

Authority Register No.: _____ (TIPP) _____ (FPO/FP2/FPTS)

Trader's/Stallholder's Permit Application

For Temporary or Mobile Food Businesses with existing notification or registration

- 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.
- Only mobile food vehicles/ trailers are permitted to trade at designated trading areas. All trading shall be conducted in accordance with the Mobile Food Vendors (Food Truck) Policy. For more information: <http://www.kwinana.wa.gov.au/our-council/policies/Pages/default.aspx>
- A separate form is required for each vehicle/ unit.
- Please refer to the schedule of fees.
- Please allow a minimum **10 business days** processing time.

Section 1. Food Business Details		
Organisation Name:	ABN:	
Trading Name:		
Postal Address:		
Phone:	Fax:	Email:

Section 2. Proprietor's Details <i>(the Proprietor is the person who conducts or is in charge of the food business)</i>			
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)?
<input type="checkbox"/> 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: _____
<input type="checkbox"/> 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: _____ If other, please specify: _____
<input type="checkbox"/> 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: _____ If other, please specify: _____

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

PLEASE NOTE: The following information items MUST be provided in writing with this application, or it will not be processed.

1. A copy of public liability insurance certificate of currency
2. A copy of notification/registration licence if notified/registered with a different Local Government
3. A copy of receipt showing payment of Food Act Registration/Surveillance fees (current financial year)
4. A copy of detailed floor plan of each vehicle/ unit
5. Photos of test tags on fire extinguisher and fire blanket (AS1851)
6. Photos of test tags on electrical generators, RCDs and extension cords (AS 3760)
7. A copy of the site plan to show location(s) of proposed activity (for locations other than designated trading area, approved markets/ events or itinerant trading).
8. A copy of most recent inspection report issued by a Local Government (within 6 months for high/medium risk food businesses and within 12 months for low risk food businesses)

Declaration: I, _____ (name of the proprietor making this application) declare that the information contained in this application is true and correct in every particular on behalf of _____ (organisation name of food business).

Signature of proprietor: _____ **Date:** _____

Note: An expedited service fee will be charged on applications received within 3 - 10 business days of the trading date. The City reserves the right to refuse any application received within 2 business days of the trading date. Community & Charitable Organisations are not exempt from incurring an expedited service fee.

Declaration: I, _____ (name of owner/agent of property) have granted the abovementioned applicant permission to trade on the abovementioned property. I consent to this application and I understand my legal obligations in relation to the City of Kwinana's *Activities on Thoroughfares and Public Places and Trading Local Law 2011*.

Signature of property owner/agent: _____ **Date:** _____

In the case of a company, the signing officer must state position in the company.

Position (if applicable): _____