

FOOD STALLHOLDER/VAN APPLICATION FORM

Trading in Public Places Local Law 2008



CITY OF VINCENT

1. PROPRIETOR/BUSINESS DETAILS

Trading name	
Proprietor name (legal entity)	
Postal address	
Mobile number	
Email address	
Name of person in charge <i>(if different to proprietor)</i>	
Mobile number of person in charge <i>(if different to proprietor)</i>	
How many full-time equivalent employees do you intend to employ? <i>(please tick the box that applies to your food business)</i>	<input type="checkbox"/> None (sole trader) <input type="checkbox"/> 20-199 (medium business) <input type="checkbox"/> 1-19 (small business) <input type="checkbox"/> 200+ (large business)

2. TYPE OF APPLICATION

<input type="checkbox"/>	One-off Food Stallholder/Van Permit <i>Complete all sections</i>
<input type="checkbox"/>	Annual Food Stallholder/Van Permit (i.e. more than one trading event) <i>Complete all sections except section 4. 'Event Details'</i>
Annual Food Stallholder/Van Permit only - consent to be added to public 'approved vendor' list	
If you are approved, would you like us to share your trading name, email address and phone number with event organisers?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. VEHICLE / TRAILER / STALL AND TRADING DETAILS

Business registration details <i>(please select one)</i>	
<input type="checkbox"/> Not-for-profit / charitable organisation <i>(you will need to provide evidence of your not-for-profit or charitable organisation status)</i>	
<input type="checkbox"/> Registered food business with a Food Act Certificate of Registration issued by the City of Vincent (hire kitchens excluded)	
<input type="checkbox"/> Registered food business with a Food Act Certificate of Registration issued by another Local Government or any kitchen hire premises	
Type of business (please select one)	
<input type="checkbox"/> Food truck / enclosed trailer	<input type="checkbox"/> Food stall marquee
Food truck/trailer only: Department of Transport registration number	
If you have traded previously, where were the last two events you traded at? Please include event names, venue names/addresses and dates	
1.	2.
<input type="checkbox"/> N/A – New business/not previously traded at an event	
Total number of staff working at event	

4. EVENT DETAILS (for 'one-off' permit applications only)

Event name				
Date/s of event				
Location				
Operating hours (from time of arrival to time of departure)	Start:		Finish:	

5. DETAILS OF OPERATION (for all permit applications)

Food/drinks to be sold

Please list all food and drinks, or attach a menu when you submit your application

Equipment & set-up

Please list all cooking, preparation and food storage equipment that you will use at an event

Hand washing facility

- Food vehicle/trailer:
Hand wash basin with warm running water, liquid hand soap, paper towels and waste paper bin
- Food stall/cart:
Hand wash basin with warm running water, liquid hand soap, paper towels and waste paper bin
- Food stall/carts (fund-raising only):
Water container with waste water bucket, liquid hand soap, paper towels and waste paper bin
- Other – Please describe:

If you have any hot equipment that may pose a hazard to customers (e.g. burns) do you have a safety barrier?

- Yes N/A

Where is food stored or prepared before the event

- Fresh food is purchased on the day of the event and all food preparation is done onsite at the event – I can supply receipts on the day as proof of purchase.
- Food is stored or pre-prepared at a food premises registered to my business or organisation (please describe below):

How will potentially hazardous food be transported to the event and stored on-site? (tick all applicable)

- Powered fridge/freezer
- Mobile cool room/freezer
- Cooked on demand and sold immediately
- Other - Please describe:
- Hot box/esky with adequate hot packs/ice or ice bricks
- Refrigerated food vehicle
- Display fridge/bain-marie

Do you have a probe thermometer accurate to +/- 1°C

- Yes N/A (only applicable if no potentially hazardous food is sold)

How do you intend to protect food on display from contamination?	
<input type="checkbox"/> Sneeze guard	<input type="checkbox"/> Enclosed display fridge
<input type="checkbox"/> Enclosed display warmer	<input type="checkbox"/> N/A no food is within customer reach
<input type="checkbox"/> N/A (all food on display is wrapped/packaged)	
<input type="checkbox"/> Other - Please describe:	
Power supply (ensure you check with the event organiser that your power requirements can be arranged)	
<input type="checkbox"/> Mains power	<input type="checkbox"/> Own generator
<input type="checkbox"/> Gas	<input type="checkbox"/> Wood fire / charcoal
<input type="checkbox"/> No power is required	
Have you got a fire extinguisher that has been serviced within the past 6 months? <i>(Note, this is required for all permit holders that work with open/naked flames)</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A (no cooking equipment that uses flames)	
Have all electrical appliances been tested and tagged within the past 6 months? <i>(Note, this is required of all permit holders)</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A (no electrical equipment)	
Have any imported gas appliances been certified by Energy Safety?	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A (no imported gas appliances)	
Are your gas bottles less than 10 years old and in good condition?	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A (no gas bottles)	
Will gas bottles be located in a ventilated area, or outside the structure?	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A (no gas bottles)	
Will gas bottles be secured in an upright position?	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A (no gas bottles)	

6. DOCUMENTS – PLEASE ATTACH THE FOLLOWING

The following documents must be attached. Incomplete applications will not accepted.

Evidence of your not-for-profit or charitable organisation status (if applicable)	<input type="checkbox"/>
<i>Food Act 2008 Certificate of Registration (must specify trade from temporary locations is permitted) Unless exempt by Part 3 of the Food Regulations 2009 – charity or community fundraising where there is no potentially hazardous food or all potentially hazardous food is cooked immediately prior to consumption; or sale of packaged shelf-stable products only</i>	<input type="checkbox"/>
Commercial kitchen booking (if required as part of your Food Act registration)	<input type="checkbox"/>
Certificate of public liability insurance with cover of not less than \$10,000,000	<input type="checkbox"/>
FoodSafe Online certificate of completion (please contact City of Vincent for free access code) or other food safety training certificate (e.g. I'm Alert)	<input type="checkbox"/>
Photographs of the layout of the vehicle/trailer/stall	<input type="checkbox"/>
Diagrammatic layout of food vehicle/trailer/stall	<input type="checkbox"/>
Menu	<input type="checkbox"/>

7. DECLARATION

I/We the applicant(s) understand and agree to:

For annual Food Stallholder / Van Permit holders

- only trade at events within the City of Vincent that have the City's approval AND where I have been invited by the event organiser
- understand I am not able to trade outside the conditions, locations and times of an approved event.

For all Food Stallholder / Van Permit holders

- abide by all conditions and timeframes detailed in the [City of Vincent Temporary Food Premises Guidelines](#);
- where applicable, sell food that is appropriately labelled (i.e. ingredients and use-by date marked),
- ensure that the food premises is set up and operated in accordance with the requirements of relevant food legislation for both the structure and food safety practices of the stall/van;
- not commence trading until receiving a Food Stallholders/Van Permit from the City of Vincent;
- immediately abide by the direction of a City of Vincent employee or Event Organiser advising me to cease trading;
- check that the proposed location of the food stall/van is appropriate so as not to adversely affect the food safety and quality;
- comply with the requirements of the [City of Vincent Trading in Public Places Local Law 2008](#)
- acknowledge that any non-compliance identified may result in a permit to trade being refused or withdrawn, or further action taken in accordance with the [Food Act 2008](#).

Name of applicant(s)	
Signature of applicant(s)	
Date	

FEE SCHEDULE

You will be sent an invoice based on the information provided in your application form and this fee schedule. Fees applicable for 2024/2025 financial year. The invoice must be paid before a permit can be issued.

One-off Permit or Annual Permit: Charity or not-for-profit organisation that has provided evidence of not-for-profit or charitable organisation status	FREE
One-off Permit or Annual Permit: Business that holds a <i>Food Act</i> Certificate of Registration issued by the City of Vincent (applies to non-hire kitchen registrations only)	FREE
One-off permit: Business that holds a <i>Food Act</i> Certificate of Registration <u>not</u> issued by the City of Vincent or a business registered to any hire kitchen	\$80.00
Annual permit (more than one trading event): Business that holds a <i>Food Act</i> Certificate of Registration <u>not</u> issued by the City of Vincent or a business registered to any hire kitchen	\$150.00
Additional vehicle or stall (each additional vehicle or stall, beyond the first one)	\$25.00
Fast-track fee (48 hours or less, prior to the event)	\$40.00

APPLICATION SUBMISSION

- All applications are to be emailed to mail@vincent.wa.gov.au with all supporting documentation included.
- If the application is to trade at event, please copy the event organiser into the email with your application.
- An invoice will be issued after the application is lodged.
- Payment for the invoice must be received before a Permit can be issued.