

NOTIFICATION OF NON-PROFIT ORGANISATIONS FOOD EVENT

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

INSTRUCTIONS

1. Use a BLACK or BLUE pen.
2. Use BLOCK letters.
3. This form is for Notification of Non-Profit Organisation Food Event.
4. For your notification to be valid you must:
 - Complete all relevant sections and
 - Provide all supporting information and attachments referred to on this form.

WHAT IS A NON-PROFIT ORGANISATION?

A non-profit organisation means an organisation that—

- (a) is not carried on for the profit or gain of its individual members; and
- (b) is engaged in activities for a charitable, cultural, educational, political, social welfare, sporting, or recreational purpose.

Pre-lodgement advice and information is available upon request. Please allow thirty (30) days for your application to be processed.

SECTION A – NON-PROFIT ORGANISATION DETAILS

NAME OF ORGANISATION:	
INCORPORATED ASSOCIATION NUMBER:	
POSTAL ADDRESS:	
CONTACT PHONE:	
EMAIL:	

SECTION B – PRIMARY CONTACT DETAILS

This person/company will be the licence holder and hold responsibility for compliance with the *Food Act 2006*.

NAME OF INDIVIDUAL OR ORGANISATION:	
-------------------------------------	--

NOTIFICATION OF NON-PROFIT ORGANISATIONS FOOD EVENT

CONTACT PERSON WITHIN THE ORGANISATION:	
POSITION WITHIN THE ORGANISATION:	
CONTACT PHONE:	
EMAIL:	

SECTION C - EVENT DETAILS

NAME OF EVENT:		
LOCATION OF EVENT:		
EVENT DATES: For a Single Event	Start Date:	End Date:
EVENT DATES: For multiple times throughout the year at the same location		
OPERATING HOURS:		
EVENT ORGANISER:	Name:	
	Phone:	Email:

SECTION D – STALL FOOD INFORMATION

IS ALL FOOD BEING PREPARED WITHIN THE STALL?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF NO, NAME AND ADDRESS AND FOOD LICENCE OF PREMISES BEING USED.	Name: Address:
TYPES OF FOOD PROPOSED TO BE SOLD: (please specify individual food types)	

NOTIFICATION OF NON-PROFIT ORGANISATIONS FOOD EVENT

SECTION E - SITE PLAN

ATTACHMENTS

<input type="checkbox"/>	Copy of Certificate of Incorporation
<input type="checkbox"/>	Copy of Site Plan displaying: Handwashing facilities, Hot & Cold Storage, Cooking Facilities, Food Preparation area, Rubbish Disposal, Cash Handling Area, Washing-up Facilities, Stall structure.
<input type="checkbox"/>	Food Safety Handling education and training. *You may consider accessing the free online food handling training program I'M ALERT at http://isaac.imalert.com.au
<input type="checkbox"/>	Copy of Certificate of Public Liability Insurance.
<input type="checkbox"/>	Copy of Gas Certificate. Any public event where gas appliances, LP gas cylinders and gas systems are being utilised, please provide Council & the Event Organiser the relevant documentation. *If you are operating a gas appliance, please refer to the Guideline for managing gas safety at public events (resources.qld.gov.au)

DECLARATION

We, as a non-profit organisation, agree to comply with the *Food Act 2006* and the *Food Safety Standard 3.2.3 - Food Premises and Equipment*.

I/we declare the information provided in this application to be true and correct.

APPLICANT'S SIGNATURE:		Date
PRINT NAME:		

Once completed please send form and any attachment to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council office.