Food vendor checklist 2026

Attachment A for Mehr and Mistletoe

Complete this form if you plan to sell, serve, offer samples of, or display any food or drink. This includes packaged food, free tastings and alcohol.

Event: Saturday 12 December 2026, Fitzroy Town Hall, 201 Napier Street, Fitzroy.

Send this form and your documents by Friday 13 November 2026 to secretariat@australianlionandsunassociation.com.au. Paying for a stall does not give you permission to sell food or drink. The organiser must accept your documents and approve your activity.

1 Tell us about your business

Business name and ABN: _____

Contact name: _____

Mobile and email: _____

FoodTrader number and registering council: _____

Food premises class if known: _____

Food preparation and storage address: _____

2 Tell us what you will do

Tick all that apply. Attach your full menu or product list, ingredients, prices, preparation method and equipment list.

☐ Sell packaged food that does not need a fridge or freezer

☐ Sell refrigerated or frozen packaged food

☐ Offer unpackaged food or drink samples

☐ Prepare or assemble food at the stall

☐ Heat, cook or keep food hot

☐ Serve coffee or other drinks

☐ Sell alcohol or offer alcohol tastings

☐ Other activity: _____

3 Ask for approval before bringing equipment

Cooking, frying, heating, gas cylinders (LPG), open flames, smoke or high-steam activities need written approval from the organiser and venue. Give us your appliance list, wattage and power needs by 13 November. Alcohol sales or tastings also need written event approval and all required licences. Access to the full commercial kitchen costs an extra $100 on top of the stall fee and is subject to approval. Tell us if you need it. This does not automatically approve cooking or equipment.

4 Send your documents

Tick each item supplied. Write “not needed” beside an item only if it does not apply to your activity. Ask your council if you are unsure.

☐ Current FoodTrader registration or notification evidence.

☐ A Current or accepted Statement of Trade for this event, address and date. This is the event notice you lodge through FoodTrader.

☐ Current insurance certificates: at least $20 million public liability cover and product liability cover suitable for your products.

☐ Your menu or product list, prices, preparation and storage details.

☐ Ingredient and allergen information; sample packaged food labels if relevant.

☐ Food Safety Supervisor certificate, if required for your activity.

☐ Electrical equipment list and current test-and-tag evidence, if using power.

☐ Written cooking, heating, LPG, flame or alcohol approvals, if relevant.

5 Keep food safe on the day

- Prepare and store food only at premises legally registered or notified for that activity. An unregistered home kitchen is not accepted.
- Keep food that needs temperature control at 5°C or colder, or 60°C or hotter, unless you correctly use a legally allowed time-based method. Bring an accurate probe thermometer and enough safe transport, fridge or hot-holding space.
- Protect food from contamination. Keep raw food separate from ready-to-eat food. Keep food, utensils and packaging off the floor.
- If handling unpackaged food, provide or arrange suitable handwashing with drinking-quality water, liquid soap and paper towels. Keep utensil washing separate. Bring food-safe sanitiser, cleanable surfaces, covered bins and safe wastewater collection. Do not pour wastewater into stormwater drains or venue sinks without approval.
- Know your ingredients and allergens. Give customers accurate information and use legally compliant labels. Stop allergens transferring between foods. Make only claims you can support, such as gluten-free.
- Bring the required food safety records and trained or supervised staff. Keep equipment and gas cylinders secure and exits clear. Bring a suitable fire extinguisher and fire blanket where required. Follow alcohol licence and responsible service rules if serving alcohol.

6 Confirm and sign

I confirm the details are accurate. We will follow food laws, council and venue rules, and event conditions. We will sell or sample only approved products and get written approval before changing ingredients, products, activities or equipment. We will cooperate with inspections. The organiser may stop unsafe or unapproved trading, disconnect equipment or remove products. Event approval does not replace required licences or permits.

Name: _____ Signature: _____ Date: _____

Need help? Contact the organiser or your council food safety officer. FoodTrader: foodtrader.vic.gov.au