

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 **\$180.00** 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.

## **TRADING PERMIT**

Each Local Authority has its own local laws outlining the requirements for trading within their jurisdiction, and you must consult each Local Authority that you wish to operate in.

- If you house your vehicle overnight in the City of Rockingham, but do not want to trade within the City of Rockingham, then you need to register the food vehicle with the City by completing an Application for Registration of a Food Business.
- If you house your vehicle overnight in the City of Rockingham, and want to trade within the City of Rockingham, then you must also make an application for a Traders Permit (see below).
- If you house your vehicle overnight in another Local Authority, but want to trade within the City of Rockingham, then you need to provide a copy of your Certificate of Registration to the City's Health Services, and make an application for a Traders Permit (see below).

Your application for a Traders Permit must include a copy of your **Public Liability Insurance** (minimum \$10,000,000 coverage).

## **APPLICATION FOR A TRADERS PERMIT**

The trading requirements depend on the types of foods that you provide.

### **ICE CREAM VANS**

Ice Cream Vans can drive along the road looking for customers, and park temporarily on the road for the duration of time taken to sell ice cream to customers. Ice Cream Vans are **not** permitted to remain stationary in one location when not selling to customers (**i.e.** cannot park in a beach car park for hours at a time).

Traders Permits must be issued for Ice Cream Vans, and can be done on a daily, weekly, monthly or annual basis. Traders Permits are issued with a number of trading conditions, which include:

- Licensee not to trade within two hundred (200) meters of any shops or other licence holders, which offer for sale the same or similar commodities.
- Licensee not to trade outside the hours of 0700 – 1900 hours.
- Licensee not to shout or cause a noise nuisance through the use of mechanical chimes or amplified music.
- Licensee not to trade on the following roads:-
  - Ennis Avenue
  - Read Street
  - Rae Road
  - Warnbro Sound Avenue
  - Port Kennedy Drive
  - Mandurah Road
  - Baldivis Road
  - Safety Bay Road
  - Patterson Road

The Application for a Traders Permit is attached.

If an operator has an annual Traders Permit for an Ice Cream Van, and wishes to attend an Event as a stallholder (stationary stall for the duration of the event), they are not charged additional application fees from the City. These fees are deemed to be included in the annual Traders Permit charge. However, the operator must still have permission from the Event Organiser to attend the event.

## MOBILE FOOD VANS (eg coffee vans, snack vans etc.)

Mobile Food Vans sell “ready to eat” food by **prior arrangement** with their customers. These vehicles are limited to trading at commercial and industrial premises and building sites. Mobile Food Vans are **not** permitted to trade from the road, and may only remain at a site for the duration of time taken to serve the customers.

Pre-packaged food must be made at an approved commercial kitchen. Details of the preparation kitchen and where / how the food will be stored will need to be provided to the City’s Health Services. A separate approval is required to prepare and / or store food within residential premises (many foods cannot be made in the residential premises for sale to the public). If you want to make food at home for sale then you will need to contact the City’s Health Services. For further information please refer to the City’s information sheet on Preparing Food for Sale in Residential Premises. **(All documents can be accessed via our Website, [www.rockingham.wa.gov.au](http://www.rockingham.wa.gov.au) )**

Traders Permits are generally not issued for Mobile Food Vehicles, however, under the City’s Local Laws operators are still required to comply with the following:

- Trading is limited to servicing building sites, commercial and industrial premises only.
- Trading is prohibited in the road reserve.
- Operator not to trade within two hundred (200) meters of any shops or other licence holders, which offer for sale the same or similar commodities.
- Operator may only remain at a property for the duration of time to sell to the customers at that site.
- Vehicle to comply with the *Food Act 2008, Food Standards Code and the Food Regulations 2009*.
- Operator not to trade outside the hours of 0700 – 1900 hours.
- Operator not to shout or cause a noise nuisance through the use of mechanical chimes or amplified music.

If an operator wishes to attend an Event as a stallholder (stationary stall for the duration of the event), they are charged additional application fees from the City. The operator must also have permission from the Event Organiser to attend the event.

## Food Labelling Requirements

The Australian and New Zealand Food Standards Code specify the labelling requirements for all food products sold. The labelling requirements can differ depending on the food, ingredients and if the product is packaged. As a minimum the label should include food name, business details, batch identification, a list of ingredients, allergen & warning information and date marking.

Further information on labelling requirements is available from the Food Standards Code Part 1.2, Labelling and other information requirements, which can be found on the following website:  
<http://www.foodstandards.gov.au/thecode/foodstandardscode/index.cfm>

## Further Information

For further information please contact - City of Rockingham  
Health Services  
Phone: 9528 0315  
Email: [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au)  
Webpage: [www.rockingham.wa.gov.au](http://www.rockingham.wa.gov.au)



**APPLICATION FOR A TRADER'S PERMIT**

**APPLICANTS DETAILS: -**

(Print in **FULL BLOCK** please)

<b>Title:</b>	_____	<b>First Name (s)</b>	_____	<b>Surname</b>	_____
<b>Residential Address:</b>	_____				
<b>Postal Address:</b>	_____				
<b>Date of Birth:</b>	_____				
<b>Phone:</b>	_____	<b>Mob:</b>	_____	<b>Fax:</b>	_____
<b>Email:</b>	_____				
<b>Trading As:</b>	_____				

I, the above applicant apply for a Trader's Permit under the City of Rockingham, Activities in Thoroughfares & Public Places Trading Local Law 2001.

**DETAILS OF PROPOSED TRADING:-**

Location of proposed site for which the permit is sought.	
_____	
Description of stall / vehicle proposed to be used.	
_____	
<b>NB:</b> Vehicle Registration No. -	_____
Kind of goods intended to be sold or hired.	
_____	
Proposed date/s <u>and</u> hours of operation:-	
Date / s:	_____
Times:	_____

**Documents required to be Attached:-**

- 1) Site Plan of Stall / Vehicle.
- 2) Public Liability Insurance in a sum not less than \$10,000,000.00
- 2 a) Insurance Certificate Expiry Date:- \_\_\_\_\_
- 3) Written confirmation from the owner/proprietor of the site/s proposed for trading, acknowledging their consent.

Enclosed is the prescribed **fee** of -

- (a) Application Fee:-           \$ 50.00
- (b) Trading Fee:- \_\_\_\_\_
- TOTAL:** \_\_\_\_\_

<b>APPLICATION FEE = \$50.00</b>	
Plus any additional Trading Fees	
\$10 per day	_____
\$50 per week	_____
\$100 per month	_____
\$1000 per annum	_____
<i>(Please tick)</i>	

City of Rockingham Registered Food Vehicle    Yes        No   

(If 'No', please attach a copy of your Certificate of Registration of a Food Business)

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**NB** The above fees are applicable to all Traders.