



City of Port Lincoln

Template No 2-9-T3

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SPECIAL EVENT PERMIT - STREET STALLS

Applications must be completed & submitted at least 2 weeks prior to the event

- 2.9.1.1 – Street Stalls
- 2.9.1.5 – Community Event

1. APPROVED LOCATIONS

Footpath areas adjacent to:

Nautilus Arts Centre

Beer's Newsagent - Tasman Terrace

Australia Post

Liverpool Street (various).....

Cruise Ship

2. PERMIT FEES

A permit fee may be charged at the discretion of the Manager Finance and Business as per Councils Fees and Charges Schedule.

3. GENERAL CONDITIONS OF PERMIT

1. Applications must be completed and submitted at least two weeks prior to the event date. Incomplete and or late submissions may not be approved.
2. The Form of Indemnity (Part C) must be signed and a copy of public risk policy supplied with the Application
3. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
4. The permit is not transferable to other persons, locations or dates.
5. No nuisance may be committed. Permit holders must not upset or cause annoyance to any member of the public, including obstruction to pedestrians or traffic movement.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food will be offered for sale by any permit holder unless Part B of the application has been completed.
8. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
9. This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.

**City of Port Lincoln
Special Event Permit Application – Street Stalls**

APPLICATION FORM PART A

I, (name)

Of
..... (address/including postal)

On behalf of
..... (organisation)

Phone: Fax:

Mobile: Email:

Hereby apply for permission to conduct a: Street Stall Raffle Collection

At (location)

On (date/s)

Between the hours of

The purpose of the activity is:
.....
.....
.....

Will a music system or amplified sound system be used Yes No

Additional requirements:
.....
.....

I declare that I am 18 years of age or over and I have read and agree to comply with the “General Conditions of Permit”

Signature of Applicant.....Date

Please provide name and contact details of a person who will be the supervisor and responsible for the set-up, removal and clean up of the site

..... (name)
..... (address)

Mobile..... Other phone contact.....

I declare that I am 18 years of age or over and I have read and agree to comply with the “General Conditions of Permit”

Signature of Supervisor..... Date

Property Occupier’s Consent

As a courtesy, if you are to be located outside of a business, the consent of the property occupier should be sought - Electronic application submissions may be accompanied by written (email) consent of the property occupier in place of the below form.

I, being the occupier of the property situated at
..... hereby consent to this activity being conducted adjacent to the above property.

Signature of Occupier Date

**City of Port Lincoln
Special Event Permit Application – Street Stalls**

APPLICATION FORM PART B

This section must be completed if food is to be sold

I,(name)

As the applicant for the permit Part A, hereby apply to sell food on behalf of the organisation.

Details of the person responsible for the food, if not the applicant or supervisor of the site.

.....(name)

.....(postal address)

Mobile..... Other phone contact.....

Address of premises where food will be prepared, processed, packed etc, prior to sale at stall site.

.....

.....

Is the premises registered as a food premises under the Food Act Yes No

If No and food will be sold or provided, a Food Business Notification Form must be completed. Form is available online (no fee) www.fbn.sa.gov.au

If YES, please provide registration number.....

Contact Aaron Price, Environmental Health Officer on 86212320 for further information.

Type/s of food intended to be sold (describe range and type of food and whether it is to be sold in wrapped form, hot or cold, etc)

.....

.....

In the case of unwrapped foods, how do you intend to protect them against contamination?

.....

.....

I have read and understood the last page of this application outlining “Guidelines for the sale of food at markets, street stalls, fetes and other similar functions”

Signature of Applicant..... Date

**City of Port Lincoln
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APPLICATION FORM PART C

FORM OF INDEMNITY

FOR STREET STALLS, RAFFLES & COLLECTIONS

this form must be completed in all instances

THIS INDEMNITY is given for the event to be held on day of 20.....
(day) (month) (year)

By organisation/individual
 (hereinafter called “the Indemnifier”) to the City of Port Lincoln (hereinafter called “the Council”).

WHEREAS the Indemnifier has applied to the Council for authority to use a portion of a public area under the Councils control and care, for the purpose of holding a Street Stall, Raffle or Collection.

The permit holder agrees to indemnify the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them, arising out of or in relation to the issuing of the permit.

The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.

The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

.....

Signature of Authorised Applicant Being 18yrs or over
 (On behalf the above organisation, or as an individual applicant)

* Attach copy of insurance

OFFICE USE CHECKLIST

PERMIT DECISION: APPROVED / DECLINED	APPROVAL RECORD NUMBER: PERMIT201.....	
Part A complete	YES	NO
Part B completed	YES	NO
Part C completed	YES	NO
Copy of Insurance Provided	YES	NO Receipt #.....
Or to be covered by Council through Local Government Risk Services (Fee applies)		invoiced
\$..... (GL 1000241) *Note that a \$260 excess will be payable by the applicant should a claim be made		
Permit Fee Applicable	YES	NO
Outlook Calendar Noted		
Attendees invited (names).....		

APPLICANT IS TO KEEP THIS PAGE

**GUIDELINES FOR THE SALE OF FOOD AT
MARKETS, STREET STALLS, FETES AND OTHER SIMILAR FUNCTIONS**

1. The organiser of the temporary function from which food is to be sold, displayed, stored or otherwise handled, shall record the donors/suppliers names and addresses, together with the type of food that has been prepared or offered for sale at that function or ensure that the products are labelled with a means of identifying the donor/supplier. This record shall be produced on request by Health Officials.
2. All foods shall be entirely wrapped, enclosed or covered with approved wrapping before being displayed for sale to the public.
3. All foods for sale shall be prepared under hygienic conditions at all times. People with an illness should not handle food. Animals must be excluded from food preparation areas.
4. Every person engaged in the sale, preparation, serving, cooking or handling of any food for human consumption which is liable to contamination by handling shall wear a clean washable outer garment.
5. All pre-packaged food shall be placed or displayed on benches, tables or trestles above ground level and on a clean surface free from contaminating matter.
6. Potentially hazardous foods are not to be sold without specific approval of the council's Environmental Health Officer. Such approval will only be considered if storage and handling procedures, including temperature controls are satisfactory.

Potentially hazardous foods include any perishable food which consists in part or whole of

milk or milk products, eggs, meat, poultry, fish, opened shellfish or other ingredients capable of supporting rapid and progressive growth of infectious or toxicogenic micro-organisms.

7. As a general rule, food businesses should not transport potentially hazardous food without keeping the food cold (5°C or below) or hot (60°C or above), if transport times will be 2 hours or longer.
8. Food which is consumed in the state in which is sold must be stored or displayed in a separate compartment from raw food which may be a source of contamination and that separate utensils are used for raw foods.
9. During transport, preparation and prior to sale, the food shall be stored in such a manner so that it is completely enclosed and protected from contamination or spoilage by dust, weather, flies or any other means whatsoever.