

# Checklist for Starting a Mobile Food Business

## Before you begin:

- Read the [Guide to design, construction and fit-out of a food business](#) and [Guide to the operation of a food business](#)
- Read the [Food Standards Code](#).
- Check if you require planning approval. Planning approval may be required if you plan to trade at locations on a regular basis other than approved designated trading areas, approved events or markets.

All food businesses will require **Environmental Health approval**. There are two stages for this approval:

### 1. Assessment of plans and specifications for new mobile food vehicle(s)

- Submit an [Application for Assessment of Construction and Fit-out Plans for a Food Business](#) with the following documentations to Environmental Health Services via email to [health@kwinana.wa.gov.au](mailto:health@kwinana.wa.gov.au). Pay the assessment fee.
  - A scaled floor plan 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.
  - Dimensions of food vehicle.
  - Specifications of fixtures, fittings and equipment.

Allow 14 business days for assessment. You will be advised by an Environmental Health Officer to proceed with fit-out of your premises.

### 2. Registration of the food business and permit to trade – apply to all food businesses

- Submit an [Application - Notification/registration of mobile or temporary food business and trading in public places](#) with the following documentations to Environmental Health Services via email to [health@kwinana.wa.gov.au](mailto:health@kwinana.wa.gov.au).
  - A scaled floor plan 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).
  - Dimensions of food vehicle (if not previously submitted)
  - A site plan (required for locations other than designated trading areas, events/markets and itinerant traders)
  - Specifications of fixtures, fittings and equipment (if not previously submitted).
  - Food safety training certificate - see [FoodSafe® Program](#) - enter the City's unique discount code FSKWINA344 to receive the training
  - Food recall plan (if applicable)- see [A guide to writing a food recall plan and conducting food recall](#)
  - Copy of previously registered food business certificate (if applicable)
  - Copy of public liability insurance certificate of currency

Pay the registration fee, annual surveillance fee and trader's permit fees (invoice will be provided after risk classification is completed)

Allow 14 business days for assessment.

**Just before you are ready to open your business:**

- Contact the Environmental Health Officer to arrange a pre-opening inspection, by phone on 9439 0475 or by email: [health@kwinana.wa.gov.au](mailto:health@kwinana.wa.gov.au) Allow 3 days advance notice.
- Submit your certificate of electrical and gas installation compliance certificates.
- Ensure all your RCDs and fire extinguishers are tagged and tested.
- Obtain a certificate of food business registration from Environmental Health before you operate.
- Obtain a trader's permit from Environmental Health before you operate.

Further information to help you to operate your business, please visit the City's website [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au).