

FOOD STALLHOLDER/VAN APPLICATION FORM



CITY OF VINCENT

Trading in Public Places Local Law 2008

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>	

2. TYPE OF BUSINESS

<input type="checkbox"/> Food truck / enclosed trailer	Vehicle Registration Number: _____
<input type="checkbox"/> Food stall marquee	

3. DOCUMENTS – ATTACH THE FOLLOWING

Below documents must be attached. Incomplete applications will not be 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 confirmation/receipt (if required as part of your Food Act registration)	<input type="checkbox"/>
Certificate of public liability insurance with cover of not less than \$20,000,000	<input type="checkbox"/>
Food Safety Supervisor 3.2.2A certificate (current within 5 years) and/or relevant staff food safety qualifications (e.g. FoodSafe Online, I'm Alert)	<input type="checkbox"/>
Photographs or diagrammatic layout of the vehicle/trailer/stall <u>showing all equipment</u>	<input type="checkbox"/>
Menu	<input type="checkbox"/>

4. DETAILS OF OPERATION

Confirm the following hand washing facility provided

<input type="checkbox"/> Food vehicle/trailer/stall/cart: <i>Hand wash basin with warm running water, liquid hand soap, paper towels and waste paper bin</i>
<input type="checkbox"/> Food stall/carts (fund-raising only): <i>Hand wash basin with warm running water, liquid hand soap, paper towels and waste paper bin</i>

5. 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 2026/2027 financial year. The invoice must be paid before a permit can be issued.

Annual Permit: Charity or not-for-profit organisation that has provided evidence of not-for-profit or charitable organisation status	FREE
Annual Permit: Business that holds a <i>Food Act</i> Certificate of Registration issued by the City of Vincent (<i>does not apply to kitchen hire businesses</i>)	FREE
Annual 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	\$150.00
Additional vehicle or stall (each additional vehicle or stall, beyond the first one)	\$27.00
Fast-track fee (48 hours or less, prior to the event)	\$41.00

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.