

Authority Register No.: _____ (TIPP) _____ (FPO/FP2/FPTS)

Trader's Permit Application

For Temporary or Mobile Food Businesses with existing notification or registration

- 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 Permit for Mobile or Temporary Food Businesses.
- Only mobile food vehicles/ trailers are permitted to trade at designated trading areas. All trading shall be conducted in accordance with the Mobile Food Vendors (Food Truck) Policy. For more information: <http://www.kwinana.wa.gov.au/our-council/policies/Pages/default.aspx>
- A separate form is required for each vehicle/ unit.
- Please refer to the schedule of fees.
- Please allow a minimum **10 business days** processing time.

Section 1. Food Business Details		
Organisation Name:	ABN:	
Trading Name:		
Postal Address:		
Phone:	Fax:	Email:

Section 2. Proprietor's Details <small>(the Proprietor is the person who conducts or is in charge of the food business)</small>			
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 Details
<p>Which type of permit are you applying for (tick all that apply)?</p> <p><input type="checkbox"/> To apply for an annual permit to trade at City <u>approved</u> markets and events</p> <p><input type="checkbox"/> To trade at designated trading area - refer to Mobile Food Vendors (Food Truck) Policy Permit timeframe (please circle): 6 months or 12 months</p> <p><input type="checkbox"/> To trade at other location(s) (please submit site plan): Location(s) of Proposed Trading: _____ Proposed Hours of Operation: _____ Proposed Dates/ Period of Operation: _____ Frequency of Trading (please circle): daily/ weekly/ fortnightly/ monthly/ other _____</p> <p><input type="checkbox"/> 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 circle): Daily/ weekly/ 3 months/ 6 months or 12 months</p>

Section 4. Temporary Food Premises or Mobile Food Premises Details

Temporary Food Stall (describe stall fixtures, equipment and fittings): _____

- The stall is Covered with marquee/tent Inside a building Uncovered
 Other (please specify) _____
- If covered with marquee/tent, please indicate size of the structure _____
- Type of floor covering (if on unsealed ground) _____
- Number of Food Handlers: _____

Mobile Food Vehicle/Unit

Vehicle Make: _____ Model: _____ Registration Number: _____

Unit/Trailer: Yes Registration Number: _____

Number of Food Handlers: _____

Is the temporary food premise or mobile food vehicle/unit notified or registered with a local council? Notified Registered

- Notification/Registration Certificate Number: _____
 (Attach copy of the verification of notification/registration certificate)
- Local Council where notification/registration is held: _____

Types of food to be sold or given away:

- | | |
|--|------------------|
| <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 Premises

How will perishable food be stored on site?

- Refrigerator/freezer On ice in eskies Not applicable
 In a bain-marie prior to sale Cooked & sold with demand

Where is the food being prepared?

- On site Inside mobile food vehicle/unit In my residential kitchen*
 In an approved residential/commercial kitchen Not applicable

Please specify contact person's name: _____ and contact phone no.: _____

Residential/commercial kitchen address: _____

*Preparation in residential kitchen is only permitted for once-off charitable or community event where low risk or shelf stable food (not potentially hazardous) is prepared.

Power supply External supply Self contained generation Not required

Water supply Self contained storage Mains Other (please specify) _____ Not required

Waste water disposal Self contained storage Container for waste water
 External Disposal (please specify) _____ 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

PLEASE NOTE: The following six information items MUST be provided in writing with this application, or it will not be processed.

1. A copy of public liability insurance certificate of currency
2. A copy of notification/registration licence if notified/registered with a different Local Government
3. A copy of receipt showing payment of Food Act Registration/Surveillance fees (current financial year)
4. A copy of detailed floor plan of each vehicle/ unit
5. A copy of the site plan to show location(s) of proposed trading (for locations other than designated trading area, approved markets/ events or itinerant trading).
6. A copy of most recent inspection report issued by a Local Government (within 6 months for high/medium risk food businesses and within 12 months for low risk food businesses)

Declaration: I, _____ (name of the proprietor making this application) declare that the information contained in this application is true and correct in every particular on behalf of _____ (organisation name of food business).

Signature of proprietor: _____ **Date:** _____

Note: An expedited service fee of \$146 will be charged on applications received within 3 - 10 business days of the trading date. The City reserves the right to refuse any application received within 2 business days of the trading date. Community & Charitable Organisations are not exempt from incurring an expedited service fee.

Declaration: I, _____ (name of owner/agent of property) have granted the abovementioned applicant permission to trade on the abovementioned property. I consent to this application and I understand my legal obligations in relation to the City of Kwinana's *Activities on Thoroughfares and Public Places and Trading Local Law 2011*.

Signature of property owner/agent: _____ **Date:** _____

In the case of a company, the signing officer must state position in the company.

Position (if applicable): _____