

# Trader's/Stallholder's Permit Application for Temporary or Mobile Food Businesses with Existing Notification or Registration

## Note:

1. If the food business has not been issued with a current verification of notification or Certificate of Registration under the *Food Act 2008*, please complete an [Application for Notification/Registration of Food Business and Trader's/Stallholder's Permit for Mobile or Temporary Food Businesses](#).
2. Please refer to the [Mobile Food Vendors Trading Policy](#) and [Guidelines](#) for operational requirements and trading areas.
3. A separate form is required for each vehicle/ unit.
4. Please allow 10 business days processing time.
5. Completed form to be emailed to: [health@kwinana.wa.gov.au](mailto:health@kwinana.wa.gov.au) An invoice will be provided upon application. Please do not email credit card details.

## Section 1. Food Business Details

Organisation Name:		ABN:
Trading Name:		
Postal Address:		
Phone:	Fax:	Email:

## Section 2. 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:	Unit no.	Street no.	Street name
	Suburb		Postcode
Phone:		Mobile:	
Fax:		Email:	

Section 3. 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 drink 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.

Which type of permit are you applying for (tick 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 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 select 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      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]

#### Section 4. Temporary Food Premises or Mobile Food Premises Details

<input type="checkbox"/> Temporary Food Stall (describe stall fixtures, equipment and fittings): _____ _____ _____											
<ul style="list-style-type: none"><li>The stall is <input type="checkbox"/> Covered with marquee/tent    <input type="checkbox"/> Inside a building    <input type="checkbox"/> Uncovered <input type="checkbox"/> Other (please specify) _____</li><li>If covered with marquee/tent, please indicate size of the structure _____</li><li>Type of floor covering (if on unsealed ground) _____</li><li>Number of Food Handlers: _____</li></ul>											
<input type="checkbox"/> Mobile Food Vehicle/Unit Vehicle Make: _____ Model: _____ Registration Number: _____ Unit/Trailer: <input type="checkbox"/> Yes    Registration Number: _____ Number of Food Handlers: _____											
<b>Is the temporary food premise or mobile food vehicle/unit <u>notified</u> or <u>registered</u> with a local council?</b> <div style="text-align: right;"><input type="checkbox"/> Notified    <input type="checkbox"/> Registered</div> <ul style="list-style-type: none"><li>Notification/Registration Certificate Number: _____ (Attach copy of the verification of notification/registration certificate)</li><li>Local Council where notification/registration is held: _____</li></ul>											
<b>Types of food to be sold or given away:</b> <table border="0"><tr><td><input type="checkbox"/> Hot cooked/reheated food</td><td>List food: _____</td></tr><tr><td><input type="checkbox"/> Cold prepared food</td><td>List food: _____</td></tr><tr><td><input type="checkbox"/> Drinks/beverages</td><td>List food: _____</td></tr><tr><td><input type="checkbox"/> Pre-packaged low risk foods</td><td>List food: _____</td></tr><tr><td><input type="checkbox"/> Other</td><td>List food: _____</td></tr></table>		<input type="checkbox"/> Hot cooked/reheated food	List food: _____	<input type="checkbox"/> Cold prepared food	List food: _____	<input type="checkbox"/> Drinks/beverages	List food: _____	<input type="checkbox"/> Pre-packaged low risk foods	List food: _____	<input type="checkbox"/> Other	List food: _____
<input type="checkbox"/> Hot cooked/reheated food	List food: _____										
<input type="checkbox"/> Cold prepared food	List food: _____										
<input type="checkbox"/> Drinks/beverages	List food: _____										
<input type="checkbox"/> Pre-packaged low risk foods	List food: _____										
<input type="checkbox"/> Other	List food: _____										

#### Section 5. Facilities Available at the Mobile/Temporary Food Premise

<b>How will perishable food be stored on site?</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Refrigerator/freezer</div><div><input type="checkbox"/> On ice in eskies</div><div><input type="checkbox"/> Not applicable</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> In a bain-marie prior to sale</div><div><input type="checkbox"/> Cooked &amp; sold with demand</div></div>		
<b>Where is the food being prepared?</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> On site</div><div><input type="checkbox"/> Inside mobile food vehicle/unit</div><div><input type="checkbox"/> In my residential kitchen*</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> In an approved residential/commercial kitchen</div><div><input type="checkbox"/> Not applicable</div></div> <p>Please specify contact person's name: _____ and contact phone no.: _____</p> <p>Residential/commercial kitchen address: _____</p> <p><small>*Preparation in residential kitchen is only permitted for <u>once-off</u> charitable or community event where low risk or shelf stable food (not potentially hazardous) is prepared.</small></p>		
<b>Power supply</b> <input type="checkbox"/> External supply <input type="checkbox"/> Self contained generation <input type="checkbox"/> Not required		
<b>Water supply</b> <input type="checkbox"/> Self contained storage <input type="checkbox"/> Mains <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Not required		
<b>Waste water disposal</b> <input type="checkbox"/> Self contained storage <input type="checkbox"/> Container for waste water		
<input type="checkbox"/> External Disposal (please specify) _____ <input type="checkbox"/> Not required		

**Details of hand washing facilities** (tick all that apply):

- ☐ Hand basin with hot and cold water supply by from water heating device (e.g. urn)  
☐ Hand basin with hot and cold water supply connected to self contained water tank  
☐ Liquid soap and single use paper towels provided with dispenser installed/next to hand wash facility  
☐ Other (please specify \_\_\_\_\_) ☐ Not applicable

**Details of washing facilities** (tick all that apply):

- ☐ Double bowl sink with hot and cold water supply from 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 self contained water tank  
☐ Other (please specify \_\_\_\_\_) ☐ Not applicable

**Fire Safety:** ☐ Dry chemical AB (E) fire extinguisher ☐ Fire blanket ☐ Not required

**Thermometer:** ☐ Thermometer accurately able to measure potentially hazardous food to +/-1°C  
☐ Not required

**Signature of Proprietor:** \_\_\_\_\_ **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 trader/stallholder. An Environmental Health Officer will assess your application to determine if your proposed business is suitable to be issued a trader's/stallholder's permit.

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

1. A scaled floor plan of the vehicle/unit/stall 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. A site plan (required for locations other than designated trading areas, events/markets and itinerant traders).
3. Copy of your last inspection report within the past 12 months.
4. Copy of the liquor license (if applicable).
5. Copy of registered food business certificate (if applicable).
6. Copy of public liability insurance certificate of currency.
7. Copy healthier food vendors self-assessment checklist and menu showing healthier food options (if applying to trade as a healthier food vendor).
8. Photo of the mobile food vehicle or temporary stall.
9. Photos of test tags on fire extinguisher and fire blanket (AS 1851) if attending events.
10. Photos of test tags on electrical generators, RCDs and extension cords (AS 3760) if attending events.

## Legislation:

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

- Food Act 2008 and Food Regulations 2009  
[https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrttitle\\_3595\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrttitle_3595_homepage.html)
- Food Standards Code  
<https://www.foodstandards.gov.au/code/Pages/default.aspx>
- City of Kwinana Activities on Thoroughfares and Public Places and Trading Local Law  
[https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-\(all\)/local-laws/2020/local-law-activities-on-thoroughfares-and-public-p](https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/local-laws/2020/local-law-activities-on-thoroughfares-and-public-p)
- City of Kwinana Mobile Food Vendors Trading Policy  
[https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-\(all\)/policies/2024/policy-mobile-food-vendors-trading-policy](https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/policies/2024/policy-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

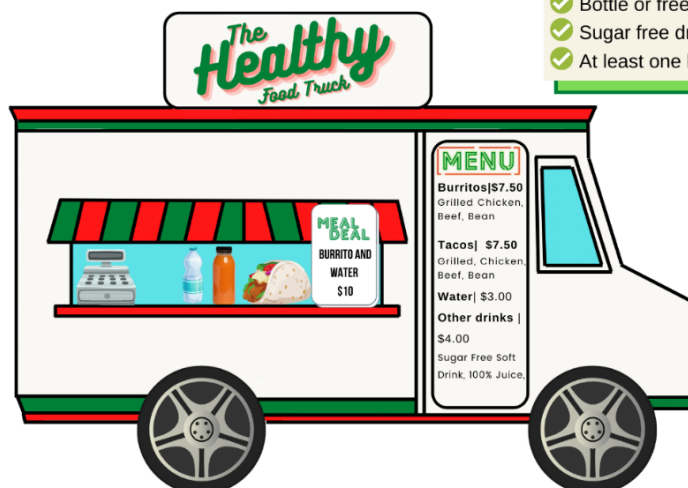
- ✓ At least one healthy option
- ✗ Unhealthy food and drink options

### 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.

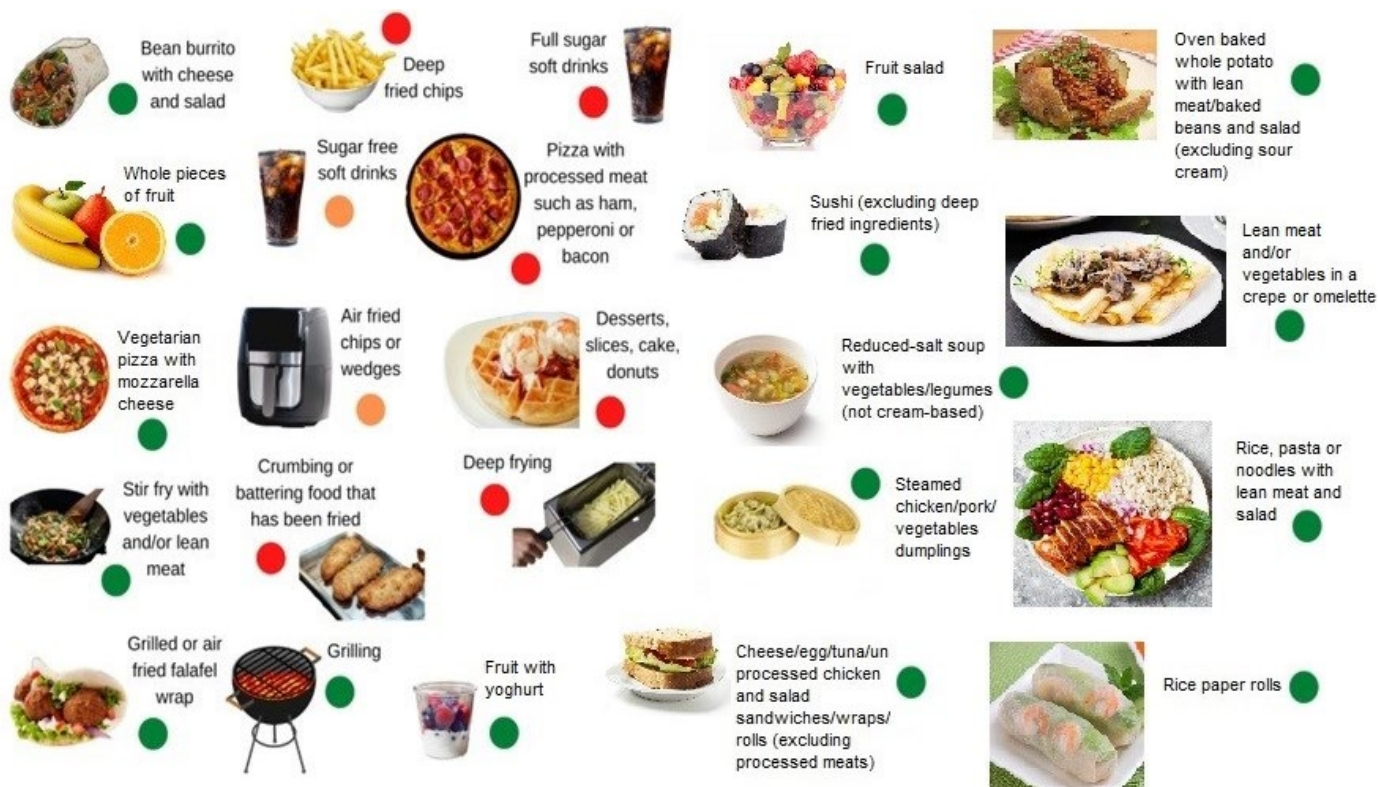
In this assessment you will be asked whether you have a green option on your menu. A menu item is considered green if it contains only green ingredients and is prepared using a Green cooking method.

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

<b>Q1</b> 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
<b>Q2</b> Is bottled water included in your menu?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q3</b> 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	
<b>Q4</b> 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	
<b>Q5</b> Do you have menu items offered with chips as a side?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
<b>Q5.1</b> 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	
<b>Q6</b> Do you sell main meals that are deep fried?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
<b>Q6.1</b> 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	
<b>Total</b>			

### 3. Placement assessment

	Yes	No	Score
<b>Q.7</b> Do you keep unhealthy (red) food items off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q.7.1</b> 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	
<b>Q8</b> Are drinks with added sugar off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q8.1</b> 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	
<b>Total</b>			

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

#### 4. Price assessment

	Yes	No	Score
<b>Q9</b> Is water your cheapest drink?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q9.1</b> 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	
<b>Q10</b> 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	
<b>Total</b>			

#### 5. Promotion assessment

	Yes	No	Score
<b>Q12</b> Do you have advertising material or signage promoting unhealthy (red) options?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
<b>Q13</b> Do you have advertising material or signage promoting healthy (green) options?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q13.1</b> 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	
<b>Q14</b> Do you promote any combo/meal deals including unhealthy (red) food or drinks?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
<b>Q14.1</b> 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	
<b>Total</b>			

<b>Final score</b>	
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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.

<b>Name:</b>	
<b>Date:</b>	
<b>Signature:</b>	

*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

<b>Q1</b> 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
<b>Q2</b> Is bottled water included in your menu?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q3</b> 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	
<b>Q4</b> 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	
<b>Q5</b> 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	
<b>Total</b>			

## 3. Placement assessment

	Yes	No	Score
<b>Q6</b> Do you keep unhealthy (red) drink items off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q6.1</b> 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	
<b>Q7</b> Are drinks with added sugar off display?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q7.1</b> 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	
<b>Total</b>			

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

### 3. Price assessment

	Yes	No	Score
<b>Q8</b> Is water your cheapest drink?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q8.1</b> 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	
<b>Q9</b> Do healthy (green) drinks cost more than unhealthy (red) drinks?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
<b>Total</b>			

### 4. Promotion assessment

	Yes	No	Score
<b>Q10</b> Do you have advertising material or signage promoting unhealthy (red) drinks?	<input type="checkbox"/> 0 pt	<input type="checkbox"/> 1 pt	
<b>Q11</b> Do you have advertising material or signage promoting healthy (green) drinks?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt	
<b>Q11.1</b> 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	
<b>Total</b>			

<b>Final score</b>	
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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.

<b>Name:</b>	
<b>Date:</b>	
<b>Signature:</b>	

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