

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

Note:

- 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. A separate form is required for each vehicle/ unit.
- 3. Fees to be paid upon application. Fee increase may apply on 1 July each financial year, refer to schedule of fees
- 4. Please allow 14 business days processing time.
- 5. Competed form to be emailed to: health@kwinana.wa.gov.au An invoice will be provided upon application. Please do not email credit card details.

Food Business Details

Organisation Name:			ABN:					
Trading Name:								
Postal Address:								
Phone:	Fax:	Fax:						
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	Unit no.	Street no.		Street name				
Address:	Suburb				Postcode			
Phone:		Mobile:	Mobile:					
Fax:		Email:	Email:					
Section 3. Trading/Stallholder Details								
Which type of permit are you applying for (tick all that apply)? Food businesses that are registered with City of Kwinana will be entitled an annual permit to trade at events and designated trading areas at no additional cost (during financial year 21/22).								
☐ To apply for an annual permit to trade or hold a stall at City <u>approved</u> markets and events								
☐ To trade at designated trading area - refer to Mobile Food Vendors (Food Truck) Policy Permit timeframe (please select):								
☐ 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 circle): daily/ weekly/ fortnightly/ monthly/ other							
☐ To trade as an itinerant vendor in residential areas (i.e. must move on within 5 minutes after serving							
customer and not to operate or	customer and not to operate on a main road, reserve, park or carpark)						
Permit timeframe (please select):							
Section 4 Townsyam, Food Dr	remines or Mobile Food Dremines Dataile						
	remises or Mobile Food Premises Details						
☐ Temporary Food Stall (describe stall fixtures, equipment and fittings):							
	rquee/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 N	lumber:						
Number of Food Handlers:							
Is the temporary food premise or council?	r mobile food vehicle/unit <u>notified</u> or <u>registered</u> with a local ☐ 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 giver							
☐ Hot cooked/reheated food	List food:						
☐ Cold prepared food	List food:						
☐ Drinks/beverages	List food:						
☐ Pre-packaged low risk foods	List food:						
☐ Other	List food:						
Section 5. Facilities Available at the Mobile/Temporary Food Premise How will perishable food be stored on site?							
•	☐ On ice in eskies ☐ Not applicable						
☐ In a bain-marie prior to sale ☐	• •						
Where is the food being prepared?							



☐ On site	☐ Inside mobile food vehicle/	unit	ential kitchen*				
☐ In an approve	ed residential/commercial kitchen 🔲 N	lot applicable					
Please specify co	Please specify contact person's name: and contact phone no.:						
Residential/comr	mercial kitchen address:						
*Preparation in res	sidential kitchen is only permitted for <u>once-off</u>	charitable or community ev	vent where low risk or				
shelf stable food (r	not potentially hazardous) is prepared.						
Power supply	☐ External supply ☐ Self contained ge	neration 🛮 Not required	d				
Water supply	Water supply ☐ Self contained storage ☐ Mains ☐ Other (please specify) ☐ Not required						
Waste water dis	sposal ☐ Self contained storage ☐	Container for waste wat	er				
	☐ External Disposal (please spec	cify)	☐ 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) \(\simeg \text{No.}	ot applicable					
Details of washi	ing facilities (tick all that apply):						
☐ Double bowl s	sink with hot and cold water supply from w	vater 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	t required				
	☐ Thermometer accurately able to measu ☐ Not required	re potentially hazardous	s food to +/-1°C				
Signature of Pro	oprietor:Da	nte:					
local small busin	nana is a Small Business Friendly Council ness. Please indicate if you would like to re res in the City of Kwinana □						



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 within the past 12 months.
- 4. Copy of registered food business certificate (if applicable).
- 5. Copy of public liability insurance certificate of currency.
- 6. Photos of test tags on fire extinguisher and fire blanket (AS 1851) if attending events.
- 7. 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_mrtitle_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/publications-and-forms/publications-and-public-p
- City of Kwinana Mobile Food Vendors (Food Trucks) Policy https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/policies/2018/policy-mobile-food-vendors-(food-trucks)