

## Guidelines for Itinerant Food Traders

### Ice Cream Vehicles

Ice cream vehicles are granted a specialised permit (Traders Permit – Itinerant Food Traders) which allows them to trade on roads, for as long as it reasonably takes to serve the customers.

Ice cream vehicle traders need to ensure:

- They do not trade within 300m of an established food business or Fixed Food Trader Permit Holder that sells a similar product;
- They only operate between 7am and 7pm each day;
- The music is maintained at a level that does not create a nuisance; and
- They do not park the vehicle longer than the time needed to serve their customers.
- Do 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

Ice cream vehicles must sell ice cream, and are permitted to also sell snow cones, slushies and confectionary.

If an operator has an annual Traders Permit for an Ice Cream vehicle, 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.

### Food Vehicles Servicing Construction Sites/Commercial Sites

Food vehicles such as coffee trucks, sandwich trucks etc. are permitted to attend construction sites and commercial sites to serve staff on-site without a Traders Permit from the City, as it is trading on private land.

Even though a Traders Permit is not required, food vehicles servicing these sites are to ensure:

- They do not attend sites within 300m of an established food business or Fixed Food Trader Permit Holder that sells a similar product;
- Trading is limited to servicing building sites, commercial and industrial premises only.
- Trading is prohibited in the road reserve.
- They only attend sites by prior arrangement with the consent of the site supervisor/manager;
- They only sell pre-packaged food, however, coffee and other drinks can be prepared to order; Food preparation and cooking cannot be undertaken on-site;
- They do not park the vehicle longer than the time needed to serve their customers
- They have a Certificate of Registration displayed from the local government where the vehicle is housed overnight.

Trading on private land outside of these requirements needs to be discussed further with both the City's Planning Services and Health Services. Applicants wishing to undertake extended trading on private land should arrange for a joint meeting with the City's Planning and Health teams to discuss their proposal at their earliest convenience and prior to making a vehicle purchase.

## APPLICATION CONSIDERATIONS

### Fees

#### Traders Permit – Itinerant Food Traders

Application Fee .....	\$70.00
Daily Fee .....	\$11.50
Monthly Fee .....	\$115.00
Annual Fee .....	\$1150.00

### Food Act Registration

All food premises where food is prepared for sale, stored or sold require a Certificate of Registration under the *Food Act 2008*. This also extends to food vehicles and food stalls, as well as any other location that food is prepared or stored for sale (such as a home business).

The Certificate of Registration is issued by the local government where the food vehicle/food stall is housed overnight. In considering an application for a Certificate of Registration, the local government Environmental Health Officer will assess the suitability of the location for the food preparation being undertaken.

Please note that high risk food preparation cannot be approved at home. Please also note that if food is being prepared within a commercial kitchen then approval needs to be sought from that local government to then sell off-site.

The Certificate of Registration must be included in the Permit application. Only approved foods can be sold. Any additional products not already approved will need approval from the local government that issued the Certificate of Registration before a Permit application is made.

The City's Permits Officer checks with the local government that issued the Certificate of Registration to confirm validity and the approved foods, prior to approving a traders permit.

### Food Act Compliance

The City's Environmental Health Officers undertake unscheduled inspections of food premises, food vehicles and food stalls. It is important to inspect food retailers to ensure food is being prepared safely and in accordance with the food legislation.

Food retailers, their staff and volunteers must be familiar with the requirements under the *Food Act 2008* and the subsidiary legislation to ensure they are complying at all times. Particular attention should be paid to ensure food is maintained at the correct temperature at all times, that the food vehicle/food stall is clean and protected from dust, dirt, pests and accumulations of grease and grime, and that food handlers are washing their hands before handling food and after handling money.

The City has free online food handler training available on the City's website at [Food businesses - City of Rockingham](#). The free food handler training is detailed under 'I'm Alert Food Safety'. All food handlers are highly encouraged to undertake this quick training course to ensure they have a basic understanding of food safety.

Breaches of the *Food Act 2008* can result in an infringement being issued, a direction being issued to dispose of dangerous food or to cease trading, or future applications to trade within the City of Rockingham being denied. If a non-compliant food vehicle/food stall is registered outside of the City of Rockingham, the City's Environmental Health Officers will contact that local government for further follow up.

The City's Environmental Health Officers want to see successful and safe food retailers operating within the City, and are happy to be contacted for advice or any food safety questions on 9528 0315.

## Insurance

Public Liability Insurance provides the Permit Holder with insurance cover for their legal liability to third parties for injury and/or property damage arising from conducting their permitted activity. Permit Holders must hold a current public liability policy with an APRA (Australian Prudential Regulation Authority) approved insurer.

A copy of the applicant's Public Liability Insurance (Certificate of Currency) with a cover of not less than \$10,000,000 (ten million dollars) must be provided upon application. The insurance must be maintained for the duration of the Permit.

## Water and Waste Water

All food vehicles are required to be self-contained, with an adequate supply of potable water for the duration of trade. Waste water is to be self-contained and disposed of at an approved location, to the satisfaction of the Manager Health and Building Services.

Food stalls also require hand washing facilities, and washing up facilities if there is food preparation or cooking occurring within the stall. An adequate supply of water is required for the duration of trade. Waste water is to be disposed of at an approved location, to the satisfaction of the Manager Health and Building Services.

## Noise

Noise, including generators, must be kept to a reasonable level to not cause a noise nuisance to surrounding residents or businesses during the permitted activity.

## Further Information

The City is committed to assisting applicants successfully gain their approvals. The City's Permits Officer is your contact for the City, and will liaise with any other departments within the City to assist you in successfully obtaining your permit. The Permits Officer can be contacted directly on 08 9527 0730.

## Application for Permit – Itinerant Food Traders

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:			

The City of Rockingham is collecting your personal information to process an application for an Itinerant Food Trader Permit under the City of Rockingham Public Places and Local Government Property Local Law 2018. It may also be used for secondary purposes which would be reasonably expected.

We may share this information with other government agencies in order to assess the application. If you choose to not provide your personal information, we may not be able to process the application.

To access, correct or learn more about how we handle personal information please contact [privacy@rockingham.wa.gov.au](mailto:privacy@rockingham.wa.gov.au) or visit [rockingham.wa.gov.au/privacy](http://rockingham.wa.gov.au/privacy).

2. 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>			

3. 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?

<b>Is any pre-packaged food to be sold?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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*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.*

#### 4. Food Vehicle Layout

**Please attach a drawn of 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**

#### 5. Fees

*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.*

Application Fee	\$70.00
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#### Operating Fees

Per Day	\$11.50	Per Month	\$115.00	Per Year	\$1150.00
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<b>Start Date</b>		<b>Finish Date</b>	
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#### 6. Checklist

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

Sections 1 to 7 completed in full
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A detailed layout for each food vehicle, including photographs of front and side of each food vehicle
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A copy of current Public Liability Insurance Certificate - <b>Not Less than \$10,000,000</b>
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A copy of Food Business Registration Certificate - issued by the Local Government Authority
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#### 7. 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: \_\_\_\_\_

<b>Do you agree to your contact details being given out to the Public?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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*This application does not grant automatic approval. A Traders Permit will be issued if approved. 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.*