



**ECONOMIC DEVELOPMENT AND ENVIRONMENTAL HEALTH SERVICES**

**ENVIRONMENTAL HEALTH SERVICES**

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**APPLICATION FORM FOR A CASUAL EVENTS PERMIT FOR FOOD HANDLERS**

**SUPPORTING DOCUMENTS REQUIRED:**

<b>Copy of ID</b>		<b>Certificate of Acceptability</b>		<b>Business Licence</b>		<b>Proof of payment</b>	
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**A. PERSON IN CHARGE**

NAME AND SURNAME OF THE PERSON IN WHOSE NAME THE PERMIT MUST BE ISSUED:	
NAME:	
SURNAME:	
IDENTITY NUMBER:	

**B. BUSINESS DETAILS**

Name of business		
Business licence no.		
Certificate of Acceptability no.		
Residential address		
Postal address		
Contact details:	Landline:	
	Cell:	
	E-mail	

**C. EVENT ORGANISER DETAILS**

Name of event organiser		
Contact details	Landline:	
	Cell:	
	E-mail	

**D. DETAILS OF EVENT AND FOOD SAFETY PROTOCOLS**

Name of event?				
Date/s of event?				
Address where event will held?				
Type of food premises at event? (e.g. Trailer/stall/building)				
No. of people catered for?	VVIP:		VIP:	
	Community:		Other:	
No. of staff to be employed?	Female:		Male:	
List and describe what your activities will entail (e.g. preparation, packing, processing, serving etc)				
A list of foods to be sold and/or provided.				
A list of what foods will be prepared on-site.				
Address /location of where the food will be prepared if not done at event site?				
A list of equipment and facilities available at the site of preparation - i.e. fridge, freezer, double bowl sink, stove, geysers, etc				
Names of food/meat suppliers?				
Details of how uncooked foods will be stored prior to preparation.				
Details of how prepared meals will be stored, packaged and transported to event.				
Specify method of transporting food? (cooked & uncooked)				
Details of vehicle used for transporting food including vehicle registration number.				
Details of how equipment and utensils will be washed on-site.				
Details of on-site sanitation facility for food handlers.				
Details of on-site cleaning procedures.				
Details of on-site hand washing facilities for food handlers				

## FOOD PREPARATION – REQUIREMENTS

- Provide a wash up and hand wash facility with water, paper towel and disinfectant soap. If there is no handwash facility available ensure that there is sufficient portable water available for cleaning purposes.
- Work surfaces must be non-absorbent and utensils used must be maintained in a good condition.
- Provide a refuse bin with a liner and lid.
- Temperatures (cold and hot) of perishable foodstuffs must be kept below 5<sup>o</sup>c or above 65<sup>o</sup>c respectively.
- Food that is cooked at residential property and sold at events is not permitted unless the food vendor has a catering license and their property has been inspected by an official from Environmental Health.
- All unprepared foodstuffs must be stored at the proper temperature in sealed containers.
- All containers used for take-away purposes must be new and disposable.
- Foodstuffs are to be prepared under an approved covered area.
- The floor surface is to be rendered dust proof by covering with an approved impermeable canvas covering.
- Food is to be served by staff and not be based on a self-help concept.
- All food handlers to be provided with protective clothing, i.e., headgear, gloves, aprons etc.
- Always ensure personal hygiene is maintained i.e. washing of hands after using the toilet, after touching the bin etc.
- Food handlers' nails must be short, clean and free from any nail varnish. Use of jewellery is not permitted.
- Smoking and keeping of animals in the food preparation area is not permitted.
- No open flame cooking is permitted unless special consent is granted by the RNM Fire Department.
- Take the necessary steps to keep the food protected from pests.
- Always maintain the food preparation area in a clean and tidy condition. Adopt the clean as you go approach.

### E. DECLARATION

I declare that the abovementioned information is correct and to comply with the food safety protocols including the preparation requirements.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

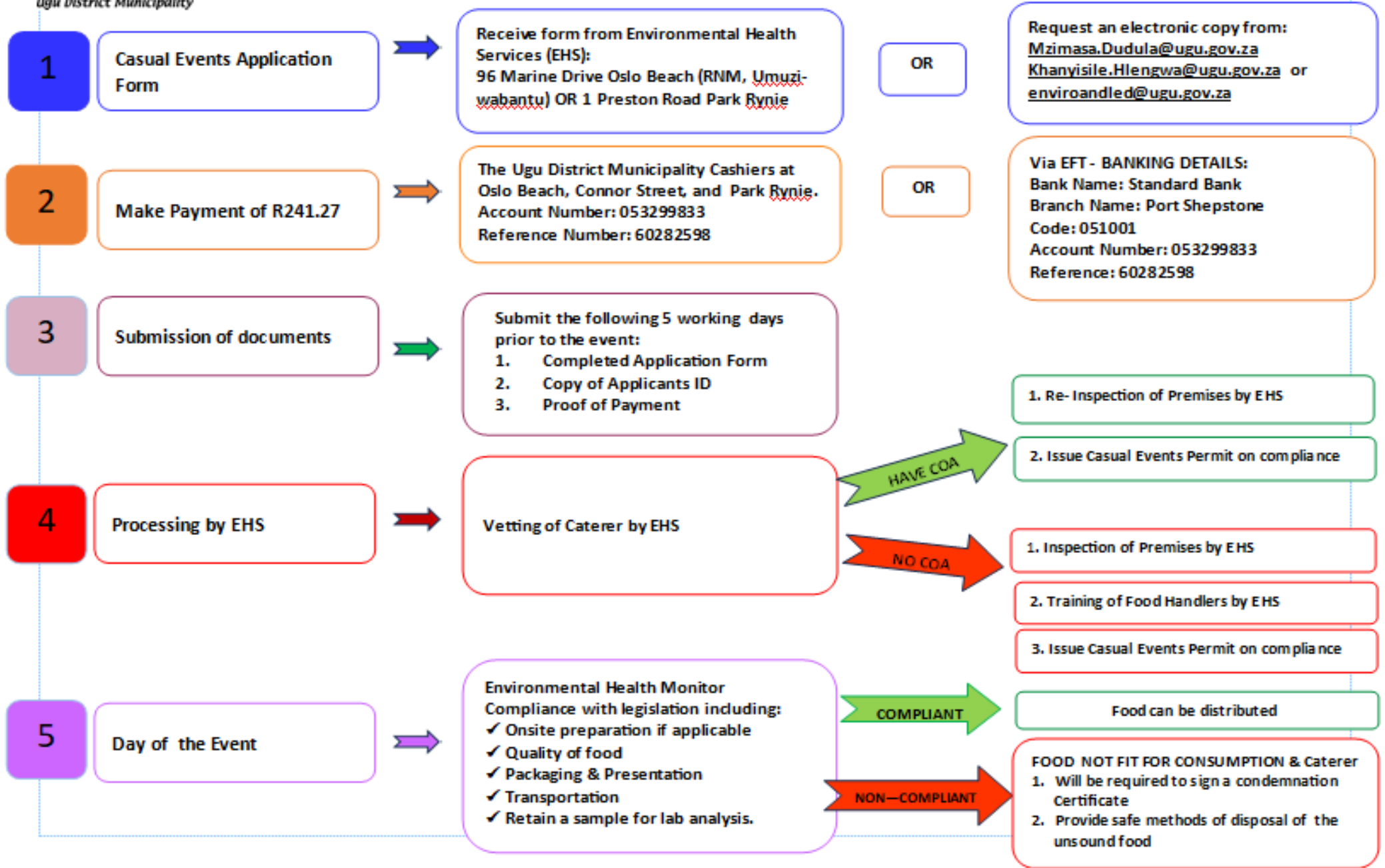
### F. FOR OFFICIAL USE

NAME OF EHP: \_\_\_\_\_

SUPPORTING DOCUMENTS ATTACHED: YES  NO   
APPLICATION APPROVED: YES  NO

SIGNATURE OF EHP: \_\_\_\_\_  
DATE WORKSHOP/HEALTH EDUCATION  
AWARNESS CONDUCTED \_\_\_\_\_

## ENVIRONMENTAL HEALTH SERVICES - APPLICATION PROCESS FOR A CASUAL EVENTS PERMIT



## ENVIRONMENTAL HEALTH SERVICES

### INQUBO YOKUFAKA ISICELO SEMVUME YOKUPHEKA OKANYE UKUDAYISA UKUDLA EMICIMBINI

