

# Environmental Health Services

293 Springvale Road (PO Box 1)  
GLEN WAVERLEY 3150  
Telephone 9518 3539 or 9518 3540 Fax 9518 3444



CITY OF MONASH

## APPLICATION FOR REGISTRATION OF A TEMPORARY FOOD PREMISES

To allow adequate time for assessment, applications must be submitted  
AT LEAST 14 DAYS prior to the event.

### Section 1

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

Is this Event on behalf of a Community Group? Yes / No

Name of the Community Group \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Types of food to be sold \_\_\_\_\_

Is your temporary food premises a (please circle)

(a) Stall

(b) Mobile food vehicle (please attach a copy of your current Council food registration certificate)

(c) Tent / marquee

### Section 2

This application will not be accepted unless the following information is attached.

1. Copy of the Certificate of Currency of your current Insurance  
(ONLY if your stall is to be on Council or Public land. Refer to Section 3 on reverse)
2. Food Safety Program Template for Community Food Events must be prepared and a copy of:
  - Events Details (page 2)
  - What Happens at your Event (page 3)
  - Food Providers List (page 25)Must be submitted to Council for assessment with this application form  
(please visit our website: [www.monash.vic.gov.au/Services/Environmental Health/Food Safety/Temporary Food Premises](http://www.monash.vic.gov.au/Services/Environmental%20Health/Food%20Safety/Temporary%20Food%20Premises) to obtain a copy of this template)
3. Sketch Plan of Temporary Food Premises Location and set up (See Section 4 on reverse)
4. Signed Indemnity form (See Section 5 on reverse)

### FOR OFFICE USE ONLY

APPLICATION FEE \$80.00 \*

Insurance checked by .....

Application approved by: .....

Date of approval: .....

Account No.: 1.60.610.5110.000.3230

Receipt Date: .....

Receipt No.: .....

\* NO APPLICATION FEE is payable if the event is conducted by a COMMUNITY GROUP to raise funds for the local community.

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## **Section 3: Insurance Options**

**If your Temporary Food Premises is to be on Council or Public Land please complete this section.**

Council's Public Liability may be extended to cover your proposed event, subject to the Insurer's approval and may be subject to a cost. Please tick this box should you wish to apply for cover

Permit holders are liable for the policy excess, which is:

- Personal Liability \$1,000 excess
- Property Damage \$1,000 excess

### **Or provide your own Business Insurance and ensure that**

(Including the following as a minimum)

- It is in the name of the applicant,
- The Certificate of Currency is provided,
- It is current and remains current for the duration of the permit,
- Liability coverage for a minimum of \$20 million is provided,
- The policy is a broad-form policy including a principals indemnity extension and
- Coverage for the permitted activity must be specified on policy/certificate.

In the event contractors and/or agents are used at an event. Please ensure their Public Liability Insurance is current

## **Section 4: Sketch Plan of Temporary Food Premises location and set up**

## **Section 5: Indemnity Form**

I, the permit holder, will indemnify the City of Monash against all actions, suits or claims whatsoever arising from any injury or damage to any person or property including all costs associated with the defence of such actions arising from the negligent acts of myself the permit holder or my employees, subcontractors, agents, members or volunteers in relation to the permitted activity.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signed

\_\_\_\_\_

Date