



## 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:			
<b>Public Liability Insurance – Not Less than \$10,000,000?</b>		Y	N
<b>Certificate of Registration</b> issued by the Local Government Authority.		Y	N
<b>Food Safety Supervisor Certificate</b> from Registered Training Organisation		Y	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	<b>OR</b>	1:30pm to 8:00pm
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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
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Further details:

**Utensil / Equipment Washing Facility Facilities:**

Please provide details:

**Potable (drinkable) Water Supply:**

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

**Wastewater Disposal:**

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





<b>Is any pre-packaged food to be sold?</b>	Yes	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.

**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):**

- |                         |                              |                     |
|-------------------------|------------------------------|---------------------|
| £ Hand washing facility | £ Soap & paper towels        | £ Rubbish bin       |
| £ Cleaning sink         | £ Hot food storage/ display  | £ Fire extinguisher |
| £ Preparation bench     | £ Cold food storage/ display | £ Cooking Equipment |

**Length and width of vehicle to be included in layout**

## 6. Fees

	Application Fee	\$70.00
<b>Operating Fees</b>		
	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.



## 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 apart from Singleton Foreshore. 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.**

July 2026						
M	T	W	Th	F	S	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		

August 2026						
M	T	W	Th	F	S	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

September 2026						
M	T	W	Th	F	S	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				

October 2026						
M	T	W	Th	F	S	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	

November 2026						
M	T	W	Th	F	S	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 2026						
M	T	W	Th	F	S	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 2027						
M	T	W	Th	F	S	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 2027						
M	T	W	Th	F	S	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

March 2027						
M	T	W	Th	F	S	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 2027						
M	T	W	Th	F	S	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 2027						
M	T	W	Th	F	S	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 2027						
M	T	W	Th	F	S	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

<b>The following information must be provided with this application, or it will not be processed.</b>	
	Sections 1 to 8 completed in full
	Section 9 signed and dated
	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: \_\_\_\_\_

<i>Do you agree to your contact details being given out to the public?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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*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 18 May 2026 for the 2026/2027 allocation.  
Applications received after this date will be determined based on the unfilled locations available.**

The City of Rockingham is collecting your personal information to process an application for a Fixed Food Traders 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).