

Authority Register No.: \_\_\_\_\_ (FP2/ FPTS) \_\_\_\_\_ (TIPP)

## Application for Notification/Registration of Food Business and Trading/Stallholder in Public Places Permit

### For Mobile Food Businesses or Temporary Food Businesses

\* Please allow 10 business days processing time

**Is this application for a mobile or temporary food business?**

Mobile Food Vehicle or Unit

Temporary Food Stall

Section 1. Food Business Details	
Organisation name:	ABN/ACN:
Trading name:	
If food business was previously registered, please provide name of existing business:	
Postal address:	
Phone:	Fax:
Email:	Number of equivalent full time staff:

Section 2. Proprietor's Details <small>(the Proprietor is the person who conducts or is in charge of the food business)</small>			
Proprietor's full name (person's name):			
Proprietor's residential address:	Unit no.	Street no.	Street name
	Suburb	Post code	
Phone:	Mobile:		
Fax:	Email:		
Primary language spoken:			

Section 3. Details of Site Manager or Person Delegated by Proprietor <small>(if different from proprietor)</small>	
Full name (person's name):	
Position title:	
Phone:	Mobile:
Fax:	Email:
Primary language spoken:	

### Section 4. Dates and Hours of Operation

**A. Proposed dates of operation:**

\_\_\_\_\_

**B. Hours of operation:**

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Public Holidays	

**Section 5 A. Mobile Food Business Details**

**(For temporary food businesses, please skip and complete Section 5B)**

Address of premises: (please provide details of where the vehicle is garaged) \_\_\_\_\_

Details of mobile food vehicle:  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Vehicle registration number: \_\_\_\_\_

**Section 5 B. Temporary Food Business Details**

Covered with marquee/tent (please indicate size of the marquee/tent) \_\_\_\_\_   
Inside a building  Uncovered  Other \_\_\_\_\_

Type of floor covering (if on unsealed ground): \_\_\_\_\_

**Section 6. Trading/Stallholder Details**

Which type of permit are you applying for (tick all that apply)?

To apply for an annual permit to trade or hold a stall at City approved markets and events  
To trade at designated trading area - refer to Mobile Food Vendors (Food Truck) Policy  
Permit timeframe: \_\_\_\_\_ [Mobile Food Businesses Only]

To trade or hold a stall at other location(s) (please submit site plan): \_\_\_\_\_

Location(s) of Proposed Activity: \_\_\_\_\_  
Proposed Hours of Operation: \_\_\_\_\_  
Proposed Dates/ Period of Operation: \_\_\_\_\_  
Frequency of Activity: \_\_\_\_\_ If other, please specify: \_\_\_\_\_

To trade as an itinerant vendor in residential areas (i.e. must move on within 5 minutes after serving customer and not to operate on a main road, reserve, park or carpark) [Mobile Food Businesses Only]  
Permit timeframe : \_\_\_\_\_

**Section 7. Description of Use of Premises**

**A. Type of business** (Tick all that apply)

- Caterer
- Market stall
- Mobile food vehicle
- Home delivery
- Temporary food stall
- Mobile food unit/cart
- Charitable or community organisation
- Other \_\_\_\_\_

**B. If you have indicated that your business is a charitable or community organisation in Section 6A (i), is the organisation an incorporated association under the *Associations Incorporation Act* and/or licensed under the *Charitable Collections Act*?(Note: Incorporation of an association means that it becomes a legal entity in its own right, separate from the individual members.)**

Incorporated association under *Associations Incorporation Act*   
Licensed under the *Charitable Collections Act*   
None of the above

If none of the above, please indicate the purpose of your charitable or community organisation:  
\_\_\_\_\_

**C. Please provide more details about your type of business:**

**D. Do you provide, produce or manufacture any of the following foods/goods?** (Tick all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Prepared, ready to eat <sup>1</sup> table meals | <input type="checkbox"/> Juices                       |
| <input type="checkbox"/> Frozen meals                                    | <input type="checkbox"/> Confectionary                |
| <input type="checkbox"/> Raw meat, poultry or seafood (ie oysters)       | <input type="checkbox"/> Bread, pastries or cakes     |
| <input type="checkbox"/> Processed meat, poultry or seafood              | <input type="checkbox"/> Egg or egg products          |
| <input type="checkbox"/> Fermented meat products                         | <input type="checkbox"/> Dairy products               |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs            | <input type="checkbox"/> Beverage and drinks          |
| <input type="checkbox"/> Sandwiches or rolls                             | <input type="checkbox"/> Prepared salads              |
| <input type="checkbox"/> Raw fruit and vegetables                        | <input type="checkbox"/> Liquor and liquor products   |
| <input type="checkbox"/> Processed <sup>2</sup> fruit and vegetables     | <input type="checkbox"/> Tobacco and tobacco products |
| <input type="checkbox"/> Infant or baby foods                            | <input type="checkbox"/> Other _____                  |

<sup>1</sup> 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold.

<sup>2</sup> 'Process' means activity conducted to prepare food for sale; including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these.

**E. Nature of food business**

	Yes	No
Are you a small business <sup>3</sup> ?		
Is the food that you provide, produce or manufacture ready to eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons <sup>4</sup> ?		

**To be answered by manufacturing/processing businesses only:**

Do you manufacture or produce products that are not shelf stable <sup>5</sup> ?		
Do you manufacture or produce fermented meat products such as salami?		

**To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):**

Do you sell ready to eat food at a different location from where it is prepared?		
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<sup>3</sup> Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector.

<sup>4</sup> Is a person who is in care in a facility listed in Schedule of Standard 3.3.1 Australia New Zealand Food Standards Code or a client of a delivered meal organisation. Examples include (but are not limited to) aged care recipients, hospital patients, children in child care, respite patients, nursing home residents.

<sup>5</sup> Non-perishable food with a shelf life of many months to years.

**F. No. of authorised assistants present during operation: \_\_\_\_\_**

**Section 8. Facilities on the Mobile Food Business or Regular Temporary Food Business**

**A. Hand washing facility** (Hold down Ctrl and Select for multiple selection)

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**B. Washing facilities** (Hold down Ctrl and Select for multiple selection)

If other, please specify:

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**C. How will perishable food be stored on site?** (Hold down Ctrl and Select for multiple selection)

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**D. Where is the food being prepared?** (Hold down Ctrl and Select for multiple selection)

For food prepared in an approved residential/commercial kitchen, please provide the following details:

Contact person's name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address of residential/commercial kitchen \_\_\_\_\_

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**E. Water supply** Specify litres \_\_\_\_\_

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**F. Power supply**

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**G. Wastewater disposal** Specify litres \_\_\_\_\_

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**H. Fire safety** (Hold down Ctrl and Select for multiple selection)

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**I. Thermometer** (for measurement of potentially hazardous food)

The following information items **MUST** be provided in writing with this application, or it will not be processed.

1. Proof of ability to operate a food business attached   
(attach a statement of previous experience in operating food businesses)
2. i) Have undertaken the FoodSafe® Program, I'm Alert Online Food Safety Training or other food handling training programs (attach certificate of participation and/or accreditation); or   
ii) Will undertake FoodSafe® Program (available online at <https://www.ehawa.org.au/products/foodsafety-products/foodsafety-online> - enter the City's unique discount code FSKWINA344 to receive the program for free and attach certificate of participation and/or accreditation.)
3. Details of previous (if any) prosecutions under the the *Food Act 2008*
4. Copy of public liability insurance certificate of currency
5. Photos of test tags on fire extinguisher and fire blanket
6. Photos of test tags on electrical generators, RCDs and extension cords
7. Written permission from owner of the land to trade at proposed location(s) [if not on Council Land]
8. Two copies of detailed design layout and fit outs drawn to scale
9. A copy of the site plan to show location(s) of proposed activity (for locations other than designated trading area, approved markets/ events or itinerant trading).

**Plans must be drawn to scale and must provide adequate detail and information so that the application may be adequately assessed. Only a floor plan and site plan is required for temporary food premise. Refer to the guidelines for further information.**

- Floor Plan - Scale 1:100.
- Sectional Elevations - Scale 1:50.
- Site Plan - Scale 1:100.
- Mechanical exhaust ventilation system/s - Scale 1:50.
- Refuse storage facilities and location.

**FEES – Please refer to Schedule of Fees**

Applications received between 0-2 working days before the required approved will not be approved.

**Declaration:** I, \_\_\_\_\_ (name of the proprietor) making this application declare that the information contained in this application is true and correct in every particular on behalf of \_\_\_\_\_ (organisation name of food business).

**Signature of proprietor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Declaration:** I, \_\_\_\_\_ (name of owner/agent of property) have granted the abovementioned applicant permission to trade on the abovementioned property. I consent to this application and I understand my legal obligations in relation to City of Kwinana's Activities on Thoroughfares and Public Places and Trading Local Law 2011.

**Signature of property owner/agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In case of a company, the signing officer must state position in the company.

**Position (if applicable):** \_\_\_\_\_

**Your notification will be assessed by City of Kwinana Environmental Health Services and a risk classification assigned to the food business. Additional registration and surveillance fees may be requested in writing according to the risk rating assigned to the food business prior to the issue of a verification of notification or certification of registration.**