

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. Please refer to the **Mobile Food Vendors Trading Policy** and **Guidelines** for operational requirements and trading areas.
3. A separate form is required for each vehicle/ unit.
4. Fees to be paid upon application. Fee increase may apply on 1 July each financial year, refer to schedule of fees
5. Please allow 10 business days processing time.
6. 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

<p>Which type of permit are you applying for (tick all that apply)?</p> <p><input type="checkbox"/> To apply for an annual permit to trade or hold a stall at City <u>approved</u> markets and events</p> <p><input type="checkbox"/> To trade at designated trading locations (please select permit timeframe):</p> <p><input type="checkbox"/> To trade at healthier food vendors only designated trading areas (please complete self-assessment checklist and select permit timeframe):</p> <p><input type="checkbox"/> To trade or hold a stall at other location(s) (please submit site plan):</p> <p>Location(s) of Proposed Activity:</p>

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:

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?

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?

<input type="checkbox"/> On site	<input type="checkbox"/> Inside mobile food vehicle/unit	<input type="checkbox"/> In my residential kitchen*
<input type="checkbox"/> In an approved residential/commercial kitchen	<input type="checkbox"/> Not applicable	
Please specify contact person's name: _____ and contact phone no.: _____		
Residential/commercial kitchen address: _____		
*Preparation in residential kitchen is only permitted for <u>once-off</u> charitable or community event where low risk or shelf stable food (not potentially hazardous) is prepared.		
Power supply	<input type="checkbox"/> External supply	<input type="checkbox"/> Self contained generation <input type="checkbox"/> Not required
Water supply	<input type="checkbox"/> Self contained storage <input type="checkbox"/> Mains	<input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Not required
Waste water disposal	<input type="checkbox"/> Self contained storage	<input type="checkbox"/> Container for waste water
	<input type="checkbox"/> External Disposal (please specify) _____	<input type="checkbox"/> 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. Copy of your last inspection report within the past 12 months.
4. Copy of the liquor license (if applicable).
5. Copy of registered food business certificate (if applicable).
6. Copy of public liability insurance certificate of currency.
7. Copy healthier food vendors self-assessment checklist and menu showing healthier food options (if applying to trade as a healthier food vendor).
8. Photo of the mobile food vehicle or temporary stall.
9. Photos of test tags on fire extinguisher and fire blanket (AS 1851) if attending events.
10. 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 Trading Policy
[https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-\(all\)/policies/2024/policy-mobile-food-vendors-trading-policy](https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/policies/2024/policy-mobile-food-vendors-trading-policy)