

# 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: <u>health@kwinana.wa.gov.au</u> 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	Unit no.	Street no.	Street name	
Address:	Suburb			Postcode
Phone:		Mobile:		
Fax:		Email:		

## Section 3. Trading/Stallholder Details

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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).	
$\Box$ 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 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):			
	quee/tent □ Inside a building □ Uncovered cify)		
• If covered with marquee/tent, plea	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 Nu	umber:		
Number of Food Handlers:			
Is the temporary food premise or	mobile food vehicle/unit <u>notified</u> or <u>registered</u> with a local		
council?	□ Notified □ Registered		
	ate Number:		
<ul> <li>council?</li> <li>Notification/Registration Certification (Attach copy of the verification of not council where notification/</li> <li>Local Council where notification/</li> </ul>	□ Notified □ Registered ate Number: notification/registration certificate) /registration is held:		
<ul> <li>council?</li> <li>Notification/Registration Certification (Attach copy of the verification of the verification of the verification)</li> <li>Local Council where notification/</li> <li>Types of food to be sold or given</li> </ul>	Ate Number:		
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<ul> <li>council?</li> <li>Notification/Registration Certification (Attach copy of the verification of the</li></ul>	Invified Registered      Ate Number: notification/registration certificate) /registration is held: away: List food: 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 co	Please specify contact person's name: and contact phone no.:		
Residential/comm	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 (n	ot 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 dis	posal □ Self contained storage □ Container for waste water		
	□ External Disposal (please specify) □ Not required		
	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			
	d single use paper towels provided with dispenser installed/next to hand wash facility		
□ Other (please s	specify) 🗖 Not applicable		
Details of washi	ng facilities (tick all that apply):		
Double bowl si	nk with hot and cold water supply from water heating device (e.g. urn)		
Double bowl si	ink with hot and cold water supply connected to mains		
Double bowl si	ink with hot and cold water supply connected to self contained water tank		
□ Other (please s	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 <u>must</u> 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 <u>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</u>

• City of Kwinana Mobile Food Vendors (Food Trucks) Policy <u>https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/policies/2018/policy-mobile-food-vendors-(food-trucks)</u>