

Application for Notification/Registration of Food Business and Trading/Stallholder in Public Places Permit for Mobile Food Businesses or Temporary Food Businesses

Note:

1. For new businesses, read the [Guide to design, construction and fit-out of a food business](#) and [Guide to the operation of a food business](#)
2. Complete the [Starting a Mobile Food Business Checklist](#) for more information about the process. Please refer to the **Mobile Food Vendors Trading Policy** and **Guidelines** for operational requirements and trading areas.
3. An invoice will be provided upon application. Please do not email credit card details. Fee increase may apply on 1 July each financial year, refer to schedule of fees.
4. Expedited service fee apply for applications received between 3-10 working days before the approval is required. This fee will apply to applications from community, sporting and not-for-profit groups.
5. Submitting this application does not automatically result in an approval.
6. Please allow 10 business days processing time. Completed form to be emailed to: health@kwinana.wa.gov.au

Food Business Details

Mobile Food Vehicle or Unit: <input type="checkbox"/>	Temporary Food Stall: <input type="checkbox"/>
Organisation name:	
Trading name:	
Please provide name of existing business if previously registered:	
Address:	
Postal address if different from above:	
ABN:	ACN (if applicable)
Phone:	Email:
Email for invoicing:	
Preferred method of contact:	Primary language spoken:
Number of equivalent full-time staff:	

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:	
Phone:	Mobile:
Email:	Primary language spoken:

Details of Site Manager or Person Delegated by Proprietor *(if different from proprietor)*

Full name (person's name):	
Position title:	
Phone:	Mobile:
Email:	Primary language spoken:

Dates and Hours of Operation

Date/s			
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Public Holidays	

Mobile Food Business Details

(For temporary food businesses, please skip and complete next section)

Address of premises: (please provide details of where the vehicle is garaged):
Details of mobile food vehicle: Make: _____ Model: _____ Vehicle registration number: _____

Temporary Food Business Details

Covered with marquee/tent (please indicate size of the marquee/tent) _____ <input type="checkbox"/>
Inside a building <input type="checkbox"/> Uncovered <input type="checkbox"/> Other _____ <input type="checkbox"/>
Type of floor covering (if on unsealed ground):

Trading/Stallholder Details

Which type of permit are you applying for (select all that apply)?

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 Trading Policy

Permit timeframe (please select:) [Mobile Food Businesses Only]

To trade at healthier food vendors only designated trading areas (please complete self-assessment checklist and select permit timeframe): [Mobile Food Businesses Only]

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 select): daily/ weekly/ fortnightly/ monthly/ other _____

To trade as an itinerant vendor in residential areas
 Permit timeframe (please select): [Mobile Food Businesses Only]

Description of Use of Premises

A. Type of business (Select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Temporary food stall |
| <input type="checkbox"/> Market stall | <input type="checkbox"/> Mobile food unit/cart |
| <input type="checkbox"/> Mobile food vehicle | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Home delivery | <input type="checkbox"/> Other _____ |

B. If you have indicated that your business is a charitable or community organisation in Section 6A (i), is the organisation an incorporated association under the *Associations Incorporation Act* and/or licensed under the *Charitable Collections Act*? (Note: Incorporation of an association means that it becomes a legal entity in its own right, separate from the individual members.)

- Incorporated association under *Associations Incorporation Act*
- Licensed under the *Charitable Collections Act*
- None of the above

If none of the above, please indicate the purpose of your charitable or community organisation:

C. Please provide more details about your type of business:

D. Do you provide, produce or manufacture any of the following? (Select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Prepared, ready to eat ¹ table meals | <input type="checkbox"/> Juices |
| <input type="checkbox"/> Frozen meals | <input type="checkbox"/> Confectionary |

- | | |
|--|---|
| <input type="checkbox"/> Raw meat, poultry or seafood (ie oysters) | <input type="checkbox"/> Bread, pastries or cakes |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Dairy products |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Beverage and drinks |
| <input type="checkbox"/> Sandwiches or rolls | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Raw fruit and vegetables | <input type="checkbox"/> Liquor and liquor products |
| <input type="checkbox"/> Processed ² fruit and vegetables | <input type="checkbox"/> Tobacco and tobacco products |
| <input type="checkbox"/> Infant or baby foods | <input type="checkbox"/> Other |

¹ 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold.

² 'Process' means activity conducted to prepare food for sale; including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these.

E. Nature of food business

Yes No

Are you a small business ³ ?		
Is the food that you provide, produce or manufacture ready to eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons ⁴ ?		
To be answered by manufacturing/processing businesses only:		
Do you manufacture or produce products that are not shelf stable ⁵ ?		
Do you manufacture or produce fermented meat products such as salami?		
To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):		
Do you sell ready to eat food at a different location from where it is prepared?		

³ Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector.

⁴ Is a person who is in care in a facility listed in Schedule of Standard 3.3.1 Australia New Zealand Food Standards Code or a client of a delivered meal organisation. Examples include (but are not limited to) aged care recipients, hospital patients, children in child care, respite patients, nursing home residents.

⁵ Non-perishable food with a shelf life of many months to years.

F. No. of authorised assistants present during operation: _____

Facilities on the Mobile Food Business or Regular Temporary Food Business

A. Hand washing facility (Select all that apply)

- Hand wash basin with hot and cold supply from a water heating device (e.g. urn)
- Hand wash basin with hot and cold water supply connected to a self contained water tank
- Liquid soap and single use paper towels provided with dispenser installed
- Liquid soap and single use paper towels provided next to hand washing facility
- Other (please specify _____)
- Not applicable

B. Washing facilities (Select all that apply)

- Double bowl sink with hot and cold water supply from a 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 a self contained water tank
- Other (please specify _____)
- Not applicable

C. How will perishable food be stored on site? (Select all that apply)

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

D. Where is the food being prepared? (Select all that apply)

- In my residential kitchen Inside mobile food vehicle/unit
- On site In an approved residential/commercial kitchen

For approved residential/commercial kitchen, please provide the following details:

Contact person's name: _____ Contact No.: _____

Address of residential/commercial kitchen _____

Not applicable

E. Water supply

- Scheme water Rainwater tank Bore water
- Self contained storage (e.g. scheme water in a water tank) – specify litres _____
- Not applicable

F. Power supply

- External supply Self contained generation Not required

G. Wastewater disposal

Self contained storage – (specify litres) _____

External disposal (please specify) _____ Not required

H. Fire safety (Select all that apply)

4kg Dry Chemical AB (E) fire extinguisher

Fire blanket

Not required

I. Thermometer (for measurement of potentially hazardous food)

Thermometer accurately able to measure temperature of food to +/-1°C Not required

Signature: _____ **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 and trader/stallholder. An Environmental Health Officer will assess your application to determine if your proposed premises are suitable for registration.

Your application to **must** include the following details for all the activities to be undertaken:

1. 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).
2. Dimensions of food vehicle (if not previously submitted).
3. A site plan (required for locations other than designated trading areas, events/markets and itinerant traders).
4. Specifications of fixtures, fittings and equipment (if not previously submitted).
5. Food safety training certificate - see [FoodSafe® Program](#) - enter the City's unique discount code FSKWINA344 to receive the training.
6. Food recall plan (if applicable)- see [A guide to writing a food recall plan and conducting food recall](#)
7. Copy of previously registered food business certificate (if applicable).
8. Copy of public liability insurance certificate of currency.
9. Photos of test tags on fire extinguisher and fire blanket (AS 1851).
10. Photos of test tags on electrical generators, RCDs and extension cords (AS 3760).
11. Food Safety Supervisor Course Certificate - see [details of training courses](#) and [food safety management tools](#) for further information (If applicable, this standard applies to caterers and food service and retail businesses who handle unpackaged, potentially hazardous, ready-to-eat foods and sell or serve them to the consumer.)
12. Copy of healthier mobile vendors self-assessment checklist and menu showing healthier food options (if applying to trade as a healthier food vendor). [mobile food businesses only]
13. Photo of mobile food vehicle or temporary food stall.

Legislation:

The proposed premises is required to comply with the following legislation:

- [Food Act 2008 and Food Regulations 2009](#)
- [Food Standards Code](#)
- [City of Kwinana Activities on Thoroughfares and Public Places and Trading Local Law](#)
- [City of Kwinana Mobile Food Vendors Trading Policy](#)