

CITY OF



MITCHAM

131 Belair Road
Torrens Park
South Australia 5062

Postal Address
PO Box 21
Mitcham Shopping Centre
Torrens Park SA 5062

Telephone: (08) 8372 8816
Facsimile: (08) 8372 8101

TEMPORARY EVENT FOOD NOTIFICATION FORM

To be completed by the EVENT ORGANISER

EVENT DETAILS

Name of Event: _____

Event Location: _____

Date/s of Event: _____

Time of Event: set up: _____ start time: _____ finish time: _____

Number of Food Outlets at Event (includes stalls, mobile vans and those operating from permanent premises)

number of: temporary stalls: _____ mobile food vans: _____ permanent premises: _____

***** please ensure all food outlets complete the individual food outlet notification form *****

COMPANY OR BODY DETAILS

Name of company or body responsible for the event:

Street Address: _____

Mailing Address: _____

Contact: Business telephone: _____ Fax number: _____

E-mail: _____

EVENT ORGANISER DETAILS

Contact Name: _____

Mailing Address: _____

Contact: Business telephone: _____ After hours telephone: _____

Mobile phone: _____ Fax number: _____

E-mail: _____

*****Please return completed form to Environmental Health Department at the City of Mitcham
a minimum of 2 weeks prior to the event. An Environmental Health Officer from the
Council may contact you if further information is required. *****

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INDIVIDUAL FOOD OUTLET

*** Please ensure a separate form is completed for each food outlet/stall ***

Name and/or number of stall: _____

Name of stall holder or food business: _____

Address of stall holder or food business: _____

Mailing Address of stall holder or food business: _____

Please name the Local Council you have notified of where your business is based: _____

Contact Person/Person responsible for stall on the day of event: _____

Contact: Phone number: _____

After hours number: _____

Mobile number: _____

Fax number: _____

Email: _____

Number of food handlers/staff at the stall (at any one time): _____

Types of food to be sold on the day: _____

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Council may contact you if further information is required. *****