of this proposal. To the best of my knowledge, the information provided in this application is correct.

Applicant's Signature

Date

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

## SUPPORTING DOCUMENTS (Indicate below the supporting documents you have attached to this application)

- Provide a floor plan of your stall i.e. layout to include equipment
- A copy of **Food Business Licence**, if your business activity involves preparing or selling unpackaged food (except for whole fruits and vegetables)
- A copy of any relevant statutory permits, authorisations or approvals e.g. Safe Food Accreditation
- A copy of the current registration certificates for **each** vehicle proposed to be used in your operation, including trailers, cool room etc.
- Details of any signage you intend to display and how it will be secured
- A copy of your Public Liability Insurance (Minimum \$20 million)

## LODGEMENT OPTIONS

When you have signed and dated this form, please lodge it with the fees and all the supporting documents required at the council office, in person, email or post. If your application is successful, you will receive an approval certificate.

### Cook Shire Council

10 Furneaux Street (PO Box 3)

Cooktown, Qld 4895

**Phone:** 07 4082 0500

**Email:** [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)

**Website:** [www.cook.qld.gov.au](http://www.cook.qld.gov.au)

OFFICE USE ONLY

G/L: 2050.110.118

Application fee

Approval issued

 Yes  No

Date paid

Receipt number

Received by

Received by

Name

Signature