

# Temporary Food Licence - Events

## Information Sheet

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This information sheet has been produced by Toowoomba Regional Council's Environmental Health Services Branch to assist food service operators conducting events.

### *Is an application for Temporary Food Licence – Events required?*

To conduct a food service operation at the event, each operator is required to obtain a Temporary Food Licence – Events from Toowoomba Regional Council.

**Takeaways/Restaurants who hold a Licence for their kitchen will require a Temporary Food Licence for their kitchen/prep area onsite at the event.**

Where a **Mobile Food Vehicle** is currently registered with a local government authority in Queensland, a Temporary Licence will **not** be required. However, proof of registration will be required.

### *What are the operating standards?*

Operators must comply with the *Food Safety Standards 3.1.1, 3.2.2 and 3.2.3*. **Premises will be inspected during the event to determine compliance.**

**Deep-frying will require special permission from the event organisers, due to increased fire risks, unless performed in a mechanically ventilated Mobile Food Vehicle.**

### *How do I dispose of waste water from my sullage tanks?*

Operators are to make their own arrangements for disposal of wastewater and sullage tank contents, which must be conducted by a licensed liquid waste transporter.

### *How do I apply for a new licence?*

1. **Obtain and complete** the following forms:

<b>Application Form</b>	<b>Temporary Food Licence – Events Application Form</b> (TRC Doc No. APP005)
<b>Application Checklist</b>	<b>Temporary Food Stall Checklist</b> (TRC Doc No. CL001)

2. **Lodge** the signed and completed application form accompanied by the associated information and plans listed on the checklist. Documentation is to be lodged at your local district service centre or by post to Toowoomba Regional Council, PO Box 3021, Toowoomba Village Fair Qld 4350. (Note: A minimum of two (2) plans is to be submitted).

3. **Pay the Application Fee** – A fee is payable in accordance with Council’s current Fees & Charges schedule. For further information on what constitutes a “well-made” application please contact the Administration / Licensing Officer on (07) 4688 6822.

### *Need further information?*

For further specific information about lodging an application for a temporary food licence – events requirements and procedures contact the Environmental Health Officer on (07) 4688 6824; or visit [www.toowoombaRC.qld.gov.au/toolbox](http://www.toowoombaRC.qld.gov.au/toolbox)