

# FOOD NOTIFICATION FOR NON-PROFIT ORGANISATIONS

COUNCIL OWNED/CONTROLLED SITE – FIXED PREMISES  
ONLY

## PRIVACY COLLECTION NOTICE

Isaac Regional Council is collecting the personal information on this form in accordance with the *Food Act 2006* and under the *Local Government Act 2009*. The personal information collected on this form is for the purpose of assessing your application and carrying out council business. Personal information is handled in accordance with the *Information Privacy Act 2009* and any personal information collected will be accessed by persons who are authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to do so, or if the disclosure is required by law.

## INSTRUCTIONS FOR FORM

1. Use a BLACK or BLUE pen.
2. Use BLOCK letters.
3. This form is for the TEMPORARY use of COUNCIL OWNED OR CONTROLLED SITES.
4. Read through all of the questions before beginning your application.
5. Applications that do not have required sections completed will not be accepted or may be refused.

Please ensure you submit this application no more than thirty (30) days before intended commencement of trade.

**Commencing trade prior to receiving approval may constitute an offence against the *Food Act 2006* and may result in legal action being taken against you.**

**Applications made and signed by agents or consultants on behalf of an applicant will be refused.**

## WHAT IS A NON-PROFIT ORGANISATION?

A non-profit organisation means an organisation that—

- (a) is not carried on for the profit or gain of its individual members; and
- (b) is engaged in activities for a charitable, cultural, educational, political, social welfare, sporting or recreational purpose.

**Pre-lodgement advice and information is available upon request.**

## WHAT IS NOT A NON-PROFIT NOTIFICATION?

**Fixed Premises** – “Application for a Fixed Premises Food Business Licence” form.

**Mobile Premises** – “Application for a Food Business Licence – Mobile Premises” form.

**Temporary Food Business** – “Application for a Food Business Licence – Temporary Premises” form.

## OFFICE USE ONLY

### Checked for completeness?

YES  NO

### All required attachments included?

YES  NO

### Amount Paid:

\$ \_\_\_\_\_

### Receipt Number:

# FOOD NOTIFICATION FOR NON-PROFIT ORGANISATIONS

COUNCIL OWNED/CONTROLLED SITE – FIXED PREMISES  
ONLY

## APPLICANT DETAILS

### Question 1. Are you:

<input type="checkbox"/> An Incorporated Association	
<input type="checkbox"/> Fundraising for a charitable purpose	It is an offence to fundraise for a charity unless the charity is registered. Exemptions include recognised religious denominations, parents and citizens associations, and hospital foundations.
<input type="checkbox"/> Fundraising for community	You may apply for sanction from Fair Trading, and provide this permit to Council as evidence. Contact Council for more information.
<input type="checkbox"/> Once-off fundraising charitable appeal	A charitable purpose involved providing assistance to person in distress. You will need to apply for a sanction for a one-off appeal, and provide this permit to Council as evidence. Contact Council for more information.
<input type="checkbox"/> Other: <i>(Please specify)</i>	

### Question 2. Please provide the following details:

<b>NAME OF INDIVIDUAL OR ORGANISATION:</b>			
<b>NAME OF CHARITY:</b> <i>*if fundraising for an existing charity</i>			
<b>NAME OF TRUST*:</b> <i>(IF APPLICABLE)</i>			
<b>POSTAL ADDRESS:</b> Cannot be a PO Box	<b>Line 1:</b>		
	<b>Line 2:</b>		
	<b>Suburb/Town:</b>	<b>State and Postcode:</b>	

# FOOD NOTIFICATION FOR NON-PROFIT ORGANISATIONS

COUNCIL OWNED/CONTROLLED SITE – FIXED PREMISES  
ONLY

Question 3. Please provide details for the Primary Contact Person for this notification:

<b>CONTACT PERSON'S NAME:</b>			
<b>PHONE NUMBER:</b>		<b>MOBILE / OTHER PHONE:</b>	
<b>EMAIL ADDRESS:</b>			

## PREMISES DETAILS

Question 4. I will be operating in a facility: *(please tick one)*

<input type="checkbox"/> <b>For a single event</b>	<b>Name of Event:</b>		
	<b>Event Start Date:</b>		
	<b>Event End Date:</b>		
	<b>Event Organiser/Liaison:</b> <i>(if applicable)</i>	<b>Name:</b>	
		<b>Phone or email:</b>	
<input type="checkbox"/> <b>Multiple times throughout the year</b>  If you use more than one council owned/controlled facility throughout the year, please complete a notification form for each facility.	<b>Frequency of use:</b> <i>(circle one)</i>	Daily / Weekly / Fortnightly / Monthly / Quarterly Other <i>(please specify):</i>	
	<b>Intended dates of operation:</b> <i>(if known)</i>		
	<b>If you prepare meals* at the premises on 12 or more days per financial year, you are required to apply for a Food Business Licence.</b>  For more information, please call Isaac Regional Council on <b>1300 472 227</b> and ask to speak to an Environmental Health Officer.		

\*A meal is, or is intended to be, eaten by a person sitting at a table, or a fixed structure used as a table, with cutlery; and is of adequate substance as to be ordinarily accepted as a meal.

# FOOD NOTIFICATION FOR NON-PROFIT ORGANISATIONS

COUNCIL OWNED/CONTROLLED SITE – FIXED PREMISES  
ONLY

## A NOTE ABOUT SHARED FACILITIES

Please note that most facilities are used by multiple food businesses and community groups throughout the year.

**Every food business and community group using the facility is responsible for ensuring that the kitchen is in a clean and sanitary condition before and after use.**

### Question 4. Please provide details of the premises:

<b>DESCRIPTION OR NAME OF THE FACILITY:</b> <i>e.g. canteen at sports ground</i>			
<b>ADDRESS OF THE FACILITY:</b>	<b>Line 1:</b>		
	<b>Line 2:</b>		
	<b>Suburb/Town:</b>		<b>State and Postcode:</b>
<b>LOT ON PLAN NO.:</b>	<i>For further information please contact Isaac Regional Council.</i>		

### Question 5. What types of foods will be handled? *(please tick all which apply)*

<input type="checkbox"/> Milk/Dairy products	<input type="checkbox"/> Chicken
<input type="checkbox"/> Egg products	<input type="checkbox"/> Seafood
<input type="checkbox"/> Baked goods (i.e. cakes and biscuits)	<input type="checkbox"/> Other meats (beef, lamb, etc.)
<input type="checkbox"/> Sandwiches (please state where prepared)	<input type="checkbox"/> Ice cream
<input type="checkbox"/> Other <i>(please specify):</i>	<input type="checkbox"/> Jams and chutney

# FOOD NOTIFICATION FOR NON-PROFIT ORGANISATIONS

COUNCIL OWNED/CONTROLLED SITE – FIXED PREMISES  
ONLY

Question 6. Please provide the following details regarding food handling.

<b>Types of food and meals to be prepared:</b> Please attach a menu if you have one prepared.				
<b>Will you be doing any deep frying?</b>	<input type="checkbox"/> YES <span style="margin-left: 200px;"><input type="checkbox"/> NO</span>  Deep frying activities trigger ventilation requirements under the Building Code of Australia, AS/NZ Standard 1668.1 and 1668.2.			
<b>What types of cooking equipment will you be intending to use?</b>	Some types of equipment trigger ventilation requirements.			
<b>Will there be foods that require preparation/cleaning by immersion in water, such as raw/uncooked fruits or vegetables served as (part of) food?</b>				
<input type="checkbox"/> YES <span style="margin-left: 200px;"><input type="checkbox"/> NO</span> Please explain where and how they will be washed: e.g. dedicated prep sink				
<table border="1" style="width: 100%;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				
<b>What waste-water disposal facilities are available for use at the premises? (select all which apply)</b>	<input type="checkbox"/> A cleaners sink <input type="checkbox"/> Floor waste <input type="checkbox"/> Onsite water treatment <input type="checkbox"/> Other appropriate waste-water disposal system/location (please specify)  Other: _____			

# FOOD NOTIFICATION FOR NON-PROFIT ORGANISATIONS

COUNCIL OWNED/CONTROLLED SITE – FIXED PREMISES  
ONLY

<p><b>What is your process for the cleaning and sanitising of food contact utensils and equipment?</b> <i>(please select one)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All equipment</b> and utensils will be washed in a <u>single bowl sink</u> and then sanitised in a dishwasher and/or glasswasher Require a single bowl for rinsing, and dishwasher for sanitising with heat or chemical.</li> <li><input type="checkbox"/> Some equipment will be washed in a dishwasher or glasswasher; and Some equipment will be washed in a double bowl sink One bowl for washing, the other for sanitising.</li> <li><input type="checkbox"/> A double bowl sink only One bowl for washing, the other for sanitising.</li> <li><input type="checkbox"/> A triple bowl sink only Wash, rinse, sanitise procedure; or Wash, rinse/sanitise, rinse procedure.</li> <li><input type="checkbox"/> Other: _____</li> </ul>
<p><b>How will hands be washed?</b> <i>(select all which apply)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In warm running water using soap</li> <li><input type="checkbox"/> Dried with a paper towel</li> <li><input type="checkbox"/> Using a basin that is designated for the sole purpose of washing hands, arms, and face only</li> <li><input type="checkbox"/> Using designated hand-wash basin that is within 5 meters of ALL food handling activities</li> <li><input type="checkbox"/> Other: _____</li> </ul>
<p><b>Where will waste, garbage, and recyclable matter be stored?</b> <i>(select all which apply)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In a bin or skip with a secure, tight fitting lid</li> <li><input type="checkbox"/> Will be regularly removed</li> <li><input type="checkbox"/> Liquid Waste (e.g. oil) protected from spillage e.g. undercover area with a bund wall, etc.</li> <li><input type="checkbox"/> Other: _____</li> </ul>

# FOOD NOTIFICATION FOR NON-PROFIT ORGANISATIONS

COUNCIL OWNED/CONTROLLED SITE – FIXED PREMISES  
ONLY

## Question 7. Have you done the following?

<p><b>Acquired a probe thermometer so as to regularly check the temperatures of potentially hazardous foods?</b></p> <ul style="list-style-type: none"> <li>- The probe should be a digital probe capable of measuring temperature accurately to <math>\pm 1^{\circ}\text{C}</math>.</li> <li>- You also required sanitiser for sanitising the probe before each use.</li> </ul>	<p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p>
<p><b>Acquired an appropriate FOOD GRADE SANITISER for sanitising utensils, equipment, and all food preparation and food contact surfaces?</b></p> <ul style="list-style-type: none"> <li>- Domestic spray and wipe cleaners ARE NOT acceptable.</li> <li>- Sanitiser is required to be commercial FOOD-GRADE</li> <li>- The label must state that the sanitiser is safe for use on food preparation surfaces.</li> </ul>	<p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p>
<p><b>Given your staff/volunteers appropriate food handling training?</b></p> <ul style="list-style-type: none"> <li>- You may consider accessing the free online food handling training program <b>I'M ALERT</b> at <a href="http://isaac.imalert.com.au">http://isaac.imalert.com.au</a></li> <li>- Describe below the food training to be completed by staff:</li> </ul> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p>
<p><b>Informed your staff/volunteers of their Health and Hygiene obligations?</b></p> <ul style="list-style-type: none"> <li>- Available in the <i>Know Your Food Business</i> document, <i>Template 4</i> on page 25.</li> <li>- FS AS/NZ Standard 3.2.2, Division 4, Subdivision 1 – Requirements for food handlers</li> </ul>	<p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p>
<p><b>If you are unsure about any of these requirements or have any questions, please contact Isaac Regional Council on 1300 472 227 and ask to speak to an Environmental Health Officer.</b></p>	

# FOOD NOTIFICATION FOR NON-PROFIT ORGANISATIONS

COUNCIL OWNED/CONTROLLED SITE – FIXED PREMISES  
ONLY

## ATTACHMENTS

The following are to be submitted with this application. Failure to submit the following will result in delay in processing or refusal of licence.

<input type="checkbox"/> Evidence of non-profit organisation status (only one piece of evidence required)	<p><b>Examples include:</b></p> <ul style="list-style-type: none"> <li><b>COPY</b> of Certificate of Incorporation (please attach)</li> <li>Non-profit Permit or Registered Number (provide below)  <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> </li> <li>Fundraising Permit (please attach a copy)</li> <li>Other: _____</li> </ul>										

## DECLARATION

<ul style="list-style-type: none"> <li>If the application is made by a corporation or incorporated association, the person signing is legally entitled to make the application on behalf of the corporation or incorporated association.</li> <li>I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the Right to Information Act 2009 and the Evidence Act 1977;</li> <li>I understand that legal action may be taken against me under the relevant Acts and Regulations if the information provided is known to me to be false or misleading at the time of supplying the information.</li> </ul>	
---	--

<b>APPLICANT'S SIGNATURE:</b>		<b>DATE:</b>	_ / _ / _
<b>PRINT NAME:</b>			

## DEPARTMENT USE ONLY

<b>PROCESSED BY</b>	Signature	Date
	Print Name	