



Market/Event Application under Local Government Act 2002 & Health Act 1956

1. Complete the details required in this form – the event organiser details above and the proposed stallholder details in the table on the reverse side of this form.
2. Return the completed application form together with any evidence of consent to Council's Environmental Health Officer's **at least 10 workings days before the start of the event.**
3. An Environmental Health Officer may contact the event organiser prior to the event to clarify details before approval can be granted.

1. Licence Required *(please tick which applies)*

Special Occasion Market/Event

Reoccurring Market/Event

2. Registration Period

Date/s held: _____

Times: _____

3. Event Organiser Details *(please complete in full)*

Full Name: _____
Full legal name of the person who has financial interest in the business e.g. Company, Limited Liability, Sole Trader, Partnership etc.

Contact Person: _____

Postal Address: _____

Landline: _____ Mobile: _____

Email: _____

4. Market/Event Details

Market/Event Name: _____

Venue Name: _____

Venue Address: _____

Please complete the attached summary form with the stallholder details & the site plan with the layout of the Market/Event area

Summary form attached

Site Plan attached

5. Signature *(application must be signed)*

Signature of applicant: _____ Date: _____

Site Plan

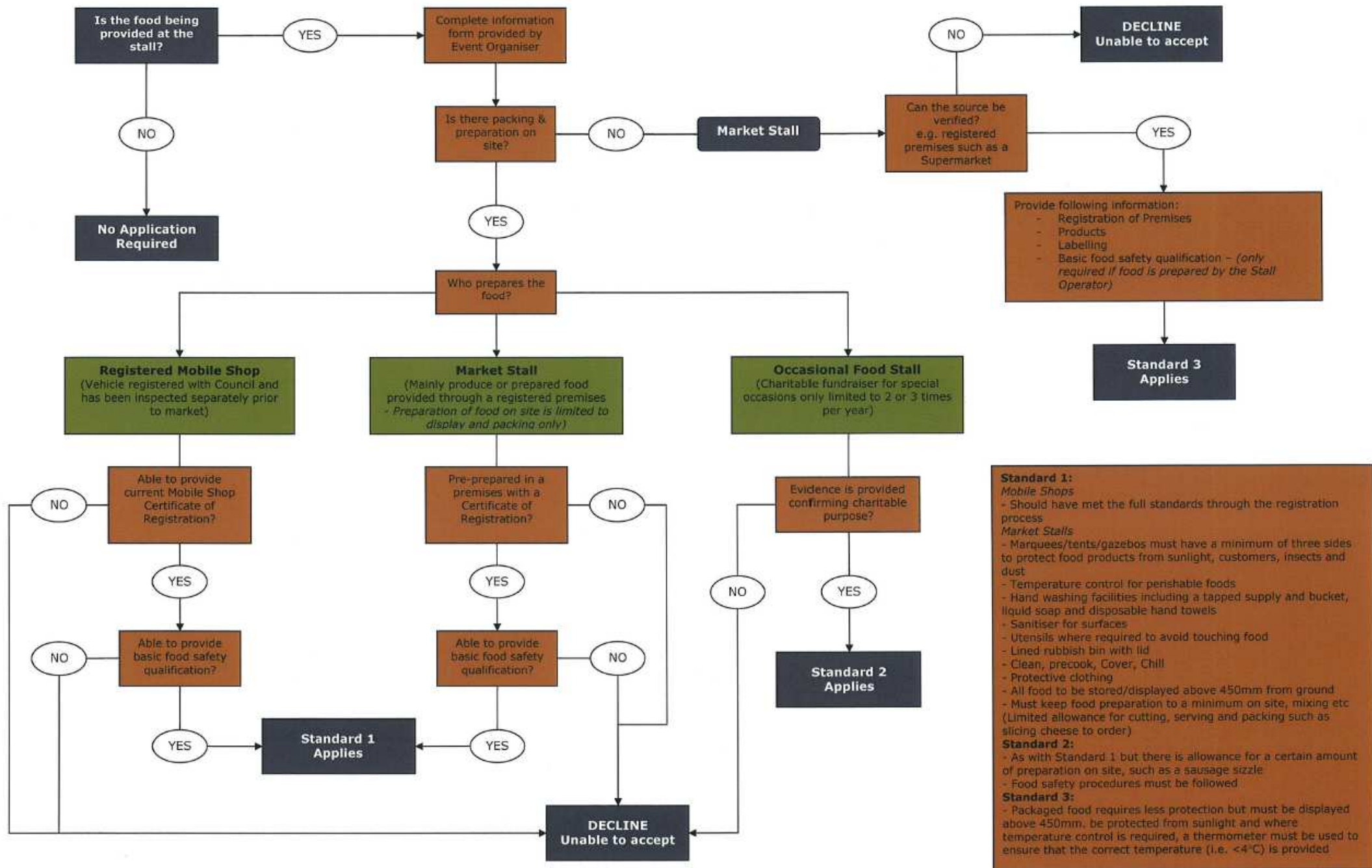
Please provide a detailed plan of the layout. Include location of toilets, water supplies, power, sewer, refrigeration units, location of any buildings, caravans, tent stalls or any other shelter, facility or appliance to be used in conjunction with the event/market as applicable.

A large, empty rectangular box with a thin black border, intended for drawing a detailed site plan. The box is currently blank, providing space for the user to illustrate the layout of the event or market, including the locations of toilets, water supplies, power, sewer, refrigeration units, buildings, caravans, tent stalls, and other facilities or appliances.

Organisation/Name of proposed Stall Holder	Contact Person and Phone Number	Type of Stall* (Market Stall, Occasional Food Stall or Registered Mobile Shop)	Registered as Food Business (Yes/No – If yes provide name of Council & expiry date of Certificate of Registration)	Description of Food Types

*Please refer to the attached 'Guide to Sale of Food Products at Events' for the "Type of Stall"

Guide to Sale of Food Products at Events



- Standard 1: Mobile Shops**
 - Should have met the full standards through the registration process
- Market Stalls**
 - Marquees/tents/gazebos must have a minimum of three sides to protect food products from sunlight, customers, insects and dust
 - Temperature control for perishable foods
 - Hand washing facilities including a tapped supply and bucket, liquid soap and disposable hand towels
 - Sanitiser for surfaces
 - Utensils where required to avoid touching food
 - Lined rubbish bin with lid
 - Clean, precook, Cover, Chill
 - Protective clothing
 - All food to be stored/displayed above 450mm from ground
 - Must keep food preparation to a minimum on site, mixing etc (Limited allowance for cutting, serving and packing such as slicing cheese to order)
- Standard 2:**
 - As with Standard 1 but there is allowance for a certain amount of preparation on site, such as a sausage sizzle
 - Food safety procedures must be followed
- Standard 3:**
 - Packaged food requires less protection but must be displayed above 450mm, be protected from sunlight and where temperature control is required, a thermometer must be used to ensure that the correct temperature (i.e. <math><4^{\circ}\text{C}</math>) is provided