



Temporary Food Stall Notification Form

This Temporary Food Stall Notification Form is designed for not-for-profit community organisations that may hold occasional events such as sausage sizzles, Devonshire tea or bake sales within Adelaide Hills Council. This form is not to be used by caterers or commercial food providers who must have notified as such.

You will need to complete a new form for each event held by the organisation/group. This must be provided to council prior to the event. Please note that Environmental Health Officers will periodically inspect such events to ensure compliance with relevant legislation.

Should you have any questions, concerns or require clarification on any aspect of this form please contact the Adelaide Hills Council Environmental Health Unit via mail@ahc.sa.gov.au or 8408 0400.

Part 1 – Contact Details of Organisation and Responsible Person

Organisation / Group			
Postal Address			
Suburb / Town		Post Code	
Responsible Person		Title	
Contact Details	Business Phone		
	Mobile		
	Email		

A natural person must be nominated to act as the contact for this stall. This person will be responsible for providing all required information to allow Council assessment of the stall and must also be present at the stall for the majority of the operating period.

Part 2 – Details of Stall Trading

Location of Stall <i>This must allow Council staff to locate the stall</i>			
Date of Stall			
Time of Stall	Start		Finish

Part 3 – Foodstuffs for Sale

<p>List ALL Foodstuffs provided</p> <p><i>This includes beverages and condiments</i></p>	
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Part 4 – Food Safety Information

<p>Details of stallholder food handler training (if any)</p> <p><i>i.e. previous business owner, Tafe SA course, certificate, I'm alert, prior experience, Food Safety Supervisor</i></p>	
<p>Where is food sourced from?</p> <p><i>i.e. supermarket, supplier, home kitchens (if so, please list names of those supplying)</i></p>	
<p>Temperature Control</p> <p><i>Detail how potentially hazardous foods are to be kept under temperature control from the point of purchase to sale. i.e. esky with ice, fridge, heat packs and regular temperature checks using available thermometer.</i></p>	
<p>Prevention of Contamination</p> <p><i>Detail how you will prevent contamination of food by food handlers and other sources. i.e. gloves, tongs, covers for food, pre-wrapped food, sneeze guards etc.</i></p>	
<p>Describe the hand washing facilities provided at the stall</p> <p><i>Unless ALL foods are pre-wrapped, it is essential that hand washing facilities are provided and available at all times.</i></p>	
<p>Cleaning / Sanitising</p> <p><i>Detail methods used to ensure surfaces (including crockery/cutlery) are cleaned and sanitised. i.e. disinfectant and sanitiser present, supply of disposable wipes, disposable crockery used, dishes placed in container for washing in kitchen etc.</i></p>	

Please note that Environmental Health Officers may inspect stalls to ensure compliance with regulations and statements made above. **Officers have the power to prevent the ongoing sale of food** where a risk is found to exist and/or relevant legislation has been breached.

Date Notification Submitted _____

Signed _____

For Office Use Only	
Notification received by	
Date notification received	

Send completed forms to:

Adelaide Hills Council Environmental Health Unit
mail@ahc.sa.gov.au
8408 0400

63 Mount Barker Road
Stirling SA 5152