

City of Melbourne Temporary Food Premises



A guide to the registration and set up of a Temporary Food Premises

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About these Guidelines

These guidelines will assist food business and community groups to operate a temporary food premises within the City of Melbourne. It outlines the registration process and the minimum requirements for the setup of your temporary premises.

A state wide classification system applies to all temporary food premises operating in Victoria. Temporary food premises are classified according to their food safety risk.

FoodTrader is an online registration scheme for temporary food premises. The FoodTrader website also contains useful information about setting up a food business.

If you would like further information regarding the contents of this document, please contact the City of Melbourne's Health and Wellbeing Branch on 9658 9058 or email the events team of the Branch at hsevents@melbourne.vic.gov.au

REGISTRATION OF A TEMPORARY FOOD PREMISES

What is a Temporary Food Premises

A temporary food premises is usually set up for specific occasional events such as a fete, farmers market or festival. They can be set up at outdoor events or indoor events such as exhibitions, conferences and trade fairs. A temporary food premises is defined in the *Food Act 1984* as:

- A tent, stall or other structure not permanently fixed to a site from which food is sold or handled for sale

OR

- A permanent structure that is not owned or leased by the food business and from which food is sold or handled for sale **on an occasional basis only**. For example if you are preparing food in a hired or community kitchen you will require registration as a temporary food premises.

If you intend to operate a temporary food premises, you must be registered under the *Food Act 1984* with your Principal Council. There are four classes of food premises based on the level of food safety risk involved in the food handling activities conducted at the premises.

Community groups that sell food from a temporary food premises as part of their fundraising activities and are a "not for profit" body must also register their temporary food premises. Examples of community group activities include:

- Sausage sizzles or cake stalls
- Community groups selling food at markets or festivals
- Schools holding fetes or festivals (not universities)
- Individuals selling food to raise funds for charity

There are restrictions for operating a Temporary Food Premises for extended periods of time. An assessment will be made of the food handling activities and the proposed duration of time.

The Definition of Food and Selling of Food

In the *Food Act 1984*, **food** is defined as any substance for human consumption and includes drinks such as coffee, tea and alcohol.

Sell in the *Food Act 1984* includes the giving away of samples and tastings. If you intend to give away food for the purpose of advertisement or in the furtherance of trade such as at an exhibition, trade show or street promotion you will require registration.

FoodTrader and your Principal Council

In Victoria, all temporary food premises apply for registration using an online state-wide registration and notification scheme called [FoodTrader](#).

FoodTrader will require you to create an account and you will be able to lodge an application to your Principal Council.

Your Principal Council is the council,

- In which your business routinely prepares or stores food that is to be sold from your premises
- If food is not usually prepared or stored prior to its sale by your business, the location in which you usually store the equipment for your temporary food premises
- If neither of the above apply, the location in which your usual business address is located, or
- If none of the above are in Victoria, the location in which you will first set up your temporary food premises. Therefore if you are from interstate or overseas, you need to register with the first council within whose municipality you will be trading.

A Class 4 activity requires notification not registration but you are still required to lodge an application on FoodTrader.

You should lodge your FoodTrader application as soon as possible to enable Council to process your application. Your application will be processed within **15 working days** from the date it is lodged. During this time, Council may contact you to discuss your application or if further information is required. When your application has been approved you will receive an email with invoice attached. If your application has been declined, you will also receive an email stating the reason(s) why your application has been declined. When your payment has been processed you will be issued a Certificate of Registration or Certificate of Notification (Class 4). The City of Melbourne offers two types of registration for a temporary food premises:

- Weekly (7 days)
- Annual (12 months)

Your registration period commences the first day of your event. If you elect the 7 day option, your FoodTrader registration will close after this time, however, you will still be able to reopen your FoodTrader account for future events and do not need to lodge a new application. If you select the 12 month option, a renewal of registration invoice will be mailed to you one month prior to the registration expiring.

If you intend to operate more than one premises at an event you will require registration for each premises. You can operate at different events at the same time but each premises must be registered.

Statements of Trade (SOTs)

Once you are registered or (notified) on FoodTrader you can then lodge a SOT detailing where and when you intend to trade. A SOT is lodged from your FoodTrader account and will be received by the Council where you intend to trade. You can enter multiple dates on a single SOT for recurring events such as weekend markets. A SOT must be lodged at least **one business day** prior to the event. Note that you may also require additional permits and approvals for trading within the City of Melbourne and therefore it is recommended that you undertake further enquiries. The City of Melbourne Street Trading Branch can be contacted on street.trading@melbourne.vic.gov.au

Food Premises Classification

All food premises trading in Victoria come under one of five classes based on the level of food safety risk involved in the food handling activities conducted at the premises. The highest Class a temporary food premises can have is a Class 2 and the lowest is a Class 4. When you lodge your FoodTrader application, it will determine the class of your premises based on the answers you provide. Further information can be obtained from [Food Business Classification Tool \(Department of Health & Human Services\)](#)

Table 2: Examples of Food Types and Class of Premises specific to Temporary Food Premises

Class Type	Type of Food
2	<ul style="list-style-type: none">✓ Hot dogs, souvlaki, hamburgers, stir fries, pasta, noodle and rice dishes, gozleme, seafood & fish dishes, dumplings, barbequed meats, pizza, dim sims, pies & sausage rolls (unpackaged), quiche, cakes and desserts containing cream, custard or raw egg, freshly squeezed juice, soft serve ice cream, soups, sandwiches and salads
3	<ul style="list-style-type: none">✓ Unpackaged low risk foods- bread, donuts, biscuits, nuts, jams, relish, fairy floss✓ Offering members of the public a free sample of potentially hazardous food for immediate consumption if that food is, or will be available for sale at the premises in a packaged form e.g. pasta sauce, soup, cheese, smallgoods✓ Whole eggs, scooped ice cream, gelati✓ Packaged high risk foods such as sandwiches, meat pies, sausage rolls
4	<ul style="list-style-type: none">✓ Packaged low risk foods such as nuts, confectionary, honey, biscuits✓ Drinks – coffee, tea, alcohol, water and soft drink for immediate consumption✓ Offering members of the public a free sample of low risk food for immediate consumption if that food is, or will be available for sale in its packaged form e.g. nuts, confectionary, biscuits, jam, chutney, olive oil✓ Sausage sizzle (sausages, bread, sauce & onions- community groups only), whole fruit and vegetables, packaged ice cream

High risk foods otherwise known as potentially hazardous foods (PHF) are foods that must be kept at certain temperatures to minimise the growth of pathogenic bacteria and includes foods like meat, chicken, dairy products such as cheese, dips, cream and yoghurt, fish and seafood and foods containing raw eggs. High risk foods must be stored and displayed above 60 °C or below 5 °C.

Low risk foods usually do not support the growth of microorganisms and include shelf stable foods such as confectionary and biscuits

Food Samples and Tastings

Any food business intending on providing samples or tastings to the public will require a registration or notification. Further information can be obtained from the Department of Health publication – [Giving away food samples in Victoria](#)

Food Safety Program (FSP) and Food Safety Supervisor (FSS)

The *Food Act 1984* requires additional requirements for the registration of Class 2 food business and community groups.

Table 3: Summary of FSP and FSS requirements

Class	Food Safety Program (FSP)		Food Safety Supervisor (FSS)	
	Business	Community Group	Business	Community Group
Class 2	Some*	Some*	Yes	No*
Class 3	No	No	No	No
Class 4	No	No	No	No

*A Class 2 Community Group does not require a FSS if the event they are operating at

- does not exceed 2 consecutive days
- the majority of persons involved in the handling of food are volunteers.

Food Safety Program (FSP)

A food safety program is a written plan that shows what a business does to ensure that the food it sells is safe for people to eat. It is an important tool to help businesses handle, process or sell high risk foods.

Some Class 2 food business are required to have a Food Safety Program which is available on-site when trading. This will be dependent on the type of food activities you undertake as part of your business. You can determine whether your business requires a Food Safety Program by cross-checking against the [prescribed food-handling activities](#). You can download the [Food Safety Program Template for Class 2 retail and food service businesses, no. 1, version 3 \(Department of Health & Human Services\)](#)

Food Safety Supervisor (FSS)

Class 2 food businesses are required to nominate a FSS that has completed an appropriate competency standard. The FSS has the authority to supervise staff about food handling and hygiene. Information about FSS requirements can be obtained from the [Food Safety Supervisor Requirements \(Department of Health & Human Services\)](#). A Class 2 food business will be required to submit their FSS Certificate before registration can be granted.

The Department of Health & Human Services has free online food handler training [Do Food Safely Hygiene Training](#). This training is a web based learning tool designed to educate food handlers in good food hygiene and handling practices. Note that the training does not provide the competency standard for a FSS.

TEMPORARY FOOD PREMISES SET- UP REQUIREMENTS

Starting up your business

When you have received your Registration/Notification Certificate and lodged your SOT you can commence trading. The set-up of your temporary food premises must be appropriate for the activities you will be undertaking. This includes everything related to the handling and preparation of food for sale (e.g. cooking, displaying, serving, etc.) through to cleaning and sanitising.

Your temporary food premises may be inspected by Environmental Health Officers from the Council in which you are operating your premises. In addition samples can also be obtained by the Council.

Food prepared off-site

If food sold at a temporary food premises is prepared off-site prior to your event, you must ensure the premises where it was prepared meets the requirements of the *Food Act 1984* and has Food Act registration. Food cannot be prepared at home unless your kitchen is registered with your local Council under the Food Act. If you intend to prepare food at a restaurant/café that is registered under the Food Act you will also require registration for use of this premises. If the use is occasional, then it will require its own temporary food premises registration or if the use of the premises is ongoing and not occasional you will require permanent registration

Transport of food

Food must be transported to the event in a safe and suitable manner:

- food must be protected from contamination
- if the food is high risk then you must maintain the temperature of the food
- food should be stored in clean, sealed food grade containers or wrapping

Size of temporary food premises

The size of your premises must be adequate for the food activities being undertaken. All food preparation and storage must be conducted in your premises including the set-up of equipment such as hand basin and sinks. The size of your premises is also important to minimise cross contamination so that you can separate raw from cooked food handling activities and to ensure no food or equipment is stored on the ground.

Water supply

You must have access to an adequate supply of potable water, suitable for

- washing food ingredients
- cooking
- preparing drinks
- cleaning and sanitising
- hand washing

Temporary food premises must have tanks or other containers for clean water storage if there is no piped (hose) supply from a reticulated system. If you are operating at an event, the Event Organiser will be required to ensure there is access to a potable water supply.

Waste water disposal

If there is no connection to a mains system, businesses must ensure that temporary holding tanks and other associated pipes are provided to collect waste water. The waste water disposal system must effectively dispose of all waste water so as not to jeopardise food safety. It cannot be discharged onto the ground, lawns, into portable public toilets or storm water drains. Waste water disposal should be discharged to sewer, in accordance with local water authority requirements.

Temporary premises should not be located near sullage pits, soak ways or holding tanks because of possible contamination issues

If you are operating at an event, the Event Organiser will be required to ensure there are facilities for disposal of waste water.

Floor, walls and ceiling

Your temporary food premises must be set up to protect from potential contamination from dust and pests.

For an outdoor temporary food premises you will require:

- suitable floor surface
- 3 side walls
- ceiling

For an outdoor temporary food premises with an LPGas appliance you will require;

- suitable floor surface
- 2 sided walls open
- ceiling

A typical example of a temporary food premises structure is a marquee. Wall and ceiling surfaces must consist of a suitable material that is readily cleanable. The floor surface must also be of a suitable surface that is readily cleanable and suitable for the food handling activities being undertaken. Note that a ground cover of grass or dirt will need a suitable floor surface. A portable container is also considered a Temporary Food Premises.

If your premises is set up within an enclosed building you do not require walls and a ceiling. In addition if you only handle packaged foods (no samples or tastings) in an outdoor temporary food premises you may also not be required to have walls and a ceiling only a suitable storage facility to protect packaging from the elements.

Your premises may also require a physical barrier at the front if you have cooking equipment such as BBQs to protect the customer and your food.

For an outdoor temporary food premises with a LP Gas appliance, 2 side walls is required for safety reasons. There are other wall configurations that are permitted which can be viewed from [Code of Practice for the safe use of LP Gas at public events in Victoria \(Energy Safe Victoria\)](#)

Fixtures, fittings and equipment

All fixtures, fittings and equipment such as benches, counter tops, shelving and tables must be constructed of an impervious, durable material free from cracks or crevices and capable of being readily and thoroughly cleaned.

Single use cutlery

It is recommended that single use cutlery, cups, plates etc. be used at events.

Hand washing facilities

Food handlers are required to have easily accessible handwashing facilities for handling unpackaged food for the exclusive use of washing hands. Handwashing facilities must be provided even if food handlers are using tongs and gloves. There are several options for handwashing facilities:

Option 1

A sealed container with a tap which can be purchased from hardware or camping stores.



- sealed container with a tap outlet at least 10 to 20 litre capacity;
- filled with warm potable water;
- bucket for collection of waste water;
- supplied with liquid soap and single use paper towels; and
- a water heating device such as an urn or kettle to heat water if no hot water is available at the event venue



Option 2

A self-contained portable handwashing unit.



- a tank filled with potable water and a tank for collecting wastewater;
- connected to power to heat the potable water; and
- supplied with liquid soap and single use paper towels

Note: for Options 1 and 2, a stallholder is required to top up the containers of potable water and empty waste water container throughout the event. Also for Option 1, the stallholder must ensure the water in the container is warm so they will need to frequently top up the warm water when it has become cool.

Option 3

A plumbed sink.



- Hot and cold running water through a single outlet
- Connected to existing plumbing for potable water and for the disposal of waste water
- Supplied with liquid soap and single use paper towels

IMPORTANT !!

If you are operating your Temporary Food Premises for 4 days or more, Option 1 for handwashing facilities is not permitted

If you are using communal food preparation facilities provided by the Event Organiser to prepare tastings of food, handwashing facilities are not required in your premises if there is no further food handling

Premises that provide samples or glasses of alcohol

If samples of alcohol such as wine or beer is offered, or if alcohol is poured into glasses, hand sanitisers or gel can be used for handwashing facilities. Premises that offer beer on tap or similar means of dispensing cannot use hand sanitisers but will require the handwashing options outlined.

Equipment and utensil washing facilities

When operating your temporary food premises you must have access to facilities for cleaning utensils and equipment and wiping spillages etc. Equipment that may need to be washed at your premises includes serving utensils, such as tongs, spoons, spatulas and equipment such as pots and pans and storage containers. Your options for setting up this facility is similar to the handwashing options, so that you have a separate unit for handwashing and equipment/utensil washing. You are also advised to bring multiple sets of utensils and equipment to the event. Note that the Event Organiser may provide communal facilities for washing larger pieces of equipment/utensils.

Food preparation sink

A food preparation sink is required if you need to marinate meat, wash fruit and vegetables at your temporary food premises. The food preparation sink must be separate to the hand washing and equipment and utensil washing sinks. The sink must be cleaned and sanitised between uses. It is recommended that foods are washed and prepared at a registered kitchen prior to the event and brought to your temporary food premises. Alternatively you should obtain foods such as fruit, vegetables and salad ingredients already prewashed from your supplier. If you are operating at an event, the Event Organiser may provide a communal food preparation sink.

Cleaning and sanitising

The standard of cleanliness of your premises must be maintained. Equipment and food contact surfaces must be cleaned and sanitised before and after an event and as needed.

The six steps for the correct cleaning of food contact equipment and surfaces is the following:

- Pre-clean to remove all food scraps, then rinse with water
- Wash with hot water and detergent to remove grease and dirt
- Rinse off any loose dirt or detergent foam
- Sanitise using a food grade sanitiser following the instructions for preparation
- Final rinse to wash off the sanitiser if the sanitiser instructions require this step
- All surfaces to air dry or use disposable paper towels

Temperature control of food

Cold storage and display

- Provide adequate refrigeration for the storage and display of high risk foods so that the temperature is maintained at or below 5°C. Cold storage equipment can consist of eskies, foam containers and portable fridges or mobile coolroom. If you use eskies or foam containers make sure you have sufficient ice/blocks so you can keep food below 5°C. Food in eskies must be in containers e.g. packaged or wrapped and the water from melting ice not able to contaminate food.
- Make sure you do not overfill your refrigerators with food otherwise you will not be able to keep high risk food below 5°C.
- Adequate equipment is required for keeping food frozen, below 15 °C.

Hot storage and display

Equipment such as a bain marie, pie warmer, soup pot etc. must be provided to maintain food above 60°C, and protecting cooked food from contamination. High risk food that is to be sold hot must be preheated to a temperature greater than 60°C before being placed in a bain marie, pie warmer etc as they are not to be used for heating food. It is advised that you do not cook more than the capacity of your storage units.

Cooking of Food

Food should be cooked thoroughly to at least 75 °C.

Cooling of Food

When cooling cooked high risk foods, cool the food according to the following:

- from > 75 °C to 21 °C in the first 2 hours
- from 21 °C to <5 °C within the next 4 hours

Reheating of Food

Food should be reheated to ≥75 °C.

2 hour/4 hour rule

Food businesses may use the 2 hour/4 hour rule but must be able to maintain records in your Food Safety Program.

Protection of food and equipment

Food must be protected from contamination during transport, storage, preparation, cooking and display. Appropriate facilities must be available to keep food and equipment off the ground, covered and protected from dust, insects etc.

- Ensure that food on display is not exposed but protected by a barrier such as a cover or Perspex screen
- Ensure food is stored in food grade containers with tight fitting/undamaged lids
- Do not store foods or equipment directly on the ground. You can use shelving and tables to lift food off the ground surface

Toilets

All food handlers must have easy access to toilet facilities when working at a temporary food premises. Toilets must be provided with hand basins that have a supply of hot and cold running water and soap and paper towels.

Food Handlers

The following food safety practices should be discussed with your staff at your temporary food premises.

- All food handlers must wear suitable clothing and take appropriate measures to protect the food from contamination, including wearing aprons, tying back long hair, wearing hats etc.
- The Food Safety Supervisor must ensure that all staff are aware of food safety requirements. It is recommended that basic induction with all staff is organised prior to the event.
- Only a minimum of jewellery should be worn to prevent the risk of physical contamination of food and to allow effective hand washing.
- Provide a supply of brightly coloured band-aids as part of your first aid kit for food handlers. The band aids must cover any cuts or abrasions. A food handler wearing a band aid should also wear a waterproof glove to prevent the band aid falling into the food and to prevent contamination of the band aid with the food.

Thermometer

A digital calibrated probe thermometer accurate to ± 1 °C to take the temperatures of high risk foods must be readily accessible at your premises. Digital temperature displays on equipment are not considered sufficient.

You will need to wash and sanitise the probe thermometer in between use. Single use alcohol swabs are the usual method which can be purchased from a pharmacy store.



Food tastings and display

When serving food tastings:

- Only display small amounts of food. Any high risk foods left out for more than 4 hours should be thrown out
- Do not allow customers to self-serve because of the risk of contamination. Place single use picks into individual food pieces prior to display.
 - Ensure foods are served as quickly as possible to avoid food being out of temperature control
 - Handwashing facilities are to be provided for tastings for food handlers
 - Handwashing facilities are not required where food tastings have been prepared in a suitable food handling area that is fitted with handwashing facilities and there is no further food handling at the premises
 - Single use disposable glasses/cups provided for beverage tastings
 - Tastings must be adequately supervised

Note: Using tongs for food tastings is considered food handling and handwashing facilities will be required

Labelling of pre-packaged food

If you are selling pre-packaged food, you must provide labelling on the packaging that meets the requirements of the Food Standards Code (FSANZ- Food Safety Australia New Zealand). Information that must be included:

- Prescribed name of product
- Percentage labelling
- Name and address in Australia where the food was packaged or prepared
- Ingredient Listing
- Nutritional Panel Information
- Date marking- a best before or use by date
- Any directions for use or storage
- Country of origin

For further information refer to the [FSANZ labelling requirements](#)

Mandatory warning and advisory statements and declarations on allergens

If you do not sell packaged food at your premises you are still required to have onsite the same information to provide to the purchaser on request. You must have this information available for all staff to access, so that all requests can be answered accurately.

Additional References

[Department of Health & Human Services Food Safety Website](#) has useful information on a wide variety of food safety matters both for businesses and community groups

The [FoodTrader](#) website has useful resources for the registration and operation of a temporary food premises. A helpful resource is [Running a Market Stall in Victoria](#)

Further information about Gas Safety can be obtained from [Energy Safe Victoria](#)

TEMPORARY FOOD PREMISES CHECKLIST



Use this checklist to ensure you have all necessary requirements to operate your Temporary Food Premises.

	Temporary Food Premises Requirements	Yes/No/NA (✓/✗)
1	FoodTrader Registration/Notification is current with Principal Council ✓ If operating more than one premises at an event or operating another premises at a different event at the same time, registration obtained for each premises	
2	Correct classification of premises for food that will be prepared and served at the event, i.e. Class 2,3,4 and the correct premises type, mobile food premises/temporary food premises	
3	SOT lodged at least 1 business day prior to the event	
4	Food transported at correct temperatures and protected from contamination	
5	Roof and three sides for premises set up that are smooth, impervious and readily cleanable (exceptions for use of LP Gas cylinders)	
6	Suitable readily cleanable floor covering	
7	Premises size adequate-no food, packaging or equipment to be stored outside premises or on the ground	
8	Hand washing Facilities ✓ 10 to 20 litre container with tap, bucket for wastewater and heating element (kettle/urn) for events up to 3 days OR ✓ Self-contained portable unit, OR ✓ Plumbed sink <i>All hand wash facilities require a source of potable warm water, soap & paper towels</i>	
9	Equipment and utensil washing facilities ✓ 20 litre container with tap, bucket for wastewater and heating element (kettle/urn) OR ✓ Self-contained portable unit, OR ✓ Plumbed sink, OR ✓ Supply of extra tongs and utensils <i>All facilities require a source of potable hot & cold water, detergent & sanitiser</i>	
10	Food Preparation Sink ✓ Sink provided to wash fruit, vegetables, meat etc., OR ✓ Washed at registered premises prior to the event, OR ✓ Food preparation sink provided by the Event Organiser <i>Sink requires a source of potable hot and cold water</i>	
11	Temperature Control of Food Cold Food to be displayed and stored at ≤ 5 °C ✓ Mobile coolroom, portable fridge, esky with ice, refrigerated display Frozen food to be stored frozen ✓ Freezers or esky with ice to keep food frozen Hot Food to be stored and displayed at ≥ 60 °C ✓ Bain marie, hot holding equipment	
12	Food protected from contamination during storage and display	
13	Food preparation surfaces and fixtures such as benches are smooth, impervious and readily cleanable	
14	Staff aware of their responsibilities to sell safe food including allergen information	
15	Digital probe thermometer with method of cleaning probe	
16	Food Safety Program Records (if required for your Class 2 activity)	
17	Single use items adequately protected	
18	Waste collection ✓ Bin with lid, oil collection and disposal, waste water collection and disposal	
19	Food tastings and display provided with serving utensils and barrier	
20	Labelling of pre-packaged food	
21	Toilet access with hand washing facilities	