

TEMPORARY EVENT - FOOD NOTIFICATION FORM

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To be completed by the **EVENT ORGANISER**

PART A - EVENT DETAILS

Name of Event:			
Event Location:			
Date/s of Event:			
Time of Event:	Set Up:	Start time:	Finish Time:
Number of Food Outlets at Event: (includes stalls, mobile vans and those operating from permanent premises)			
Number of:	Temporary Stalls:	Mobile Food Vans:	Permanent Premises:
** Please ensure all food outlets complete the Individual Food Outlet Notification Form – Refer to Part B **			

Company or Body Details:

Name of Company or Body responsible for the Event:			
Street Address:			
Postal Address:			
Contact Details:	Business Telephone:	Fax Number:	
Email Address:			

Event Organiser Details:

Contact Name:			
Postal Address:			
Contact Details:	Business Telephone:	After hours number:	
	Mobile phone:	Fax Number:	
Email Address:			

****Please return completed form to *Environmental Health Officer* at the Adelaide Plains Council a minimum of 2 weeks prior to the event. An Environmental Health Officer from the Council may contact you if further information is required. ****

For Enquiries please contact Council on Ph: (08) 8527 0200 or email at: info@apc.sa.gov.au

To be completed by the **STALL HOLDER/ FOOD OUTLET**

PART B - INDIVIDUAL FOOD OUTLET

**** Please ensure this form is completed by/ for each food and or beverage outlet/stall ****

Name and/or number of stalls:		
Name of stall holder or food business:		
Mandatory Food Business Notification No:		
Address of stall holder or food business:		
Postal address of stall holder or food business:		
Please name the Local Council you have notified of where your business is based:		
Contact Person/Persons responsible for stall on the day of event:		
Contact Details:	Business Telephone:	After hours number:
	Mobile phone:	Fax Number:
Email Address:		
Number of food handlers / staff at the stall (at any one time):		
Types of food to be sold on the day:		
<p>**Please return completed form to <i>Environmental Health Officer</i> at the Adelaide Plains Council a minimum of 2 weeks prior to the event. An Environmental Health Officer from the Council may contact you if further information is required. **</p>		
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