

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

Trader'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 Permit for Mobile or Temporary Food Businesses
- Each temporary food stall or mobile food vehicle/unit will require a separate application.
- Please allow a minimum **10 business days** processing time.

TRADER'S PERMIT FEES (all fees applicable as indicated below):

Application fee \$34.50 (96)

Location inspection fee \$72 (132)

Periodic fees \$29.50 (daily fee) (134) \$115.50 (1 week) (135) \$245 (1 month) (150)

 \$365 (3 months) (365) \$486 (6 months) (136) \$930 (12 months) (137)

Expedited service fee: Applications received 9 – 4 business days prior to trading date \$144 (158)

COMMUNITY & CHARITABLE ORGANISATIONS ARE EXEMPT FROM FEES, AS ARE COMMERCIAL OPERATORS TRADING AT AN APPROVED CITY EVENT ON A ONCE OFF OCCASION.

NOTE: 6 AND 12 MONTH TRADER'S FEE ENTITLES THE HOLDER OF A TRADER'S PERMIT TO OPERATE AT DESIGNATED TRADING AREAS AT NO ADDITIONAL COST IN ACCORDANCE WITH THE MOBILE FOOD VENDORS (FOOD TRUCK) POLICY.

DESIGNATED TRADING AREAS PERMIT FEES (all fees applicable as indicated below):

Application fee \$34.50 (96)

Periodic fees \$144 (6 months) (155) \$245 (12 months) (156)

Expedited service fee: Applications received 9 – 4 business days prior to trading date \$144 (158)

*Only Department of Transport licensed vehicles/trailers shall be permitted to trade at designated trading areas. *Temporary food stalls will not be permitted.*

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>

Note: Fee increases may apply 1 July each financial year.

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	Unit no.	Street no.	Street name
Address:	Suburb		Postcode
Phone:		Mobile:	
Fax:		Email:	

Section 3. Details of Event or Location(s) of Trading
Designated Trading Areas <u>Only</u> - <input type="checkbox"/> Yes go to Section 4
Event Name (if applicable):
Location(s) of Proposed Trading (submit site plan):
Proposed Date/s of Operation:
Proposed Hours of Operation:

Section 4. Temporary Food Premises or Mobile Food Premises Details
<input type="checkbox"/> Temporary Food Stall (describe stall fixtures, equipment and fittings): _____ _____ _____ <ul style="list-style-type: none"> The stall is <input type="checkbox"/> Covered with marquee/tent <input type="checkbox"/> Inside a building <input type="checkbox"/> Uncovered <input type="checkbox"/> 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: _____
<input type="checkbox"/> Mobile Food Vehicle/Unit Vehicle Make: _____ Model: _____ Registration Number: _____ Unit/Trailer: <input type="checkbox"/> Yes Registration Number: _____ 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? <input type="checkbox"/> Notified <input type="checkbox"/> Registered <ul style="list-style-type: none"> 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: <input type="checkbox"/> Hot cooked/reheated food List food: _____ <input type="checkbox"/> Cold prepared food List food: _____ <input type="checkbox"/> Drinks/beverages List food: _____ <input type="checkbox"/> Pre-packaged low risk foods List food: _____ <input type="checkbox"/> Other List food: _____

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

1. Copy of public liability insurance certificate of currency
2. Copy of notification/registration licence if notified/registered with a different local council
3. Copy of receipt showing payment of Food Act Registration/Surveillance fees for current financial year
4. A copy of detailed floor plan and site plan

Floor plan should show:

- details of the layout of equipment, food display and tables;
- location of hand wash basins, utensil washing facility and water heating device (e.g. urn);
- storage of potentially hazardous foods (e.g. esky, bain-marie); and
- location of waste water disposal and refuse storage areas.

Site plan to show location of proposed trading (if permanently stationed)

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 of \$144 will be charged on applications received within 9 – 4 business days of the trading date. The City reserves the right to refuse any application received within 3 – 1 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): _____