



**Civic Centre**  
**Part of Sale**  
 70 Foster Street (PO Box 506) Sale Victoria 3850  
 Telephone 1300 366 244  
 Facsimile 03 5142 3499  
 Email enquiries@wellington.vic.gov.au  
 Web www.wellington.vic.gov.au

## NOTIFICATION OF AN EVENT WITH FOOD SALES

**AS THE ORGANISER OF AN EVENT IN THE WELLINGTON SHIRE YOU ARE REQUIRED TO NOTIFY COUNCIL OF THE EVENT AND PROVIDE INFORMATION REGARDING THE FOOD VENDORS THAT WILL BE OPERATING AT YOUR EVENT.**

**PLEASE RETURN THIS APPLICATION TO COUNCIL FOUR WEEKS PRIOR TO YOUR EVENT TO ENSURE AN ASSESSMENT CAN BE UNDERTAKEN AND THE RELEVANT INFORMATION PROVIDED TO YOU AND THE FOOD VENDORS.**

**INCOMPLETE FORMS WILL DELAY A RESPONSE BEING PROVIDED.**

**TRADE BY INDIVIDUAL VENDORS WILL NOT BE PERMITTED UNLESS LEGAL REQUIREMENTS HAVE BEEN MET.**

<b>Name of Event:</b>	
<b>Contact Person:</b>	
<b>Postal Address:</b>	
<b>Telephone – Business:</b> Home: Mobile:	
<b>Fax:</b>	
<b>E-Mail Address:</b>	

<b>Event Date(s) &amp; Time(s):</b> (if your event is happening on several dates please list all dates on the one form or if it occurs on a regular occasion list the timing eg. Third Sunday of Month)	
<b>Event Location:</b>	

1. **Is the event**    Single Day                                                   Overnight (2 days)

2. **Will the stall be conducted on Council owned land?**     Yes                           No

*If yes, you are advised to contact Council on 1300 366 244 to discuss with the relevant department(s).*

**3. How many of the following will be attending your event?**

Food and Beverage Vendors ..... Public Attendees .....

**4. PLEASE PROVIDE DETAILS OF ALL FOOD VENDORS INTENDING TO BE AT YOUR EVENT. FOOD INCLUDES THE SALE OF HOT AND COLD BEVRAGES.**

***\*\*\*PLEASE NOTE: INDIVIDUAL VENDORS WILL BE REQUIRED TO SUBMIT A MORE DETAILED NOTIFICATION FORM TO COUNCIL. ANY VENDOR THAT HAS NOT MET THE LEGAL REQUIREMENTS OF COUNCIL WILL BE PREVENTED FROM TRADING.\*\*\****

TRADING NAME	CONTACT PERSON AND PHONE NUMBER	COUNCIL OR AUTHORITY THAT PRIMARY REGISTRATION IS HELD WITH	VENDOR TYPE (eg. Stall, Mobile Food Van, Tent, BBQ)

Please attach additional pages if necessary.

**5. Please specify what services and equipment will be provided to food vendors:**

Potable Water Supply – provide details .....

Electricity Supplies – provide details .....  
(please note that it is important to check with individual vendors on their electricity supply needs – some food service equipment requires special supplies)

Waste Disposal (Rubbish) – provide details .....

Waste Water Disposal – provide details .....

Fire Safety Equipment – provide details .....

Toilet Facilities – provide details .....  
(please note sufficient toilets must be provide for stall holders and guests. It is advisable to provide separate toilet facilities for food handling staff)

Parking – provide details .....  
(For stall holders and guests)

**6. Does your event have an Emergency Management Plan? (please attach)**

Yes                       No

I ..... (Event Coordinator) have read all of the relevant information regarding the sale of food and agree to abide by the requirements of Council. I understand that during the event, Environmental Health Officers (EHOs) may be present and they reserve the right to stop the sale of food items if food safety is at risk.

Signature of Applicant: ..... Date: .....

**Privacy Notification (Food Act 1984 and Tobacco Act 1987):** The personal information requested on this form is being collected by Council for the purpose of enforcement of the Food Act 1984 and Tobacco Act 1987 and associated regulations. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of enforcement of the Food Act 1984 and Tobacco Act 1987 and associated regulations and that they may apply to Council for access and/or amendment of the information.