

These Guidelines have been developed to support the existing and future Mobile Food Van operators and traders within the community, and to provide a framework for their management.

VEHICLE CERTIFICATE OF REGISTRATION

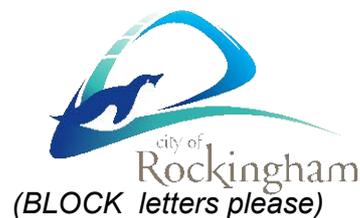
If your mobile food vehicle is housed overnight within the City of Rockingham, you must have a Certificate of Registration issued by the City's Health Services. This is to be displayed in your vehicle, and shows that the City has approved your vehicle as complying with the food legislation.

If your vehicle is housed overnight in another Local Authority, you must contact that Local Authority for your Certificate of Registration.

If you require a Certificate of Registration from the City of Rockingham, you must complete and send an Application for Registration of a food business form, together with a plan of your vehicle and the application fee of **\$230.00** to the City's Health Services. In order to get approval, your vehicle must meet the following structural requirements:

- The food preparation area must be sealed off from the driving area;
- A hand wash basin must be of adequate size, connected to a holding tank of sufficient size to contain all waste-water and have a supply of warm running water, liquid hand soap and disposable paper towels at all times;
- Utensil washing sink to be provided in addition to the hand wash basin and connected to the water holding tank;
- The vehicle must be equipped with a waste-water tank external to the vehicle, of adequate capacity to hold all waste-water, with an outlet of sufficient diameter to facilitate easy flushing and cleaning. The minimum size for the waste-water tank is fifty (50) litres;
- Disposal of all liquid wastes generated within the vehicle shall be discharged to the sewer;
- Vehicles must be designed and constructed so that they are easily cleaned;
- Vehicles must be designed and constructed so food is protected from contamination during transport;
- Food contact surfaces must be designed and constructed so that they are easily cleaned and sanitised;
- Food vehicles must be kept in a clean condition and parts must be maintained in good working order;
- Provision of adequate storage of food, whether potentially hazardous and perishable or non-potentially hazardous;
- Ensure adequate storage facilities for items such as chemicals, clothing and personal items that may contaminate food or food contact surfaces;
- No animals are permitted to enter the food vehicle at any time;
- Adequate rubbish disposal facilities must be provided and maintained in a sanitary condition.

MOBILE FOOD VAN REGISTRATION Guidelines and Application Form



Part 1 - FOOD BUSINESS OWNERSHIP DETAILS:-

All correspondence will be sent to this address:-

Proprietor Name			
Postal Address:			
• Suburb		Post Code:	
Contact Details:			
• Business Telephone			
• Mobile Phone:			
• Email:			
Primary Language spoken:			

Part 2 - BUSINESS LOCATION INFORMATION:-

ABN / Date of Birth:			
Registered Business Name:			
Trading Name of Business:			
Name of person in charge:			
Title of person in charge:			
Premises Address: (not a P.O. Box)			
Suburb		Post Code:	
Address Type: (Tick one box only)	<input type="checkbox"/>	Street address for the business premises location.	
	<input type="checkbox"/>	Where the Mobile Food Vending / Transport vehicle is normally housed.	
FOOD VEHICLE Registration No:-	(if applicable)		
Make:	Model:	Colour:	Year of Manufacture:
Number of Employees handling food:			
Please provide a short description of the business and its operation:			

1. Is this a **new** food business? Yes No

If Yes, **two copies of detailed plans** are required with this application. *

* Refer to "A Guide to the Construction of a Food Premises" Form to see if a Planning / Building application is required.

2. Is the Premises an **established** food business? Yes No

- **Previous Premises Name:** _____
- **Date of Settlement:** _____
- A Trade Waste Permit (from the Water Corporation) is required with this Application.

3. Charitable / Non-profit Organisation. (Please provide proof of status.) Yes No
i.e. *Proof of this will allow for a waiver of annual fees.*

MOBILE FOOD VAN REGISTRATION Guidelines and Application Form



Note: The food business is required to notify the City of Rockingham of any changes to the information provided below. The new information must be provided to the City before the changes occur. Any changes to the information may affect the **classification** of a food business.

Part 3 FOOD MANUFACTURING SECTOR -

My food business does **NOT** manufacture foods? **Go to Part 4.**

Please tick the types of food manufactured by your business:-

Do you produce or manufacturer any of the following foods?

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Bread, pastries or cakes | <input type="checkbox"/> | Meat pies, sausage rolls or hotdogs |
| <input type="checkbox"/> | Cereal and Flour products | <input type="checkbox"/> | Prepared salads |
| <input type="checkbox"/> | Confectionery, including chocolate products and Honey | <input type="checkbox"/> | Processed meat, poultry or seafood |
| <input type="checkbox"/> | Dairy products | <input type="checkbox"/> | Raw meat, poultry or seafood |
| <input type="checkbox"/> | Edible Oils and Oil products | <input type="checkbox"/> | Soft drinks/ juices / non-alcoholic drinks |
| <input type="checkbox"/> | Egg or egg products | <input type="checkbox"/> | Sugar products |
| <input type="checkbox"/> | Fermented meat products | <input type="checkbox"/> | Raw fruit and vegetables |
| <input type="checkbox"/> | Infant or baby foods | <input type="checkbox"/> | Processed fruit and vegetables |
| | | <input type="checkbox"/> | OTHER: |

- | | Yes | No |
|--|--------------------------|--------------------------|
| a. Does your business only manufacture Low risk foods*? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Do all foods manufactured by your business have a Pathogen Reduction Step*? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Does your business manufacture uncooked fermented comminuted meat Products? (e.g. Salami and similar uncooked meat products.) | <input type="checkbox"/> | <input type="checkbox"/> |

Part 4 What best describes your **BUSINESS TYPE**.

- | | | | |
|--------------------------|------------------------------|--------------------------|--|
| <input type="checkbox"/> | Bakery | <input type="checkbox"/> | Mobile Food Vehicle |
| <input type="checkbox"/> | Butcher | <input type="checkbox"/> | Pub / Tavern |
| <input type="checkbox"/> | Café / Deli | <input type="checkbox"/> | Restaurant |
| <input type="checkbox"/> | Canteen / Kitchen | <input type="checkbox"/> | Service Station |
| <input type="checkbox"/> | Caterer | <input type="checkbox"/> | Snack Bar / Kiosk |
| <input type="checkbox"/> | Club (including Sports Club) | <input type="checkbox"/> | Supermarket |
| <input type="checkbox"/> | Distributor / Importer | <input type="checkbox"/> | Takeaway Food Business |
| <input type="checkbox"/> | Function Centre | <input type="checkbox"/> | Temporary Food Premises |
| <input type="checkbox"/> | Green grocer / Fruiterer | | Businesses serving at-risk persons: |
| <input type="checkbox"/> | Hotel / Motel / Guesthouse | <input type="checkbox"/> | Aged Care facility (e.g. Nursing home, hostel) |
| <input type="checkbox"/> | Liquor Store | <input type="checkbox"/> | Childcare Centre |
| <input type="checkbox"/> | Manufacturer / Processor | <input type="checkbox"/> | Hospital |
| <input type="checkbox"/> | Market Stall | <input type="checkbox"/> | Meals on Wheels |
| | OTHER: | | |

- | | Yes | No |
|---|--------------------------|--------------------------|
| a. Do you sell ready-to-eat* food at a different location from where it is prepared? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does your business only sell low-risk foods* (packaged and unpackaged) or Medium Risk foods* received and sold in the manufacturer Suppliers' original sealed packaging? | <input type="checkbox"/> | <input type="checkbox"/> |



To be answered by ALL BUSINESSES:

(Please tick Yes or No to all boxes that apply)

	Yes	No
a. Are you a small business*?	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the food business utilise any staff food safety program / training? e.g. FoodSafe Program. If 'yes', please explain.	<input type="checkbox"/>	<input type="checkbox"/>

Part 5 - Refer to DEFINITIONS below -

Low risk food is a food that is unlikely to contain pathogenic (potentially harmful) micro-organisms and will not normally support their growth due to food characteristics. **Examples** are: grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol and fats and oils.

Medium risk food is a food that may contain pathogenic (potentially harmful) micro-organisms but will not normally support their growth due to food characteristics; or food that is unlikely to contain pathogenic micro-organisms due to food type or processing but may support formation of toxins or growth of pathogenic micro-organisms. **Examples** are - cut fruit and vegetables, orange juice, canned meats, pasteurised milk, dairy products, ice cream, peanut butter and milk-based confectionery.

Pathogen reduction step - is a processing step that significantly reduces the microbial population present in a food material. **Examples** are cooking, pasteurisation, canning or fermentation or any other processing step that is capable of significantly reducing the level of pathogenic organism present.

Ready to eat food means food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.

Risk Classification - Food businesses are classed into:-

- | | |
|----------------------|---|
| High Risk | e.g. Cafes, Restaurants and Food Catering businesses. |
| Medium Risk | e.g. Donut, small coffee and cake premises. |
| Low Risk | e.g. Health food and confectionery |
| Very Low Risk | e.g. Bottle shops. |

Shelf-stable means non-perishable food with a shelf life of many months to years.

Small business is a business that employs less than fifty (50) people in the 'manufacturing' sector or which employs less than ten (10) people in the food services sector.

Signature of Applicant

Dated

Part 5 - Hours of Operation:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

F E E S

Registration Certificate fee	=	\$30.00
Registration fee	=	See Registration Fees below
Payment (<i>payable to City of Rockingham</i>) - to be included with this Application		

REGISTRATION Fees:-

* High Risk Food Premises	}	\$200.00	(incl. G.S.T.)
* Medium Risk Food Premises			
* Low Risk Food Premises			
* Very Low Risk Food Premises			
* Food Vehicle		\$200.00	(incl. G.S.T.)
* Charitable / Non-profit businesses		Nil	(with proof of charitable status)

ANNUAL Food Premises Fees:-

(N.B. Annual fee **invoice** will be forwarded to you when Business is operating)

* High Risk Food Premises	\$400.00	(incl. G.S.T.)
* Medium Risk Food Premises	\$200.00	(incl. G.S.T.)
* Low Risk Food Premises	\$ 75.00	(incl. G.S.T.)
* Very Low Risk Food Premises	Nil	
* Food Vehicle	\$150.00	(incl. G.S.T.)
* Charitable / Non-profit businesses	Nil	(with proof of charitable status)
* Food Businesses / Vehicles with an approved Food Safety Program are entitled to a 20% discount on Annual fees.		

All fees should be made payable to the City of Rockingham -

Health Services
City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967

Phone: 9528 0315
Email: customer@rockingham.wa.gov.au
Webpage: www.rockingham.wa.gov.au

FAX: 9592 1705

NB Please note that payment of fees can be made via Credit Card over the phone.