

Stalls & Food Regulations

- Event Organisers are responsible for ensuring that a list of ALL **food** and **skin penetration** stallholders (e.g. Tattoo Artists) is submitted to Council as part of the Event Application. Council appreciates that you may not have your stall holders list finalised at the time this application is submitted.
- **The stallholder list must be received by Council NO LATER THAN 3 WEEKS prior to the event.**
- The stallholder list should contain the following details:
 - Stallholder Name
 - Contact Person
 - Phone / Address / Email
 - Food or Drink Product to be sold
 - Food Authority Registration number **if applicable**
 - ABN number **if applicable**
 - Does the stallholder have Public Liability Insurance (yes/no)
 - Skin Penetration – address of registered premises – **if applicable.**
Note: NSW Health Form to be submitted with stallholder list.
- Food stallholders are not required to notify Council direct for an event if they are part of an event/festival that is submitted via an Event Application. The notification is completed when the event organiser supplies the list as part of their Application. **There is no fee to notify Council about food stalls.**
- The following link directs you to the Guidelines for Food Businesses at Temporary Events (published by the Department of Primary Industries). **This document/link needs to be supplied to all the Food Stallholders attending the event by the Event Organiser:**
www.foodauthority.nsw.gov.au/Documents/retail/temp_events_guideline.pdf
- All food stall holders are required to comply with all the Food Guidelines. Not-for-profit community and charitable organisations do not need to have a Food Safety Supervisor Certificate or the Safe Food Handling Certificate. However we would encourage all food handlers to have a Certification, as a matter of education.

For more information on the Food Safety Supervisor Certificate, please visit:
<http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors>
- **Food stalls may be inspected on the day by a Council Health Inspector and each inspection will incur a \$37 fee** (not-for-profit and charity operators are exempt from the fee). This fee is payable by the event organiser. You may wish to take this into consideration when setting your stall holder fees.
- Council Environmental Health Officers may issue fines should any infringements occur. These fines will be issued directly to the stallholder, not the event organiser.
- Please note that all packaged goods should contain a list of ingredients and production date.

Festivals & Events Application – Attachment 3

- As an Event Organiser, it is strongly recommended that you sight the Public Liability Insurance of all stallholders for your records.
- Any stallholder cooking food on site should carry either a fire blanket or appropriate fire extinguisher at all times.
- The food stall must be positioned in such a way as to prevent unauthorised persons, in particular small children, gaining access to any of the hotplates, gas bottles, food items or any item that may present a safety risk to them or authorised personnel working at the stall.
- Stallholders should take every effort to avoid spillages onto the ground and it is suggested that some form of surface cover be used that will catch spillages and prevent seepage to the underneath surface.
- Stallholders should take every effort to avoid splatter from any equipment (i.e. hot plates) onto surrounding surfaces, in particular any concrete surfaces and furniture as this not only damages the surface but can become a slip/trip hazard.
- The area surrounding the food stall must be protected from trip hazards from any matting or equipment in use on the day.
- All oils/fats/waste matter (including leftovers) must be completely removed from the site in sealed containers/bags and no waste materials should be placed in the on-site Council bins or drains.
- If using Gas cylinders, stallholders should be familiar with safety standards and information can be found on the following website:
www.workcover.nsw.gov.au/_data/assets/pdf_file/0019/17074/storage-handling-dangerous-goods-1354.pdf
- For more information on the NSW Food Authority, please visit <http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

Skin Penetration Stall Conditions (e.g. Tattoo Artists)

- It would be preferable to be located in a room where insects such as flies could be controlled. Consider how the location will be managed and the risk, if it becomes a problem, for potential infection.
- There should be some form of floor covering in case of spillage however carpet should not be used on floor of the stall
- Stall should have a hand wash basin with warm water, soap and paper towels.
- Management of waste needs to be considered including single-use sharps and using a sharps bin. **Waste should be taken back to their shop to dispose of correctly.**
- Stallholders will need enough equipment for one use per client or single-use equipment.
- The Tattoo artist will need to comply with all skin penetration regulations and guidelines.
- The form for Notification of Skin Penetration Procedure Premises and other fact sheets can be found at:
www.bmcc.nsw.gov.au/sustainableliving/environmentalhealth/skinpenetrationpremises