

City of Melbourne Temporary Food Premises



A guide to the registration and set up of a temporary food premises

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INTRODUCTION

This guide will assist food business and community groups to operate a temporary food premises within the City of Melbourne. It outlines the registration process and the minimum requirements for the set up of your temporary food premises.

A state wide classification system applies to all temporary food premises operating in Victoria. Temporary food premises are classified according to their food safety risk.

To determine the classification of your business, it is important to read the enclosed information.

Streatrader is an online registration scheme for the registering of temporary food premises. The Streatrader website also contains useful information about setting up a food business.

If you would like further information regarding the contents of this guide, please contact the City of Melbourne's Health and Wellbeing Branch on 9658 9058.

We look forward to working with you.

Regards

A handwritten signature in black ink, appearing to read 'R. Webster', is written over a faint horizontal line.

Russell Webster
Manager, Health and Wellbeing

REGISTRATION OF A TEMPORARY FOOD PREMISES

What is a Temporary Food Premises

A temporary food premises is usually set up for specific occasional events such as a fete, farmers market or festival. They can be set up at outdoor events or indoor events such as exhibitions, conferences and trade fairs. A temporary food premises is defined in the *Food Act 1984* as:

- ✓ A tent, stall or other structure not permanently fixed to a site from which food is sold or handled for sale

OR

- ✓ A permanent structure that is not owned or leased by the food business and from which food is sold or handled for sale **on an occasional basis only**. For example if you are preparing food in a hired or community kitchen you will require registration as a temporary food premises.

If you intend to operate a temporary food premises, you must be registered under the *Food Act 1984* with your Principal Council. There are four classes of food premises based on the level of food safety risk involved in the food handling activities conducted at the premises.

Community groups that sell food from a temporary food premises as part of their fundraising activities and are a “not for profit” body must also register their temporary food premises. Examples of community group activities include:

- ✓ Sausage sizzles or cake stalls
- ✓ Community groups selling food at markets or festivals
- ✓ Schools holding fetes or festivals
- ✓ Individuals selling food to raise funds for charity

The Definition of Food and Selling of Food

In the *Food Act 1984*, **food** is defined as any substance for human consumption and includes drinks such as coffee, tea and alcohol.

Sell in the *Food Act 1984* includes the giving away of samples and tastings. If you intend to give away food for the purpose of advertisement or in the furtherance of trade such as at an exhibition, trade show or street promotion you will require registration.

Streatrader and your Principal Council

In Victoria, all temporary food premises apply for registration using an online state-wide registration and notification scheme called Streatrader- [Streatrader website](#)

Streatrader will require you to create an account where you will be able to lodge an application to your Principal Council.

Your Principal Council is the council,

- In which your business routinely prepares or stores food that is to be sold from your premises
- If food is not usually prepared or stored prior to its sale by your business, the location in which you usually store the equipment for your temporary food premises
- If neither of the above apply, the location in which your usual business address is located, or
- If none of the above are in Victoria, the location in which you will first set up your temporary food premises. Therefore if you are from interstate or overseas, you need to register with the first council within whose municipality you will be trading.

A Class 4 activity requires notification not registration but is still required to lodge an application on Streatrader.

You should lodge your Streatrader application as soon as possible to enable Council to process your application. Your application will be processed within 15 working days from the date it is lodged. During this time Council may contact you to discuss your application. When your application has been approved you will receive an email and an invoice will be emailed to you. If your application has been declined, you will also receive an email outlining the reasons why your application was declined. When your payment has been processed you will be issued a Certificate of Registration or Certificate of Notification (Class 4). The City of Melbourne offers three types of registration for a temporary food premises:

- ✓ Weekly (7 days)
- ✓ Quarterly (3 months)
- ✓ Annual (12 months)

Current fees for registration (2016/17)

	Temporary Food Premises				Class 4 Premises
	Business Class 2	Business Class 3	Community Group Class 2	Community Group Class 3	
Annual	\$270	230	27	23	No fee
Quarterly	220	165	22	16.5	No fee
Weekly	140	125	14	12.5	No fee

Statements of Trade (SOTs)

When you are registered or (notified) on Streatrader you must lodge a SOT detailing where and when you intend to trade. A SOT is lodged from your Streatrader account and will be received by the Council where you intend to trade. You can enter multiple dates on a single SOT for recurring events such as markets. A SOT must be lodged at least five days prior to the event. Note that you may also require additional permits and approvals for trading within the City of Melbourne and therefore it is recommended that you undertake further enquiries. City of Melbourne Street Trading can be contacted on street.trading@melbourne.vic.gov.au.

Food Premises Classification

All food premises trading in Victoria come under one of four classes based on the level of food safety risk involved in the food handling activities conducted at the premises. The highest Class a temporary food premises can have is a Class 2 and the lowest is a Class 4. When you lodge your Streatrader application, it will determine the class of your premises based on the answers you provide. The Department of Health and Human Services Food Business Classification Tool, can also provide further information at ***Food Business Classification***.

Class Type	Type of Food
2	✓ Hot dogs, souvlaki, hamburgers, stir fries, pasta, noodle and rice dishes, gozleme, seafood & fish dishes, dumplings, barbequed meats, pizza, dim sims, pies, sausage rolls, quiche, cakes and desserts containing cream, custard or raw egg, freshly squeezed juice, soft serve ice cream, soups, sandwiches and salads
3	✓ Unpackaged low risk foods- bread, donuts, biscuits, nuts, jams, relish, fairy floss ✓ Drinks- milk shakes, coffee, tea, popcorn, wine or beer sold by the glass ✓ Whole eggs, scooped ice cream, gelati ✓ Packaged high risk foods such as sandwiches, meat pies, sausage rolls
4	✓ Packaged low risk foods such as nuts, confectionary, honey, biscuits ✓ Beer sold in cans, sausage sizzle (sausages, bread, sauce & onions), whole fruit and vegetables, packaged ice cream Note that any packaged Class 4 type of food becomes a Class 3 when opened for tastings or sampling (except wine tastings)

High Risk and Low Risk Food

Food can be defined as either high risk or low risk.

High risk foods are foods that must be kept at certain temperatures to minimise the growth of pathogenic bacteria and includes foods like meat, chicken, dairy products such as cheese, dips, cream and yoghurt, fish and seafood and foods containing raw eggs. High risk foods must be stored and displayed above 60 °C or below 5 °C.

Low risk foods usually do not support the growth of microorganisms and include shelf stable foods such as confectionary, biscuits and pasteurised milk.

Food Safety Program (FSP) and Food Safety Supervisor (FSS)

The *Food Act 1984* requires additional requirements for the registration of Class 2 food business and community groups.

Class	Food Safety Program (FSP)		Food Safety Supervisor (FSS)	
	Business	Community Group	Business	Community Group
Class 2	Yes	Yes	Yes	No*
Class 3	No	No	No	No
Class 4	No	No	No	No

*A Class 2 Community Group does not require a FSS if the event they are operating at

- does not exceed 2 consecutive days
- the majority of persons involved in the handling of food are volunteers.

Food Safety Program

A food safety program is a written plan that shows what a business does to ensure that the food it sells is safe for people to eat. It is an important tool to help businesses handle, process or sell high risk foods.

A Class 2 food business must have a Food Safety Program which is available on-site when trading. You can download the Department of Health's, [Food Safety Program Template for Class 2 retail and food service businesses, no. 1, version 3](#)

A Class 2 community group must have a Food Safety Program which is available on-site when trading. You can download the Department of Health's, [Community Group Temporary and Mobile Food Premises Template for Class 2](#)

Alternatively a food business or community group can develop their own Food Safety Program using the Department of Health's FoodSmart program. FoodSmart is an online Food Safety Program template.

Class 3 premises do not require a Food Safety Program but must maintain Minimum Records. Food businesses can download the Department of Health- [Food Safety Guide for Food Businesses- Class 3 Template](#) and Community Groups can use the Department of Health, Food Safety Guide for Community Groups- Class 3 Template

Food Safety Supervisor(FSS)

Class 2 food businesses are required to nominate a FSS that has completed an appropriate competency standard. The FSS has the authority to supervise staff about food handling and hygiene. Information about FSS requirements can be obtained from the Department of Health-[Food Safety Supervisor Requirements](#). A Class 2 food business will be required to submit their businesses FSS Certificate before registration can be granted.

The Department of Health has free online food handler training called 'Do Food Safely'. This training is a web based learning tool designed to educate food handlers in good food hygiene and handling practices- [Do Food Safely Hygiene Training](#). This training does not provide the competency standard for a FSS.

TEMPORARY FOOD PREMISES SET- UP REQUIREMENTS

Starting up your Business

When you have received your Registration or Notification Certificate and lodged your SOT you can commence trading. The set up of your temporary food premises must be appropriate for the activities you will be conducting. This includes everything related to the handling and preparation of food for sale (e.g. cooking, displaying, serving, etc.) through to cleaning and sanitising.

Your temporary food premises may be inspected by Environmental Health Officers from the Council in which you are operating your temporary food premises. In addition samples can also be obtained by the Council.

Food Prepared Off-Site

If food sold at a temporary food premises is prepared off-site prior to your event, you must ensure the premises where it was prepared meets the requirements of the *Food Act 1984* and has Food Act registration. Food cannot be prepared at home unless your kitchen also is registered with your local Council under the Food Act.

Transport of Food

Food must be transported to the event in a safe and suitable manner:

- ✓ food must be protected from contamination
- ✓ if the food is high risk then you must maintain temperature control of the food
- ✓ food should be stored in clean, sealed food grade containers or wrapping

Size of Temporary Food Premises

The size of your premises must be adequate for the food activities being undertaken. All food preparation and storage must be conducted in your premises including the set up of equipment such as hand basin and sinks. The size of your premises is also important to minimise cross contamination so that you can separate raw from cooked food handling activities and to ensure no food or equipment is stored on the ground.

Water Supply

You must have access to an adequate supply of hot and cold potable water, suitable for

- ✓ washing food ingredients
- ✓ cooking
- ✓ preparing drinks
- ✓ cleaning and sanitising
- ✓ hand washing

Temporary food premises are to be provided with tanks or other containers for clean water storage if there is no piped (hose) supply from a reticulated system. Water containers should hold sufficient water so there is adequate supply for hand washing, equipment and utensil washing, food washing and other potable water uses during the day. Each business will have to be assessed according to its operations.

Sewage and Waste Water Disposal

If there is no connection to a mains system, businesses must ensure that temporary holding tanks and other associated pipes are properly constructed, do not leak and do not encourage pests. The waste water disposal system must effectively dispose of all waste water so as not to jeopardise food safety. It cannot be discharged onto the ground, lawns, into portable public toilets or storm water drains. Waste water disposal should be discharged to sewer, in accordance with local water authority requirements.

Temporary premises should not be located near sullage pits, soak ways or holding tanks because of possible contamination problems.

Floor, Walls and Ceiling

Your temporary food premises must be set up to protect from potential contamination from dust and pests.

For an outdoor temporary food premises you will require:

- ✓ suitable floor surface
- ✓ 3 side walls
- ✓ ceiling

A typical example of a temporary food premises structure is a marquee. Wall and ceiling surfaces can consist of canvas, vinyl or other similar impervious material that is readily cleanable. The floor surface if not paved must be of a suitable surface that is also readily cleanable.

If your premises is set up within an enclosed building you do not require walls and a ceiling. In addition if you only handle packaged foods (no samples or tastings) in an outdoor temporary food premises you may also not be required to have walls and a ceiling.

Your premises may also require a physical barrier at the front if you have cooking equipment such as BBQs to protect the customer and your food.

Fixtures, Fittings and Equipment

All fixtures, fittings and equipment such as benches, counter tops, shelving and tables must be constructed of an impervious, durable material free from cracks or crevices and capable of being readily and thoroughly cleaned.

Single Use Cutlery

It is recommended that single use disposable cutlery, glasses, plates etc. be used at events.

Hand washing Facilities

A hand washing facility is required when handling unpackaged food which is for the exclusive use of washing hands.

Temporary Food Premises have three options for handwashing facilities.

Option 1: Temporary Hand Washing Facility

- ✓ a sealed container with a tap outlet (20 litre capacity)
- ✓ filled with warm water
- ✓ a water heating device (such as an urn or kettle) to heat water
- ✓ a bucket for the collection of waste water
- ✓ supplied with liquid soap and single use paper towels



Option 2: Self Contained Portable Hand Washing Unit

- ✓ supplied with warm running water
- ✓ a container for the collection of waste water
- ✓ supplied with liquid soap and single use paper towels
- ✓ access to power to heat the water



Option 3:Plumbed Sink

- ✓ the sink can be plumbed to an approved wastewater outlet or discharged to a container of at least 20 litres.
- ✓ Supplied with warm running water
- ✓ Supplied with liquid soap and single use paper towels

NOTE:

- ✓ For long duration events (more than 2 consecutive days) or frequent and regular set up of your temporary food premises the use of Option 1 is not permitted.
- ✓ Hand sanitisers do not replace hand washing facilities but may be used *in addition* to the above methods.

Equipment and Utensil Washing Facilities

When operating your temporary food premises you must have access to facilities for cleaning utensils and equipment and wiping spillages etc. Equipment that may need to be washed at your temporary food premises includes serving utensils, such as tongs, spoons, spatulas and equipment such as pots and pans and storage containers. This facility must be separate to your handbasin. Your equipment and utensil washing facility must have hot and cold running potable water.

If you set up at an event, the Event Organiser may provide communal facilities for washing equipment and utensils. If you are not operating at an event or the Event Organiser is not providing these facilities, you will be required to provide your own. This must consist of a double bowled sink with hot and cold running water plumbed to an approved wastewater outlet or discharged to suitable tanks or containers of at least 20 litres capacity.

NOTE:

- ✓ Ensure you bring multiple sets of utensils and equipment

Cleaning and Sanitising

The standard of cleanliness of your premises must be maintained. Equipment and food contact surfaces must be cleaned and sanitised before and after an event. Other surfaces must be cleaned daily or when required.

The six steps for the correct cleaning of food contact equipment and surfaces is the following:

- ✓ Pre-clean to remove all food scraps, then rinse with water
- ✓ Wash with hot water and detergent to remove grease and dirt
- ✓ Rinse off any loose dirt or detergent foam
- ✓ Sanitise using a food grade sanitiser following the instructions for preparation
- ✓ Final rinse to wash off the sanitiser if the sanitiser instructions require this step
- ✓ All surfaces to air dry or use disposable paper towels

Food Preparation Sink

A food preparation sink is required if you need to marinate meat, wash fruit and vegetables etc. at your temporary food premises. The food preparation sink must be separate to the hand washing and equipment and utensil washing sinks. The sink must be cleaned and sanitised between uses. It is recommended that foods are washed and prepared at the registered kitchen prior to the event and brought to your temporary food premises. Alternatively you should obtain foods such as fruit, vegetables and salad ingredients already prewashed from your supplier.

If you are operating at an event, the Event Organiser may provide a communal food preparation sink.

Gas and Fire Safety

You are advised to make your own enquiries regarding gas (Energy Safe Victoria) and fire safety (MFB) with relevant authorities.

Temperature Control of Food

Cold Storage and Display

- ✓ Provide adequate refrigeration for the storage and display of high risk foods so that the temperature is maintained at or below 5°C. Cold storage equipment can consist of eskies, foam containers and portable fridges or mobile coolroom. If you use eskies or foam containers make sure you have sufficient ice so you can keep food below 5°C. Block ice is not recommended. Food in eskies must be in containers e.g. packaged or wrapped and the water from melting ice not able to contaminate food.
- ✓ Make sure you do not overfill your refrigerators with food otherwise you will not be able to keep high risk food below 5°C.
- ✓ Adequate equipment is required for keeping food frozen, below 15 °C.

Hot Storage and Display

Equipment such as a bain marie, pie warmer, soup pot etc. must be provided to maintain food above 60°C, and protecting cooked food from contamination. High risk food that is to be sold hot must be preheated to a temperature greater than 60°C before being placed in a bain marie. The bain marie must not be used for heating food. It is advised that you do not cook more than the capacity of your storage units.

Cooking of Food

Food should be cooked thoroughly to at least 75 °C.

Cooling of Food

When cooling cooked high risk foods, cool the food according to the following:

- ✓ from > 75 °C to 21 °C in the first 2 hours
- ✓ from 21 °C to <5 °C within the next 4 hours

Reheating of Food

Food should be reheated to ≥75 °C.

2 hour/4 hour rule

Food businesses may use the 2 hour/4 hour rule but must be able to maintain records in your Food Safety Program.

Protection of Food and Equipment

Food must be protected from contamination during transport, storage, preparation, cooking and display. Appropriate facilities must be available to keep food and equipment off the ground, covered and protected from dust, insects etc. at all times.

- ✓ Ensure that food on display is not exposed but protected by a barrier such as a cover or perspex screen
- ✓ Ensure food is stored in food grade containers with tight fitting/undamaged lids
- ✓ Do not store foods or equipment directly on the ground. You can use shelving and tables to lift food off the ground surface

Storage of Garbage and Recyclable Matter

Provide adequate fly proof refuse containers for waste disposal needs for the storage of garbage and recyclable matter. Disposal of refuse must only be made at an approved site such as an enclosed garbage area. If you are frying foods at your temporary food premises then suitable facilities are required for collecting and disposing of waste oil.

Toilets

All food handlers must have easy access to toilet facilities when working at a temporary food premises. Toilets must be provided with hand basins that have a supply of hot and cold running water. Soap and paper towels must also be provided at the hand basin.

Food Handlers

The following food safety practices should be discussed with your staff at your temporary food premises.

- ✓ All food handlers must wear suitable clothing and take appropriate measures to protect the food from contamination, including wearing aprons, tying back long hair, wearing hats etc.
- ✓ The Food Safety Supervisor must ensure that all staff are aware of food safety requirements. It is recommended that you have a basic induction with all staff.
- ✓ Only a minimum of jewellery (watch and plain wedding band) should be worn to prevent the risk of physical contamination of food and to allow effective hand washing.
- ✓ Provide a supply of brightly coloured band-aids as part of your first aid kit for food handlers. The band aids must cover any cuts or abrasions. If you wear a band aid a waterproof glove must also be worn to prevent the band aid falling into the food and prevent contamination from body fluids/infectious materials.

Thermometer

A digital calibrated probe thermometer accurate to +/- 1 °C to take the temperatures of high risk hot and cold foods must be readily accessible at your temporary food premises. Digital temperature displays on equipment are not considered sufficient.

You will need to wash and sanitise the probe thermometer in between use. Alcohol swabs are the usual method which can be purchased from a pharmacy store.



Food Tastings and Display

When serving food tastings:

- ✓ Only display small amounts of food. Any high risk foods left out for more than 4 hours should be thrown out
- ✓ Do not allow customers to self-serve due to the risk of contamination. Place single use picks into individual food pieces prior to display.
- ✓ Ensure foods are served as quickly as possible to avoid food being out of temperature control
- ✓ Use disposable gloves, tongs and utensils to minimise direct handling of food
- ✓ Handwashing facilities are to be provided for tastings for staff
- ✓ Single use disposable glasses/cups provided for beverage tastings
- ✓ Tastings must be adequately supervised

All food on display must be protected from contamination by,

- ✓ Wrapping or packaging the food
- ✓ Display in an enclosed cabinet or other facility that protects the food

Labelling of Pre-packaged Food

If you are selling pre-packaged food, the label must meet the requirements of the Food Standards Australia New Zealand (FSANZ) Food Standards Code. Information that must be included:

- ✓ Prescribed name of product
- ✓ Percentage labelling
- ✓ Name and address in Australia where the food was packaged or prepared
- ✓ Ingredient Listing
- ✓ Nutritional Panel Information
- ✓ Date marking- a best before or use by date
- ✓ Any directions for use or storage
- ✓ Country of origin

For further information refer to the FSANZ website www.foodstandards.gov.au

Mandatory warning and advisory statements and declarations on allergens

If you do not sell packaged food at your premises you are still required to have onsite the same information to provide to the purchaser on request. You must have this information available for all staff to access, so that all requests can be answered accurately.

Additional References

Dept. of Health & Human Services website - www.health.vic.gov.au

- [Community Group Cake Stalls](#)
- [Community Group Sausage Sizzles](#)
- [Food Safety Supervisor requirements](#)

Stretrader website – www.stretrader.health.vic.gov.au

- [Running a Market Stall in Victoria](#)

TEMPORARY FOOD PREMISES CHECKLIST



Use this checklist to ensure you have all necessary requirements to operate your Temporary Food Premises.

	Temporary Food Premises Requirements	Yes/No/NA (✓/✗)
1	Streatrader Registration/Notification is current with Principal Council <ul style="list-style-type: none"> ✓ If operating more than one premises at an event or operating another premises at a different event at the same time, registration is required for each premises ✓ Registration is for a Temporary Food Premises, not a Mobile Food Premises 	
2	Correct classification of premises for food that will be prepared and served at the event, i.e. Class 2, 3,4 etc.	
3	SOT lodged at least 5 days prior to the event	
4	Food transported at correct temperatures and protected from contamination in clean environment	
5	Roof and three sides for premises set up that are smooth, impervious and readily cleanable	
6	Suitable readily cleanable floor covering	
7	Premises size adequate-no food, packaging or equipment to be stored outside premises	
8	Hand washing Facilities <ul style="list-style-type: none"> ✓ 20 litre container with tap, bucket for wastewater and heating element (kettle/urn), OR ✓ Self-contained portable unit, OR ✓ Plumbed sink <i>All hand wash facilities require a source of potable warm water, soap & paper towels</i>	
9	Equipment and utensil washing facilities <ul style="list-style-type: none"> ✓ Plumbed sinks, OR ✓ Sinks provided by Event Organiser ✓ Supply of extra tongs and utensils <i>All facilities require a source of potable hot & cold water, detergent & sanitiser</i>	
10	Food Preparation Sink <ul style="list-style-type: none"> ✓ Sink provided to wash fruit, vegetables, meat etc., OR ✓ Washed at registered premises prior to the event, OR ✓ Food preparation sink provided by the Event Organiser <i>Sink requires a source of potable hot and cold water</i>	
11	Temperature Control of Food <p>Cold Food to be displayed and stored at $\leq 5^{\circ}\text{C}$</p> <ul style="list-style-type: none"> ✓ Mobile coolroom, Portable Fridge, Esky with ice, Refrigerated Display <p>Frozen food to be stored frozen</p> <ul style="list-style-type: none"> ✓ Freezers or esky with ice to keep food frozen <p>Hot Food to be stored and displayed at $\geq 60^{\circ}\text{C}$</p> <ul style="list-style-type: none"> ✓ Bain marie, hot holding equipment 	
12	Food protected from contamination during storage and display	
13	Food preparation surfaces are smooth, impervious and readily cleanable	
14	Readily cleanable fixtures such as benches to prevent storage of food/equipment directly on the ground	
15	Staff aware of their responsibilities to sell safe food including allergen information	
16	Digital probe thermometer with method of cleaning probe	
17	Food Safety Program records (Class 2) or Minimum Records (Class 3)	
18	Single use items adequately protected	
19	Waste collection Bin with lid, oil collection and disposal	
20	Food tastings and display provided with serving utensils and barrier	
21	Labelling of prepackaged food	
22	Toilet access with hand washing facilities	