

Application for Food Stallholder Permit

The application will be assessed in accordance with the City's local Laws and Food Act 2008. Please allow a **minimum of 14 days** for the application to be assessed once all required paperwork has been received.

Applicant Details	
Applicant Name:	_____
Business Name:	_____
ABN:	_____
Not For Profit or Charitable Organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide copy evidence of Not for Profit status.	
Public Liability Insurance – Not Less than \$10,000,000? (required for all stalls)	<input type="checkbox"/> Yes
Certificate of Registration issued by the Local Government Authority	<input type="checkbox"/> Yes
Please attach copy of Public Liability Insurance Certificate of Currency and Certificate of Registration	
Postal Address for Application:	_____
Suburb:	Postcode:
_____	_____
Contact Number:	_____
Email Address:	_____

Application Type (please select all that apply)	
<input type="checkbox"/> Temporary Food Stall – Annual Event Permit	\$50 annually This permit will allow you to trade at any approved Outdoor Event with permission from the event organiser.
<input type="checkbox"/> Temporary Food Stall – Annual Market Permit	\$50 annually This permit will allow you to trade at any approved market with permission from the market organiser.
<input type="checkbox"/> Temporary Food Stall – One-Off Permit	\$50 application fee + trading fees per day This permit will allow you to trade at one –off locations
Name of Event:	_____
Location:	_____
Event Date/s:	_____
Operating Time: From:	Until:
_____	_____
When applying for both an Annual Event Permit and an Annual Market Permit fees will be \$100 annually. Fees are applicable to all Stallholders, except those in charitable / not for profit organisations. All fees must be paid prior to the issue of a permit.	
An additional Expedited Permit Service Fee of \$50 will apply for applications requiring approval within 5 business days.	

Structure of Food Stall/Vehicle	
<input type="checkbox"/> Temporary Food Stall <input type="checkbox"/> Three sides enclosed <input type="checkbox"/> Floor covering, please specify _____	<div style="text-align: center; font-weight: bold; font-size: 1.2em;">OR</div> <input type="checkbox"/> Food Vehicle Vehicle Registration No. _____ <input type="checkbox"/> Floor covering, please specify _____
<p>How will potentially hazardous and perishable foods be stored on site? Select all that apply.</p> <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: _____	
<p>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.</p> <p>Please detail how other food will be stored on site e.g. bread, uncooked rice etc.</p> 	
<p>How will potentially hazardous and perishable foods be transported to site? Select all that apply</p> <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: _____	
<p>Hand Wash Facilities: <input type="checkbox"/> Liquid hand soap <input type="checkbox"/> Disposable paper towel</p> <p>Further details:</p> 	
<p><input type="checkbox"/> Utensil / Equipment Washing Facility Facilities:</p> <p>Please provide details:</p> 	
<p>Potable (drinkable) Water Supply: <input type="checkbox"/> Self-contained <input type="checkbox"/> External Source</p> <p>If external source, please specify:</p> 	

Structure of Food Stall (cont.)

Wastewater Disposal: Self-contained External Source

If external source, please specify:

Rubbish Disposal: Self-contained External Source

If external source, please specify:

Power Supply: Self-contained External Source

Type e.g. LPG, Generator, Mains etc.

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

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.

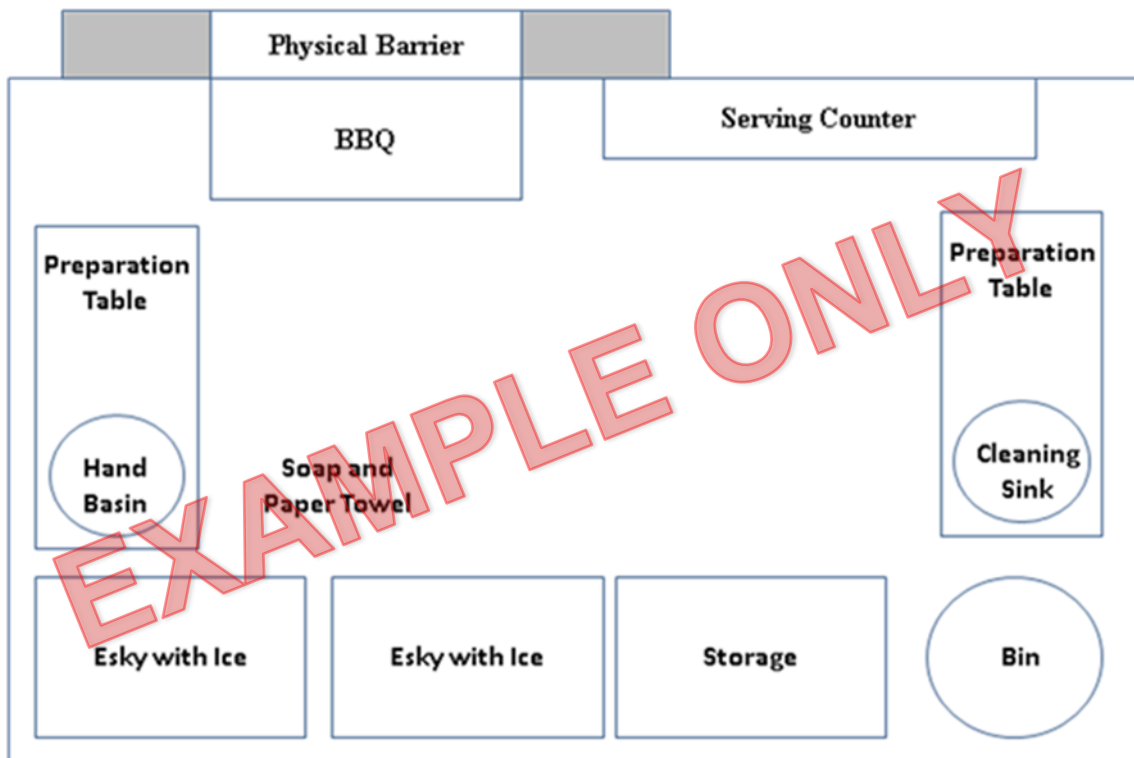
Only the following types of food may be prepared for sale in a **REGISTERED** residential kitchen (home occupation). Cakes (no cream), jams, biscuits, pickled onions, chocolate, muffins, chutneys, relishes and sauces that are heat treated and vinegars with a pH of less than 4.5. To become a registered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

Food Storage & Structure of Temporary Food Stall

Please sketch, draw or attach photos of the layout of your food stall or 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 |

EXAMPLE LAYOUT OF A TEMPORARY FOOD STALL:



Declaration

Do you agree to your contact details being given out to the Public? Yes No

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 _____

Date _____

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