

Application for Notification/Registration of Food Business and Trading/Stallholder in Public Places Permit for Mobile Food Businesses or Temporary Food Businesses

Note:

1. For new businesses, read the [Guide to design, construction and fit-out of a food business](#) and [Guide to the operation of a food business](#)
2. Complete the [Starting a Mobile Food Business Checklist](#) for more information about the process. Please refer to the [Mobile Food Vendors Trading Policy](#) and [Guidelines](#) for operational requirements and trading areas.
3. An invoice will be provided upon application. Please do not email credit card details. Fee increase may apply on 1 July each financial year, refer to schedule of fees.
4. Expedited service fee apply for applications received between 3-10 working days before the approval is required. This fee will apply to applications from community, sporting and not-for-profit groups.
5. Submitting this application does not automatically result in an approval.
6. Please allow 10 business days processing time. Completed form to be emailed to: health@kwinana.wa.gov.au

Food Business Details

Mobile Food Vehicle or Unit: <input type="checkbox"/>	Temporary Food Stall: <input type="checkbox"/>
Organisation name:	
Trading name:	
Please provide name of existing business if previously registered:	
Address:	
Postal address if different from above:	
ABN:	ACN (if applicable)
Phone:	Email:
Email for invoicing:	
Preferred method of contact:	Primary language spoken:
Number of equivalent full-time staff:	

Proprietor's Details *(the Proprietor is the person who conducts or is in charge of the food business)*

Proprietor's full name (person's name):	
Proprietor's residential address:	
Phone:	Mobile:
Email:	Primary language spoken:

Details of Site Manager or Person Delegated by Proprietor *(if different from proprietor)*

Full name (person's name):	
Position title:	
Phone:	Mobile:
Email:	Primary language spoken:

Dates and Hours of Operation

Date/s			
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Public Holidays	

Mobile Food Business Details**(For temporary food businesses, please skip and complete next section)**

Address of premises: (please provide details of where the vehicle is garaged):
Details of mobile food vehicle: Make: _____ Model: _____ Vehicle registration number: _____

Temporary Food Business Details

Covered with marquee/tent (please indicate size of the marquee/tent) _____ <input type="checkbox"/>
Inside a building <input type="checkbox"/> Uncovered <input type="checkbox"/> Other _____ <input type="checkbox"/>
Type of floor covering (if on unsealed ground):

Trading/Stallholder Details

The City of Kwinana is committed to supporting the health of its community by encouraging food vendors to sell healthier food and drink options. Healthier food and drink options play an important role in creating the healthy environment that the community demands.

Healthier Food Vendors are required to meet the two essential criteria listed below:

- do not display full sugar drinks.
- include at least one healthy (green) option on their menu.

All approved healthier food vendors will be provided with a sticker and certificate to actively promote healthy food and drink options at their point of sale.

City Events and Programs

The City of Kwinana Events Team may prefer to choose mobile food vendors who sell healthier food and drinks options to attend City events.

Designated Trading Areas

A number of designated trading areas are restricted to healthier food and drinks vendors only. Refer to the [Guidelines](#) for further details.

Trading/Stallholder Details

Which type of permit are you applying for (select all that apply)?

To apply for an annual permit to trade or hold a stall at City approved markets and events

To apply for an annual permit to trade or hold a stall at City approved markets and events as a healthier food vendor (please complete the Healthier Food Vendor Assessment Form)

To trade at designated trading locations (select permit timeframe): 12 months
[Mobile Food Businesses only]

To trade as a healthier food vendor at designated trading areas (please complete the Healthier Food Vendor Assessment Form and permit timeframe): 6 months
[Mobile Food Businesses only]

To trade or hold a stall at other location(s) (please submit site plan):

Location(s) of Proposed Activity: _____

Proposed Hours of Operation: _____

Proposed Dates/ Period of Operation: _____

Frequency of Activity (please select): daily o please specify: _____

To trade as an itinerant vendor in residential areas (i.e. must move on within 5 minutes after serving customer and not to operate on a main road, reserve, park or carpark)

Permit timeframe (please select): Weekly [Mobile Food Businesses only]

Description of Use of Premises

A. Type of business (Select all that apply)

Caterer	Temporary food stall
Market stall	Mobile food unit/cart
Mobile food vehicle	Charitable or community organisation
Home delivery	Other _____

B. If you have indicated that your business is a charitable or community organisation in Section 6A (i), is the organisation an incorporated association under the *Associations Incorporation Act* and/or licensed under the *Charitable Collections Act*? (Note: Incorporation of an association means that it becomes a legal entity in its own right, separate from the individual members.)

Incorporated association under *Associations Incorporation Act* _____

Licensed under the *Charitable Collections Act* _____

None of the above _____

If none of the above, please indicate the purpose of your charitable or community organisation:

C. Please provide more details about your type of business:

D. Do you provide, produce or manufacture any of the following? (Select all that apply)

Prepared, ready to eat ¹ table meals	Juices
Frozen meals	Confectionary

Raw meat, poultry or seafood (ie oysters)	Bread, pastries or cakes
Processed meat, poultry or seafood	Egg or egg products
Fermented meat products	Dairy products
Meat pies, sausage rolls or hot dogs	Beverage and drinks
Sandwiches or rolls	Prepared salads
Raw fruit and vegetables	Liquor and liquor products
Processed ² fruit and vegetables	Tobacco and tobacco products
Infant or baby foods	Other

¹ 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold.

² 'Process' means activity conducted to prepare food for sale; including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these.

E. Nature of food business

Yes No

Are you a small business ³ ?		
Is the food that you provide, produce or manufacture ready to eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons ⁴ ?		
To be answered by manufacturing/processing businesses only:		
Do you manufacture or produce products that are not shelf stable ⁵ ?		
Do you manufacture or produce fermented meat products such as salami?		
To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):		
Do you sell ready to eat food at a different location from where it is prepared?		

³ Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector.

⁴ Is a person who is in care in a facility listed in Schedule of Standard 3.3.1 Australia New Zealand Food Standards Code or a client of a delivered meal organisation. Examples include (but are not limited to) aged care recipients, hospital patients, children in child care, respite patients, nursing home residents.

⁵ Non-perishable food with a shelf life of many months to years.

F. No. of authorised assistants present during operation: _____

Facilities on the Mobile Food Business or Regular Temporary Food

A. Hand washing facility (Select all that apply)

Hand wash basin with hot and cold supply from a water heating device (e.g. urn)

Hand wash basin with hot and cold water supply connected to a self contained water tank

Liquid soap and single use paper towels provided with dispenser installed

Liquid soap and single use paper towels provided next to hand washing facility

Other (please specify _____)

Not applicable

B. Washing facilities (Select all that apply)

Double bowl sink with hot and cold water supply from a water heating device (e.g. urn)

Double bowl sink with hot and cold water supply connected to mains

Double bowl sink with hot and cold water supply connected to a self contained water tank

Other (please specify _____)

Not applicable

C. How will perishable food be stored on site? (Select all that apply)

Refrigerator/freezer

On ice in eskies

In a bain-marie prior to sale

Cooked and sold with demand

Not applicable

D. Where is the food being prepared? (Select all that apply)

In my residential kitchen

Inside mobile food vehicle/unit

On site

In an approved residential/commercial kitchen

For approved residential/commercial kitchen, please provide the following details:

Contact person's name: _____

Contact No.: _____

Address of residential/commercial kitchen _____

Not applicable

E. Water supply

Scheme water

Rainwater tank

Bore water

Self contained storage (e.g. scheme water in a water tank) – specify litres _____

Not applicable

F. Power supply

External supply

Self contained generation

Not required

G. Wastewater disposal

Self contained storage – (specify litres) _____

External disposal (please specify) _____ Not required

H. Fire safety (Select all that apply)

4kg Dry Chemical AB (E) fire extinguisher

Fire blanket

Not required

I. Thermometer (for measurement of potentially hazardous food)

Thermometer accurately able to measure temperature of food to +/-1°C Not required

Signature: _____ **Date:** _____

The City of Kwinana is a Small Business Friendly Council and has a range of opportunities to support local small business. Please indicate if you would like to receive news and information about small business initiatives in the City of Kwinana

The City of Kwinana would like to share your contact details with event organisers, please indicate if you would like to opt-out of this program

Please Note:

Approval is required from the City's Health Team in order to conduct a food business and trader/stallholder. An Environmental Health Officer will assess your application to determine if your proposed premises are suitable for registration.

Your application to must include the following details for all the activities to be undertaken:

1. A scaled floor plan showing locations of handwash basins, sinks, hot water system, exhaust hood, openings, preparation benches, fridges, freezers, bain maries and food warmers, water tanks, refuse storage, personal belonging storage (if not previously submitted).
2. Dimensions of food vehicle (if not previously submitted).
3. A site plan (required for locations other than designated trading areas, events/markets and itinerant traders).
4. Specifications of fixtures, fittings and equipment (if not previously submitted).
5. Food safety training certificate - see [FoodSafe® Program](#) - enter the City's unique discount code FSKWINA344 to receive the training.
6. Food recall plan (if applicable)- see [A guide to writing a food recall plan and conducting food recall](#)
7. Copy of previously registered food business certificate (if applicable).
8. Copy of public liability insurance certificate of currency.
9. Photos of test tags on fire extinguisher and fire blanket (AS 1851).
10. Photos of test tags on electrical generators, RCDs and extension cords (AS 3760).
11. Food Safety Supervisor Course Certificate - see [details of training courses](#) and [food safety management tools](#) for further information (If applicable, this standard applies to caterers and food service and retail businesses who handle unpackaged, potentially hazardous, ready-to-eat foods and sell or serve them to the consumer.)
12. Copy of healthier mobile vendors self-assessment checklist and menu showing healthier food options (if applying to trade as a healthier food vendor). [mobile food businesses only]
13. Photo of mobile food vehicle or temporary food stall.

Legislation:

The proposed premises is required to comply with the following legislation:

- [Food Act 2008 and Food Regulations 2009](#)
- [Food Standards Code](#)
- [City of Kwinana Activities on Thoroughfares and Public Places and Trading Local Law](#)
- [City of Kwinana Mobile Food Vendors Trading Policy](#)

Appendix 2

Healthier Food Vendor Assessment Form

The City of Kwinana is committed to supporting the health of its community by encouraging food vendors to sell healthier food and drink options. Healthier food and drink options play an important role in creating the healthy environment that the community demands.

This assessment form helps the City to identify healthier food vendors. It also allows food vendors to identify areas for improvement and make healthier changes if needed. Healthier food vendor trading sites offered to food vendors who include and promote affordable, healthier food and drink options on their menu. All vendors are encouraged to actively promote healthy food and drink options at their point of sale.

***Fuel to Go & Play® approved Healthier Vendor Guide Vendors are encouraged to apply.** Refer to the Fuel to Go & Play® [website](#) and [applicant handbook](#) for more information.

How to use this self-assessment form

- 1) Complete either the food and drinks vendor OR drinks-only vendor assessment form:

Vendors are required to meet the two essential criteria listed below:

- do not display full sugar drinks
- include at least one healthy (green) option on their menu.

- 2) Please answer all questions to the best of your ability and tally your score at the end. Each question results in a score. For food and drinks vendors, a maximum of 12 points can be awarded in this self-assessment. For drinks-only vendors, a maximum of 10 points can be awarded in this self-assessment. It is recommended that vendors aim for a minimum score of 6.

Model healthy food truck

The following image shows simple strategies that you can implement to improve your self-assessment score.

On display

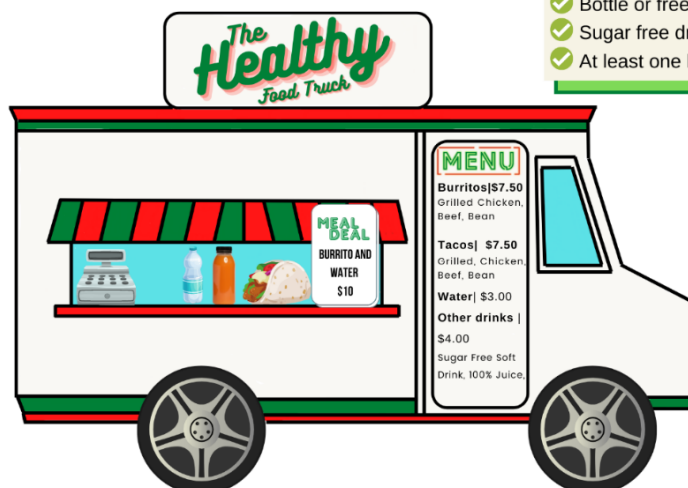
- ✓ At least one healthy option
- ✗ Unhealthy food and drink options

Off display

- ✗ Full sugar drinks
- ✗ Unhealthy food and drink options

On the menu

- ✓ Bottle or free tap water available
- ✓ Sugar free drink options available
- ✓ At least one healthy food option



How to identify healthier food and drink options on your menu



Red items:

- low in nutrients
- often high in energy, fat, sugar and/or salt
- discretionary items such as cakes, lollies, fried food, sugary drinks

Amber items:

- have some nutritional value
- may contain moderate amount of energy, fat, sugar and/or salt
- should be selected carefully

Green items:

- are good sources of vital nutrients
- contain food and drinks from the five food groups in the Australia Guide to Healthy Eating (fruit, vegetable, dairy and alternatives, meat and alternatives, grains)

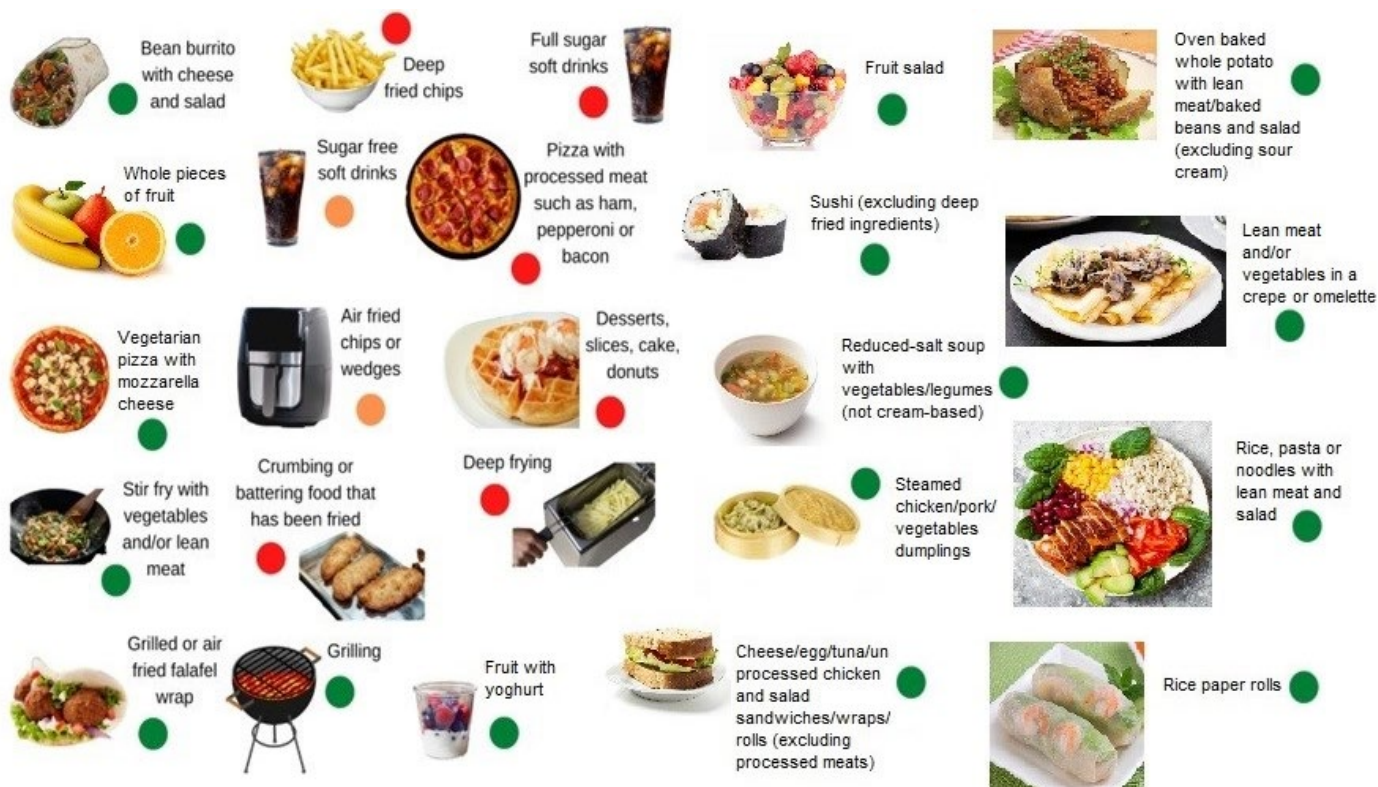
A simple way to identify healthier food and drink options is to use the traffic light system to categorise food and drinks based on their nutritional value.

In this assessment you will be asked whether you have a green option on your menu. A menu item is considered green if it contains only green ingredients and is prepared using a Green cooking method.

If you are unsure whether an item on your menu is healthy (green) or unhealthy (red), please contact City of Kwinana for clarification.

Type of food or drink		
Green Fill the menu	Amber Select carefully	Red Limit or remove
<p>These are the healthiest and most nutritious options as they are based on the five food groups. Encourage choosing these foods every day as they are generally low in saturated fat and/or sugar and/or sodium (salt) and high in nutrients.</p> <p>e.g. cheese and salad sandwich, vegetarian pizza with mozzarella cheese (or low salt cheese), lean chicken burger with salad, water, small vegetable juice, small and regular coffee.</p>	<p>These options may contain a combination of useful nutrients but may also contain moderate amounts of saturated fat and/or sugar and/or sodium (salt). Only consume occasionally and in moderation.</p> <p>e.g. small 96-100% fruit juices, sugar free sports drinks, sugar free soft drinks.</p>	<p>These options are either low in nutrients, and/or contain a large amount of saturated fat, added sugar, added sodium (salt) and/or alcohol. They can also be energy dense, so should only be eaten sometimes and in small amounts.</p> <p>Any meals made with processed meats such as bacon or ham are considered Red.</p> <p>e.g. Hawaiian pizza, deep fried gyozas, deep fried falafels, full sugar soft drinks, energy drinks and sports drinks.</p>
Cooking method		
Green		Red
<p>» Grilling</p> <p>» Barbequing</p> <p>» Baking</p> <p>» Steaming (steamed buns, dumplings)</p> <p>» Poaching</p> <p>» Stir frying</p>		<p>» Deep frying (fries, donuts, spring rolls)</p> <p>» Shallow frying (croquettes, katsu chicken)</p> <p>» Crumbing or battering foods that have been fried</p> <p>» Cooking with butter or cream</p>

Suggested Food and Drinks Options



Suggested Drinks-Only Options



Healthier Food Vendor Self-Assessment Checklist

– Food and Drinks Vendor

If you are a part of Fuel to Go & Play®'s current Healthy Vendor Guide (HVG), please fill Section 1 and skip to Section 6 (Declaration).

1. Fuel to Go & Play® Healthy Vendor Guide

Q1 Are you a part of Fuel to Go & Play®'s current HVG?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please attach copy of certificate to this document and skip to Section 6 (Declaration).</i>		

2. Product assessment

	Yes	No	Score
Q2 Is bottled water included in your menu?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q3 Do you offer sugar free drink options (e.g. Coke No Sugar, Pepsi Max etc.)?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q4 Do you have at least <u>one</u> healthy (green) food option on your menu?* If yes, please specify food product including brand (if applicable): _____	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q5 Do you have menu items offered with chips as a side?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
Q5.1 If you answered Yes to question 5, are you willing and able to replace them with healthier sides instead (e.g. salad, vegetables, fruit or no sides offered)?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q6 Do you sell main meals that are deep fried?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
Q6.1 If you answered Yes to question 6, are you willing and able to use alternative methods of cooking e.g. air frying, grilling, barbequing, baking or steaming?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Total			

3. Placement assessment

	Yes	No	Score
Q.7 Do you keep unhealthy (red) food items off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q.7.1 If you answered No to question 7, are you willing and able to remove unhealthy (red) food items off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q8 Are drinks with added sugar off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q8.1 If you answered No to question 8, are you willing and able to remove drinks with added sugar from display?*	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Total			

*essential criteria where a 'Yes' answer is required.

4. Price assessment

	Yes	No	Score
Q9 Is water your cheapest drink?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q9.1 If you answered No to question 9, are you willing and able to make water your lowest priced drink?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q10 Do menu items cooked by healthier methods cost more than standard menu items? (e.g. extra \$1 for grilled fish instead of battered) Note: does not apply to alternative milks e.g. coffee/tea	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
Total			

5. Promotion assessment

	Yes	No	Score
Q12 Do you have advertising material or signage promoting unhealthy (red) options?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
Q13 Do you have advertising material or signage promoting healthy (green) options?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q13.1 If you answered Yes to question 13, would you be willing and able to make these materials your only advertising or promotional signage?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q14 Do you promote any combo/meal deals including unhealthy (red) food or drinks?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
Q14.1 If you answered Yes to question 14, are you willing and able to promote any combo/ meal deals including healthier (green or amber) food or drinks instead (e.g. grilled chicken burger with water, or sugar-free soft drink, tofu and vegetable sushi with 99% fruit juice).	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Total			

Final score	
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6. Declaration

I/we have read, understood and agree to abide by the requirements, terms and conditions as detailed in the Mobile Food Vendor Trading Policy and Guidelines.

Name:	
Date:	
Signature:	

This Self-Assessment Checklist has been adapted from the South Metropolitan Health Service, Health Promotion 'Healthy Food Vendors Guide'.

Healthier Food Vendor Self-Assessment Checklist for Drinks Only Vendor

If you are a part of Fuel to Go & Play®'s current Healthier Vendor Guide (HVG), please fill Section 1 and skip to Section 5 (Declaration).

1. Fuel to Go & Play® Healthy Vendor Guide

Q1 Are you a part of Fuel to Go & Play®'s current HVG?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please attach copy of certificate to this document and skip to Section 6 (Declaration).</i>		

2. Product assessment

	Yes	No	Score
Q2 Is bottled water included in your menu?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q3 Do you offer sugar free drinks (e.g. Coke No Sugar, Pepsi Max etc, 96-100% fruit/vegetable juice with no added sugar in a serve size of 300mL or less)?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q4 Do you have at least <u>one</u> healthy (green) drink option on your menu? * <i>All vendors must offer a at least one green drink option (e.g., plain water, coffee in a serve size of 400mL or less, flavoured milk in a maximum serve size of 300mL).</i> If yes, please specify drink option, brand (if any) AND size: _____	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q5 Are the alternative milks on offer (e.g., oat/soy/rice/almond milks) fortified with calcium?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Total			

3. Placement assessment

	Yes	No	Score
Q6 Do you keep unhealthy (red) drink items off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q6.1 If you answered No to question 6, are you willing and able to remove unhealthy (red) drink items off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q7 Are drinks with added sugar off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q7.1 If you answered No to question 7, are you willing and able to remove drinks with added sugar from display? *	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Total			

**essential criteria where a 'Yes' answer is required.*

3. Price assessment

	Yes	No	Score
Q8 Is water your cheapest drink?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q8.1 If you answered No to question 8, are you willing and able to make water your cheapest drink?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q9 Do healthy (green) drinks cost more than unhealthy (red) drinks?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
Total			

4. Promotion assessment

	Yes	No	Score
Q10 Do you have advertising material or signage promoting unhealthy (red) drinks?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
Q11 Do you have advertising material or signage promoting healthy (green) drinks?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Q11.1 If you answered Yes to question 11, would you be willing and able to make these materials your only advertising or promotional signage?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
Total			

Final score	
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5. Declaration

I/we have read, understood and agree to abide by the requirements, terms and conditions as detailed in the Mobile Food Vendor Trading Policy and Guidelines.

Name:	
Date:	
Signature:	

This Self-Assessment Checklist has been adapted from the South Metropolitan Health Service, Health Promotion 'Healthy Food Vendors Guide'.