

Application for Fixed Food Trading Permit

The application will be assessed in accordance with the City's Local Laws and Food Act 2008. Please allow a **minimum of 21 days** for the application to be assessed once all required paperwork has been received.

1. Applicant Details			
Applicant Name:			
Business Name:			
ABN:			
Postal Address:			
Suburb:		Post Code:	
Contact Number:			
Email:			
Public Liability Insurance – Not Less than \$10,000,000?			<input type="checkbox"/> Y <input type="checkbox"/> N
Certificate of Registration issued by the Local Government Authority.			<input type="checkbox"/> Y <input type="checkbox"/> N
Food Safety Supervisor Certificate from Registered Training Organisation			<input type="checkbox"/> Y <input type="checkbox"/> N
<i>Please attach copy of the Certificate of Currency, Certificate of Registration and Food Safety Supervisor Certificate.</i>			

2. Preferred Location of Trade	
In order of preference, list three locations from the Traders Guidelines (Food):	
Preferred Location 1:	
Preferred Location 2:	
Preferred Location 3:	

Preferred times of trade:	6:00am to 1:00pm*	OR	1:30pm to 8:00pm*
---------------------------	-------------------	-----------	-------------------

*see Page 4 for detailed trade timeframes.

3. Food Vehicle Information		
Registration Number:		
Make:	Model:	
Colour:	Year of Manufacture:	
Address where food vehicle housed		
<i>Please attach photos of food vehicle from front and side.</i>		

How will potentially hazardous and perishable foods be stored on site? Select all that apply.			
<input type="checkbox"/>	Refrigerator / Freezer	<input type="checkbox"/>	On ice in eskies
<input type="checkbox"/>	Cooked & sold immediately on demand	<input type="checkbox"/>	Bain-marie
<input type="checkbox"/>	Other, please specify:		

NOTE: Cold foods must be kept below 5°C and hot foods must be kept above 60°C at all times during transport and display / storage.

Please detail how other food will be stored on site e.g. bread, uncooked rice etc.

How will potentially hazardous and perishable foods be transported to site? Select all that apply

<input type="checkbox"/>	Refrigerated food vehicle	<input type="checkbox"/>	Mobile cool room / freezer
<input type="checkbox"/>	On ice in eskies	<input type="checkbox"/>	Heated food vehicle
<input type="checkbox"/>	Other, please specify:		

Hand Wash Facilities:

<input type="checkbox"/>	Liquid hand soap	<input type="checkbox"/>	Disposable paper towel
--------------------------	------------------	--------------------------	------------------------

Further details:

Utensil / Equipment Washing Facility Facilities:

Please provide details:

Potable (drinkable) Water Supply:

<input type="checkbox"/>	Self-contained	<input type="checkbox"/>	External Source
--------------------------	----------------	--------------------------	-----------------

If external source, please specify:

Wastewater Disposal:

<input type="checkbox"/>	Self-contained	<input type="checkbox"/>	External Source
--------------------------	----------------	--------------------------	-----------------

If external source, please specify:

Rubbish Disposal:			
<input type="checkbox"/>	Self-contained	<input type="checkbox"/>	External Source
If external source, please specify:			

Power Supply:			
<input type="checkbox"/>	Self-contained	<input type="checkbox"/>	External Source
Type e.g. LPG, Generator, Mains etc.			
NOTE: City's power <u>will not</u> be provided.			

Please Detail Equipment in Food Vehicle: e.g. Cooking Equipment

4. Details of Food and Drinks to be Sold / Provided		
What food and drinks are to be provided (please list all)	Please details the main ingredients	Where will the ingredients for each food be prepared? (butcher, bakery, home etc.)

Is any pre-packaged food to be sold?		Yes		No
--------------------------------------	--	-----	--	----

All packaged food sold in Australia must be labelled in accordance with the Australia New Zealand Food Standards Code. Food that is packaged in front of the customer at the point of sale is excluded.

PLEASE NOTE: It is an offence under the Food Act 2008 to sell food that is not prepared from an approved / registered food business. Marinating meat, cutting of vegetables, precooking curries etc. from a residential kitchen is not permitted. Offenders may be fined or prosecuted.

Only the following types of food may be prepared for sale in a **REGISTERED** residential kitchen (home occupation). Cakes (no cream), jams, biscuits, pickled onions, chocolate, muffins, chutneys, relishes and sauces that are heat treated and vinegars with a pH of less than 4.5. To become a registered residential kitchen under the Food Act 2008 please contact your Local Government Authority.

5. Food Vehicle Layout

Please draw the layout of your food vehicle. Be sure to include the location of the following (if applicable):

- | | | |
|--|---|--|
| <input type="checkbox"/> Hand washing facility | <input type="checkbox"/> Soap & paper towels | <input type="checkbox"/> Rubbish bin |
| <input type="checkbox"/> Cleaning sink | <input type="checkbox"/> Hot food storage/ display | <input type="checkbox"/> Fire extinguisher |
| <input type="checkbox"/> Preparation bench | <input type="checkbox"/> Cold food storage/ display | <input type="checkbox"/> Cooking Equipment |

Length and width of vehicle to be included in layout

6. Fees

	Application Fee	\$70.00
Operating Fees		
	Coastal – per half day	\$20.00
	Non-Coastal – per half day	\$11.50
Once approval has been granted, a permit fee will be required to be paid prior to the commencement. Fees will not be pro-rated. If the permit is revoked or cancelled by City or applicant, the fee is forfeited.		

Summer	1 st October to 30 th April	6:00am to 1:00pm	or	1:30pm to 8:00pm
Winter	1 st May to 30 th September	7:00am to 1:00pm	or	1:30pm to 7:00pm

7. Allocation of Trading Days and Locations

The City will endeavour to accommodate requested trading days/locations. Where there are multiple applications for the same trading day, applications will be considered based on the following:

- The number of trading days already allocated to the applicant;
- Whether the vehicle is housed overnight within the City of Rockingham;
- The proposed menu and compatibility with nearby businesses and key location user groups; and
- The history of compliance with the Food Act and Trading Local Laws.

Only one vehicle will be permitted to trade at each location per day. The City will endeavour to approve a variety of vehicles at each location throughout the year. The final allocation will be determined by the Manager Health and Building Services.

Please indicate the days you wish to be allocated.

November 2025						
S	M	T	W	Th	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	Th	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

☐ Public Holidays

☐ School Holidays

8. Checklist

The following information must be provided with this application, or it will not be processed.

	Sections 1 to 9 completed in full
	A detailed layout for each food vehicle
	Photographs of front and side of each food vehicle
	A copy of current Public Liability Insurance Certificate
	A copy of Food Business Registration Certificate
	A copy of Food Safety Supervisor Certificate from Registered Training Organisation (if applicable)

9. Declaration

I, _____ (name of applicant) declare that the information contained in this application is true and correct in every particular. I understand that I must comply with the requirements of the Food Act 2008, Food Regulations 2009 and Australia New Zealand Food Standards Code.

Signature of Applicant: _____ Date: _____

Do you agree to your contact details being given out to the Public?

Yes

No

This application does not grant automatic approval. A Fixed Food Vehicle Traders Permit will be issued if approved. The City of Rockingham reserves the right to revoke a Fixed Food Vehicle Traders Permit should the proprietor / operator not comply with the above requirements.

Should there be any objections to the decision or any conditions contained within the permit issued; the permit holder/applicant are able to appeal to the City in writing within 28 days of the date of the permit issued or when notification is received.

**Applications are to be received by 29 August 2025 for this year's allocation.
Applications received after this date will be determined based on the unfilled locations available.**