

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. 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. Completed 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:	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

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 approved 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 on a main road, reserve, park or carpark)

Permit timeframe (please select): _____

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 Premise

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

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

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. Food safety training certificate - see [FoodSafe® Program](#) - enter the City's unique discount code FSKWINA344 to receive the training.
4. Copy of previously 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-\(all\)/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 (Food Trucks) Policy
[https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-\(all\)/policies/2018/policy-mobile-food-vendors-\(food-trucks\)](https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/policies/2018/policy-mobile-food-vendors-(food-trucks))