

# Food Stall Licence - Markets or Events

2024/25 Financial Year - **Food Act 2006**

I / we apply for (please tick):

A new temporary food stall business licence:

- Short-term licence (12 days or less in a financial year)
- Annual food stall licence (annual licensing period 1 September – 31 August)

## Section 1 – Applicant / Licensee Details

**Important:** Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Applicant licensee names/s':			
Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN:			
Email:			
Business phone:		Mobile:	
Contact person's name:			
Phone:		Mobile:	

**Important:** By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing-related information.

**PRIVACY COLLECTION NOTICE:** Council is collecting your personal information to provide services and information in accordance with the *Food Act 2006*. It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au). All information is handled in accordance with Council's Privacy Policy and Procedure Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>.

## Section 2 – Company Details - This section is only required if applying as a company

Director's name(s):			
ACN:			
Contact person's name:			
Phone:		Mobile:	

Current Australian Securities & Investment Commission (ASIC) company extract is attached

**Important:** The *Food Act 2006* requires a Corporation or Incorporated Association to provide the names of the directors of the management committee. Your application may be delayed or refused if this information is not attached.

## Section 3 – Incorporated Association Details

Management committee name(s):			
Contact person's name:			
Phone:		Mobile:	

Office of Fair-Trading Incorporated Association extract is attached

**Important:** Ensure the Incorporated Association extract includes the details of the management committee.

## Section 4 - Market or Event Details – Complete if applying for an annual licence

**Important:** An annual temporary food stall is permitted at multiple markets and events within the City of Logan.

Name of market or event:			
Address: (include street number)			

Purpose of activity:

Business  Fundraising

Type of market or event

Indoor  Outdoor

**Important:** If the event is an outdoor market or event, the food stall must be housed in a structure with a roof, three walls and a floor covering, where it is necessary to protect food.

## Section 5 - Market or Event Details – Complete if applying for a short-term licence

Name of market or event:	
Address: (include street number)	

Purpose of activity:

Business  Fundraising

Type of market or event:

Indoor  Outdoor

**Important:** If the event is an outdoor market or event, the food stall must be housed in a structure with a roof, three walls and a floor covering, where it is necessary to protect food.

Trading dates:

Date 1		Date 7	
Date 2		Date 8	
Date 3		Date 9	
Date 4		Date 10	
Date 5		Date 11	
Date 6		Date 12	

## Section 6 – Premises Layout

**Important:** Temporary food stalls must meet the requirements of the *Food Act 2006* and the Food Safety Standards. Provide enough details of the design and fit-out of your food stall to prevent delays in processing your application.

What is the type of structure?

- Covered stall, marquee with a roof and three sides (required when trading outdoors)
- Uncovered stall (acceptable when trading indoors)
- Associated with a mobile food vehicle  Registration number: \_\_\_\_\_

What is the floor covering?

- Rubber mat  Vinyl
- Other: \_\_\_\_\_

What material are the walls made from?

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Has the proposed site been visited to ensure that it is suitable?

Yes  No

Are adequate toilets available for food handlers' use during the market or event within an acceptable distance from the food stall?

Yes  No

Is the stall site located away from sullage pits, soak ways or holding tanks to prevent possible contamination?

Yes  No

Is drinking quality water available on site?

Filling containers within public toilets or external taps is not permitted.

Yes  No

**Important:** If drinking quality water is not available on-site, you must bring enough safe water for all activities (including cooking, hand washing, and utensil washing).

Do you have the appropriately sized containers to transport the amount of fresh water required for all food handling activities?

Yes  No  Not applicable, water available on site

Are suitable hand washing facilities, separate from toilet facilities, available within 5 meters of food handling activities?

Yes  No

**Important:** If suitable hand washing facilities are unavailable, you must take your own hand washing facilities.

If applicable, indicate the hand washing facilities you will take onsite:

20-litre drum with tap valve, containing warm water with liquid soap and disposable paper towel with a bucket to collect wastewater

Other:

Are suitable utensil washing facilities available on site?

Yes  No

If utensil washing facilities are available on site, describe the utensil washing facilities:


**Important:** If suitable utensil washing facilities are unavailable, you must take your own utensil washing facilities.

If applicable, indicate the hand washing facilities you will take onsite:

20-litre drum with tap valve, warm water, liquid detergent and food-grade sanitiser

Other:

What food grade sanitiser will you use on food contact surfaces?

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Describe the materials food preparation surfaces are made from?

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Describe how you will prevent customers' access to the food preparation area:


Describe how you will manage rubbish and waste:


Describe how you will dispose of wastewater:  
(You cannot pour wastewater into the stormwater drains or gutter)


## Section 7 - Layout Plan

**Important:** All food stalls must comply with the design and fit-out specifications. For details visit our website.

In the space provided, ensure your application is complete by drawing a layout map of the proposed food stall indicating how you will meet the design and fit-out specifications. Ensure you demonstrate the flow of food handling activities to prevent cross-contamination during processing. You may attach a separate layout map to your application should you not wish to use the space provided:

## Section 8 - Food Preparation Details

**Important:** All food preparation must occur in a licensed kitchen or on-site in the stall. If you do not have a licence for your home kitchen, no food handling is permitted at your home. If you want to sell food prepared in your home (for example, baked goods, jams, chutneys, lollies, oils, sauces, and drinks), your home kitchen must be approved and separately licensed under the *Food Act 2006*. If you sell food produced in a non-licensed kitchen, you may be directed to cease operation at the market or event.

Where will you prepare food?

On-site in the stall

In a licensed food business

Trading name:

Licence number:

Written permission from licensee is attached

Will you offer taste testing?

Yes

No

Select any of the following food types that you will sell (tick all that apply):

Milk/dairy products

BBQ (hamburger & marinated meat)

Rice dishes

Chicken

Jam & chutney

Soft serve ice cream

Baked goods (cakes & biscuits)

Sausage sizzle

Egg products

Seafood

Salads

Meat

Name all dishes and drinks prepared and sold:


Describe your proposed temporary food business food handling activities:


How will you maintain the temperature of food at or below 5°C or at or above 60°C during transport?

Esky with ice

Refrigerated vehicle

Other:

How will food be protected from contamination during transport?

Ready-to-eat foods and raw meat cross-contamination will be kept in separate sealed containers

Other:

Will you cook food onsite?

Yes  No

Describe how you will cook food?


How will you keep cold food at or below 5°C when stored or during display?

Refrigerator  Freezer  
 Esky with ice  Cold display unit  
 Other:

How will you keep hot food above 60°C when stored or during display?

Bain marie  Oven / warmer  
 Other:

What thermometer will you use to check the temperature of food.

Digital probe thermometer  Infrared thermometer

How will food be protected from contamination when on display? Including taste testing if applicable.

Sneeze guard  Wrapping food  
 Covering food  Other:

Describe how single-use items will be protected from contamination.


**Important:** The following single-use plastic items are banned:

- Straws and stirrers
- Plates, unenclosed bowls and cutlery
- Expanded polystyrene (EPS) takeaway food containers and EPS cups.

(For information on the single-use plastics ban visit [www.qld.gov.au](http://www.qld.gov.au))

What will you do with leftover food?

Put in the bin  Other:

Describe how you will prevent cross-contamination during storage and processing.


## Section 9 – Food Safety Supervisor Details

**Important:** All licensable food businesses must have a nominated food safety supervisor. Refer to the [Food Safety Supervisor](#) section of our website for more information.

Name:			
Email:			
Phone:		Mobile:	

Food safety supervisor certificate attached

**Important:** All licensable food businesses must have a food safety supervisor. Category 1 and 2 food businesses must have a food safety supervisor trained by a registered training organisation. Refer to the Which food category applies to my business? section of our website for more information. If you do not know the details of your food safety supervisor, you have thirty (30) days to notify Council after your licence is issued.

Food business category:

Category 1

Category 2

Not applicable

## Section 10 – Food Handler Training Details

**Important:** All food handlers must complete a food safety training course or have appropriate food safety skills and knowledge.

Food handler training certificates are attached

Describe how food handlers who have not provided a food safety training certificate have gained the food safety skills and knowledge needed to perform their role:




## Section 11 - Signature(s)

**Important:** Applications for food stall licences must be lodged at least **10 business days** before the market or event. If an application is lodged within 10 business days of the event, there is no guarantee the licence will be approved in time.

As the applicant, I make application in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:

Certification	Applicant 1	Applicant 2
That I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
That the information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that it is the applicant's responsibility to obtain all relevant approvals. Approval for a temporary food stall licence under the <i>Food Act 2006</i> is not an approval of other aspects of the operation.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
That I have never been convicted of an offence or had a licence refused, cancelled or suspended under the <i>Food Act 2006</i> , <i>Food Act 1981</i> , <i>Food Hygiene Regulation 1989</i> or other related legislation within Australia.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that I cannot commence food handling for sale until such time as I hold a valid food business licence issued under the <i>Food Act 2006</i> .	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant 1	Applicant 2
Name in full:	Name in full:
<b>Applicant signature:</b>	<b>Applicant signature:</b>
Date:	Date:
Position:	Position:

## Section 12 - Payment of Fees (Not subject to GST)

**Important:** If your application is lodged within 5 business days of the event, an additional \$191.00 express processing fee will be charged.

Application type	Fee - Includes application and licence fee
Short-term food stall (12 days or less)	\$275.00
Short-term food stall lodged (12 days or less) within 5 business days of the event	\$275.00 + \$191.00
Annual food stall (September to August)	\$383.00 + \$466.00*




Your application cannot be processed unless the form is complete, signed and correct fees are paid in full.

The licence period is 1 September to 31 August and fees are charged yearly. Pro-rata licence fees will apply for applications made after 1 March (50% reduction) and after 1 June (75% reduction).

Bona fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to the production of appropriate verification of such.

Pro-rate fee reductions apply to the licence fee only and are marked with \*. Pro-rata fee reductions do not apply to the application fee.

### PAYMENT OPTIONS

	<b>Paying by mail</b>	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
	<b>Paying by phone</b>	Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council. A merchant surcharge fee of 0.34% will apply.
	<b>Pay online</b>	We will send through a notice of account once the application is lodged for you to pay. Please note that your application will not be processed until full payment has been received. A merchant surcharge fee of 0.34% will apply.
	<b>Paying in person</b>	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	<b>Customer service centre locations</b>	<b>Council Administration Centre</b> 150 Wembley Road, Logan Central <b>Beenleigh</b> - 105 George Street, Beenleigh <b>Jimboomba</b> - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412

Email: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au)

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[logan.qld.gov.au](http://logan.qld.gov.au)

