PAE Environmental Health

Food safety checklist for event stallholders

NOTIFICATION	
☐	**Complete form:** submit the "Special Events Food Safety Notification Form" at least 2 weeks prior to the event via the council's website. If based outside the council area, you will need to upload proof of council notification with your form.
TRAINING	
☐	**Skills and knowledge:** confirm all handlers have proper food safety training. Staff can complete "I'm Alert" or "I Do Food Safely" courses available on the council's website.
☐	**Food Safety Supervisor:** Appoint a Food Safety Supervisor to be onsite for the event (required for Categories 1 and 2 businesses). Ensure you have the certificates available for inspection.
STALL SET UP	
☐	**Setup:** ensure your stall (marquee, tent, food truck) has a roof and at least three sides.
☐	**Flooring:** use a durable, dust-resistant floor covering.
☐	**Power supply:** confirm if you need electricity or have a generator; consult with the event organiser.
☐	**Open flame safety:** Ensure open flame equipment is outside the stall and barricaded to prevent public access.
HAND WASHING FACILITIES	
☐	**Handwashing setup:** provide hand wash basins with water, soap, and hand towels, plus a container for wastewater. Gloves and hand sanitiser are supplementary, not replacements for handwashing.
TEMPERATURE CONTROL AND PROCESSING	
☐	**Temperature control:** ensure hot food is at or above 60°C and cold food at or below 5°C. Frozen food must remain hard frozen.
☐	**Using the 2hr/4hr rule:** if so, how will this be monitored? If the event lasts longer than 4 hours, it may be useful to organise a mobile cool room to keep potentially hazardous foods under temperature control.
☐	**Reheating:** ensure food is rapidly reheated to at least 60°C. It is not advised to use bain-maries or pie warmers to reheat food.
☐	**Cross contamination:** use separate equipment where possible to handler raw and ready to eat food. We recommend assigning staff to specific tasks to minimise cross-contamination (e.g., food prep, serving, handling money).
☐	**Thermometer:** have a digital temperature probe thermometer available at the stall.
FOOD DISPLAY	
☐	**Protection from contamination:** keep food wrapped, packaged, or in food-grade containers to minimise risks of contamination.
☐	**Labelling:** ensure all pre-packaged food is labelled per FSANZ guidelines.
☐	**Allergen awareness:** Are you and your food handler's allergen aware? Complete allergen training if necessary. All About Allergens Training
CLEANING AND SANITISING	
☐	**Water supply:** provide a minimum of 10 litres of potable water with a tap for handwashing and cleaning.
☐	**Sanitiser:** have food-grade sanitiser available.
☐	**Washing facilities:** ensure adequate facilities for cleaning equipment, or plan for off-site washing.
WASTE MANAGEMENT	
☐	**Waste disposal:** provide adequate bins and collection buckets for liquid waste generated during the event.
☐	**Wastewater disposal:** dispose of wastewater appropriately - do not pour it onto park lands or down stormwater drains.

Environmental Health Officers may conduct inspections during events to ensure compliance. For further information please contact the Environmental Health Team on (08) 8405 6940.