

# 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<br><i>(if different to proprietor)</i>   |  |
| Mobile number of person in charge<br><i>(if different to proprietor)</i>  |  |
| How many full-time equivalent employees do you intend to employ?<br><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)<br><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<br><i>Complete all sections</i>  |
| <input type="checkbox"/>   | Annual Food Stallholder/Van Permit (i.e. more than one trading event)<br><i>Complete all sections <b>except</b> 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<br><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<br><i>Please list all food and drinks, or attach a menu when you submit your application</i>   |
| Equipment & set-up<br><i>Please list all cooking, preparation and food storage equipment that you will use at an event</i>  |
| Hand washing facility<br><input type="checkbox"/> Food vehicle/trailer:<br><i>Hand wash basin with warm running water, liquid hand soap, paper towels and waste paper bin</i><br><input type="checkbox"/> Food stall/cart:<br><i>Hand wash basin with warm running water, liquid hand soap, paper towels and waste paper bin</i><br><input type="checkbox"/> Food stall/carts (fund-raising only):<br><i>Water container with waste water bucket, liquid hand soap, paper towels and waste paper bin</i><br><input type="checkbox"/> 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?<br><input type="checkbox"/> Yes <input type="checkbox"/> N/A   |
| Where is food stored or prepared before the event<br><input type="checkbox"/> 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.<br><input type="checkbox"/> 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)<br><input type="checkbox"/> Powered fridge/freezer <input type="checkbox"/> Hot box/esky with adequate hot packs/ice or ice bricks<br><input type="checkbox"/> Mobile cool room/freezer <input type="checkbox"/> Refrigerated food vehicle<br><input type="checkbox"/> Cooked on demand and sold immediately <input type="checkbox"/> Display fridge/bain-marie<br><input type="checkbox"/> Other - Please describe:                                |
| Do you have a probe thermometer accurate to +/- 1°C<br><input type="checkbox"/> Yes <input type="checkbox"/> 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?<br><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?<br><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</i> Certificate of Registration (must specify trade from temporary locations is permitted)<br><i>Unless exempt by Part 3 of the <a href="#">Food Regulations 2009</a> – 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 2023/2024 financial year. The invoice must be paid before a permit can be issued.

|   |                 |
|---|-----------------|
| <b>One-off Permit</b> or <b>Annual Permit</b> : Charity or not-for-profit organisation that has provided evidence of not-for-profit or charitable organisation status                                       | <b>FREE</b>     |
| <b>One-off Permit</b> or <b>Annual Permit</b> : Business that holds a <i>Food Act</i> Certificate of Registration issued by the City of Vincent (applies to non-hire kitchen registrations only)            | <b>FREE</b>     |
| <b>One-off permit</b> : 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                             | <b>\$80.00</b>  |
| <b>Annual permit</b> (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 | <b>\$150.00</b> |

## APPLICATION SUBMISSION

- All applications are to be emailed to [mail@vincent.wa.gov.au](mailto: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.