



# Middleton Country Fair 6th February



information package registration form

## Food Stall Holders

**There are extra forms for you to fill in this year.**

They are a must. Council has to issue a licence to you which must be displayed on your stall on fair day.

**The committee is NOT organising Food licences this year**

Please read ALL of this package carefully. It will assist in the smooth running of the Fair and a successful and rewarding day for all.

Please note, allocation is strictly limited to seventy sites.

Once these have being allocated names will be put on a waiting list

Fair & site co-ordinator : Gloria Lonergan ph : 036292 1385

[WWW.sccra.com.au](http://WWW.sccra.com.au)

## Middleton Country Fair Sponsors & Donors 2016

Bendigo Bank	Stihl shop Kingston	Resolution Vineyard House
Bruny Island & Tasmanian Cruses	Peppermint Bay	Dentrecastreaux Cheeses
Tasmanian Harvest	The Lazy Kates	A1 Mitre 10 handy store Cygnet
Caltex Snug	Natural Fruit Beverages	Snug Butchery
Clarkswood Cottage	Middleton Store	Margate Hardware
Kettering Hotel	Redsails Vineyard	Tasmanian Government
Senator Catrynabilyk	Oz Design Furniture	Oyster Cove Fruit & Veg store



**Middleton Country Fair**  
**Saturday 6<sup>th</sup> February 2016**  
**Registration form**



**PO Box 49 Middleton Tasmania 7163 ph 62921385**

To book a site please fill in form below and post it to the above address

with money OR pay direct debit

"MCF 2016 plus your name" BSB No 633 000 A/c No 130542293

A/c name: South Channel Ratepayers & Residents Association Inc.

Name of Stall ( to be printed on program ) \_\_\_\_\_

Name ( yours ) \_\_\_\_\_

Address \_\_\_\_\_

Phone mob \_\_\_\_\_ landline \_\_\_\_\_

Email ( please print ) \_\_\_\_\_ ( will be used for confirmation )

Did you have a stall in 2015 ☐ yes ☐ no

Please indicate stall type for next fair

☐ Craft / handmade goods

☐ Demonstrations- Displays

☐ Bric - a - brac

☐ Garden

☐ Produce

☐ Food ( see instructions )

☐ All council permits have been obtained

☐ Powered site

☐ LPG or GAS ( see instructions )

☐ Temporary Structure

Other type of stall ( please describe ) \_\_\_\_\_

**FEES & Conditions of Registration**

**All food stalls need to have all council permits as the committee is NOT organising it this year**

I require the following

Number of sites (4m) @\$35.00 each, late fee of \$5.00 after 30 December 2015

Powered sites @ \$15 each extra

Trestle tables ( a limited number available ) \$5 each

my payment of \$ \_\_\_\_\_ is attached ☐ OR Paid into Bank A/c above ☐

**Signed** \_\_\_\_\_ **Name** ( please print ) \_\_\_\_\_

### FOOD VENDORS

IF YOU HAVE A KINGBOROUGH COUNCIL FOOD LICENCE PLEASE INDICATE IT HERE.

MY LICENCE NUMBER IS \_\_\_\_\_ DATE \_\_\_\_\_

#### ***Food stall holders***

There are extra forms for you to fill in this year. They are a must. Council has to issue a licence to you which must be displayed on your stall on Fair day. See next 4 pages.

### ELECTRICITY USERS

I WILL REQUIRE POWER - MY REQUIREMENTS ARE:

If you had a powered stall last year are your power requirements the same this year? **YES / NO**

**APPLIANCE**

**POWER INPUT (WATTS OR AMPS)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### GAS USERS

WHAT TYPE OF GAS ? \_\_\_\_\_ WHAT WILL IT BE USED FOR? \_\_\_\_\_

### SPECIAL REQUESTS

PLEASE LIST ANY SPECIFIC REQUESTS BELOW AND WE WILL DO OUR BEST TO ACCOMMODATE YOU.

THE COMMITTEE CANNOT GAURANTEE TO MEET ALL REQUESTS.

IT IS MOST IMPORTANT THAT STALLHOLDERS SIGN THIS DISCLAIMER AS FAILURE TO DO SO WILL RESULT IN THE REGISTRATION FORM BEING RETURNED TO YOU.

I (PRINT YOUR NAME HERE) \_\_\_\_\_ ACKNOWLEDGE THAT I HAVE READ THE INFORMATION IN THIS REGISTRATION FORM AND AGREE TO ABIDE BY THE RULES AND REGULATIONS ON IT. SIGN HERE PLEASE : \_\_\_\_\_

PLEASE PRINT CLEARLY AND POST THIS FORM WITH YOUR MONEY TO:  
THE TREASURER, MIDDLETON COUNTRY FAIR, PO BOX 49, MIDDLETON, TAS 7163  
BY 30 DEC AT THE LATEST

## **MCF INFORMATION DESK**

The MCF desk is located outside the community centre and will be attended from 9am on the day of the fair. the information desk is the contact point for stall holders and other participants with or without special announcements.

## **FOOD VENDERS**

The Kingborough Council requires that if you are selling food YOU MUST HAVE A FOOD PERMIT ISSUED BY THE COUNCIL. The committee is **NOT** organising food permits this year.. Food application for food permit can be made online at the council website.

## **POWER DISTRIBUTION**

Power supply is limited. In order not to overload the system you must not bring more equipment than was stipulated on the registration form. Power distribution has being allocated around the site as to not overload any part of the system. All electrical appliances and leads must have being tested and tagged - inspections may be made.

## **LPG and other GAS USERS**

Kingborough Council safety regulations stipulate that there must be a 1.8 metre space on both sides of a stall using any type of flammable gas For this reason any stall using gas **MUST BOOK and PAY FOR TWO STALLS**, the site must be in the centre of both stall sites If in doubt contact Co-ordinator.

## **SITES ( all one size)**

All sites are 4metres across the front. Please see above if using Gas. If you are going to erect a temporary structure please indicate in the appropriate box on the registration form. Vehicles **CANNOT** be parked at your site **WITHOUT** Prior Approval.( see following )

## **PARKING / VEHICLES ON SITES**

The car park allocated to stall holders and others will be marked on the site plan.

Remember Vehicles **CANNOT** be parked at the stall site **UNLESS PRIOR PERMISSION HAS BEING GRANTED AS** on the registration form and permission has being given.

Vehicles **MUST** be on your site by 8am so as not to inconvenience other stall holders If it is not possible to get your vehicle on your site without inconveniencing neighbouring stall holders than you may **NOT** be allowed Regardless of Permission.

## **SETTING UP**

Stall holders can setup on the Friday prior to the Saturday of the fair **after 2pm** Assistance will be available for site identification. **Setup MUST be completed no later than 9am Saturday.**

## **DISMANTLING**

Please do not dismantle your site until after 3pm on the day of the fair.

**TRESTLE TABLES (1800x750mm)**

A limited number of tables will be available for hire at \$5.00 each. Please indicate your requirements on the registration form. Tables will be allocated as the forms are received. You will be notified if the supply of tables has being exhausted.

**WATER FACILITIES**

Limited tank water is available at the rear of the community centre hall. Stall holders must provide their own containers. There is ample water for the animal compound which is adjacent to the fair ground.

**SECURITY**

There will be a police presence on site throughout the MCF opening hours.

**TOILETS**

Toilets both portable and permanent facilities, including a disabled toilet, will be shown on the site plan.

**BEST STALL PRIZE**

On the day of the MCF all stall holders will be eligible to win a prize for the MCF committee's representative judges as the best presented stall on the day. The prize will be presented on the day.

**DANGEROUS GOODS**

As MCF is a family event, stall holders are asked to make sure items displayed for sales or demonstration are, not of an explosive nature or could cause injury particularly to children, this includes cap guns, bows and arrows or knives.

**INSURANCE**

It is in your interest to have your own public liability insurance. The South Channel Ratepayers & Residents Association Inc. accepts no responsibility for any loss, damage, liability, cost or expense of whatsoever nature directly or in directly caused by, resulting from, or in any connection with any action taken in relation to a stall holder arising out of a public liability or workers compensation claim or any claim whatsoever.

**PROGRAM**

Stall holders will be listed on the MCF program. The site plan will show the location of your allocated stall site. Late registrations are unable to be included in the program.

**RAFFLES**

MCF is a fund raising exercise for the Middleton/Gordon area. The only official raffles allowed on the day of the MCF are the MCF raffle and The Middleton Fire Brigade raffle.

## **FOOD VENDORS & STALLS SELLING FOOD ITEMS**

The Food Act of 2003 insists on various procedures and rules when food is prepared and sold to the public.

If you are in doubt about these requirements then we hope that the following examples may be of help. This information has been given to us by the Kingborough Council Health Dept. If you have further questions about your stall then please phone the Food Permit Co-ordinator Gloria Lonergan 03 6292 1385.

1 Food vans and other stallholders who already hold a licence **must submit a copy with their application form to MCF.**

2 A stall that just sells - say - dried lentils, would not have to make an application for a temporary food licence. This would also cover unprocessed foods being things that have not in any way been altered, something like lentils or pre-packaged lollies etc. In a case of the lollies if they came straight from the manufacturer they will already have their ingredients labels and use by dates on them. **However in the case of a licorice stall - the food is handled and therefore a licence should be applied for.**

3 A stall that sells spices, would have to make an application for a temporary food licence because of the labeling requirements including a use by date. Similarly stalls that sell olive oil would also have to complete the temporary food licence application due to the storage and labeling requirements.

4 **Foods prepared in a licensed commercial kitchen still need to apply for a temporary food permit.** For example, a restaurant kitchen is a fixed kitchen and the preparation and storage setup only applies to that site, so that if they have a stall at an event it is a different site with different storage and handling requirements and therefore needs a permit. However **food vans are in fact mobile kitchens and their licence is valid for any event that they attend** (however they must submit a copy of their current licence with this Registration form).

5 One of the most common issues with temporary food stalls is the lack of **proper hand washing facilities.** If you have a food stall where you are **handling and/or preparing food**, you need to provide a source of running water, a soap pump and paper towels. The easiest way to provide the water is to use a typical camping container with a tap which is placed on the end of a bench, chair or other suitable object, with a bucket placed underneath to collect the wastewater.

6 Some stalls will have complimentary food samples. This might be bread to be dipped into olive oil, samples and sweets etc. The issue here is that it needs to be presented in a way that avoids contamination – by contamination we mean contamination from general contaminants like dust etc but also specific contamination from people's hands, sneezing, etc. With this issue in mind, stalls need to set up their complimentary sampling in such a way that these issues will be avoided.

7 If you have a stall and are selling, say, books, clothes or craft items, etc **and you also have food 'side items'. i.e. jams etc**, then these food *side item/s* make it necessary for you to have to have a food permit and comply with all the requirements on it.

There are three pages following this one and all must be filled in.

The first two are your application, the third one needs to have a sketch drawn on it of your stall the way it will be setup at the Middleton Country Fair. (this only applies if you have to have a food permit).

Sorry if you are new to this and it seems a bit of a chore BUT the law says it has to be done. Give the co-ordinator a call if you get a bit confused.

---ooOoo---



# Kingborough

## FOOD ACT 2003

### SPECIAL APPLICATION FOR TEMPORARY FOOD STALL

#### Event Information

Name of Event: MIDDLETON COUNTRY FAIR  
Location of Event: MCDOWALL ST, MIDDLETON, TASMANIA  
Name of Stall: .....  
(if appropriate)

#### Date(s) of Event

6 February 2016

#### Start Time

10AM

#### Duration

6 HRS

#### Stallholder Details

Stallholder's Name: .....

Stallholder's Address: .....

Contact Details: (Phone) ..... (Mobile) .....

Has your organisation applied to Kingborough Council for a temporary food permit previously?

Yes ☐

No ☐

#### Food Information

- Do you have land owner consent to hold your stall/event on their land?

Yes ☒

No ☐

- Sale of Food**

List all food / drinks to be sold at your outlet (include a copy of the menu if more appropriate)

.....  
.....  
.....

- Type of Food Outlet** (please place ✓ in appropriate box)

Open Trestle Table ☐ Food Van ☐ Tent / Covered Stall ☐

Other (please explain).....

- Food Storage**

Address where food will be stored prior to transport to event

.....

**Note:** Potentially hazardous foods are those foods that support the growth of bacteria including food poisoning bacteria and include foods such as meat and meat products, seafood, chicken, milk and milk products, gravy, mayonnaise, custard and other similar type products.

- **Temperature Control**

Explain how potentially hazardous foods will be kept either cold (not more than 5C) or hot (not less than 60C) during transportation to the event.

.....

.....

Explain how potentially hazardous foods will be kept either cold (not more than 5C) or hot (not less than 60C) during storage and sale at the event.

.....

.....

- **Food Preparation**

Describe foods to be prepared (i.e. cooked, heated, mixed, cut, etc) on-site at the event .

.....

.....

Are any foods to be prepared anywhere else other than at your food outlet? If yes please provide details.

.....

.....

Has any person working at the stall had any food handler training? Yes / No

If you answered yes, please describe below and include evidence with this application:

.....

**Note:** If you answered no, then food handler training may be required prior to the event.

**Declaration:**

1. I agree to comply with all food safety requirements stipulated by the Event Organiser, Council's Environmental Health Officer and the conditions as set out on the temporary Food Business Certificate; and
2. I agree to keep a copy of Council's temporary food business certificate of registration at my food outlet for the duration of the event; and
3. I have read and understand this and all the associated documents relating to this application.

Signature of Stallholder: ..... Date: .....

**Note:** A registration certificate is a legal document and the person named on the certificate is responsible for the running of the stall, safe food handling practices in accordance with the *Food Act 2003* and the *Food Standards Code* and compliance with stipulated conditions.



**Kingborough**

## STALL LAYOUT

(COMPLETE FOR EACH STALL)

NAME OF EVENT: ..... **MIDDLETON COUNTRY FAIR** .....

NAME OF STALL: .....

DATE(S) OF EVENT: ..... **6 February 2016** .....

This stall plan is to show where food activities will be undertaken e.g –  
where a BBQ or bain marie will be positioned, serving area, food  
storage area, hand washing area, exchange of money.

\_\_\_\_\_ END OF FORMS \_\_\_\_\_