

# Application for Temporary Food Stall Permit

## Please Note

- Applications must be submitted at least 7 working days prior to the event
- Late or incomplete applications may not be processed

## 1.0 Applicant Details

Name

Email

Address

Suburb

Postcode

Contact Number

## 2.0 Food Business Details

Trading Name

Type of Food Business

Temporary Food Stall  
Food Van  
Make/Model

Vehicle Reg. No.

Non-Profit Organisation

Yes

No

Registered Charity (if yes,  
please attach copy of letter of  
organisation)

Food Act 2008 Certificate of  
Registration

Yes

No

Issued by which local  
government?

Food and Drink Menu

List or attach the food and drink intended for sale (as approved under your existing certificate of registration)

## Application type

Annual Temporary Food Stall Permit

Please note an annual permits does not guarantee attendance of your business at any events or markets. An annual notification allows you to trade at approved events and markets, providing you have a site secured and /or approval from the event or market organizer. An annual notification is valid for one year from the date of approval unless otherwise cancelled by the Shire of Harvey.

One-off temporary food stall permit

Monthly temporary food stall permit

One-Week temporary food stall permit

### 3.0 Event Details

Event Name (Please note: each event requires a separate application)

Event Coordinator

Name

Mobile

Email

Event Address

Event Date/s

Event Time/s

### 4.0 Floor Plan

Provide a floor plan of your stall or vehicle with your application. The floor plan should be attached separately, and include the items below.

Gazebo/tent

Groundsheet/floor covering

Benches, preparation area and equipment

Cooking area

Barricades

Fire extinguisher(s)

Refrigerator and/or cooler box

2 separate wash stations with a supply of potable

water:

Hand wash basin (with soap and paper towels)

Warm water and wash up facility

Bin area

Waste water containers

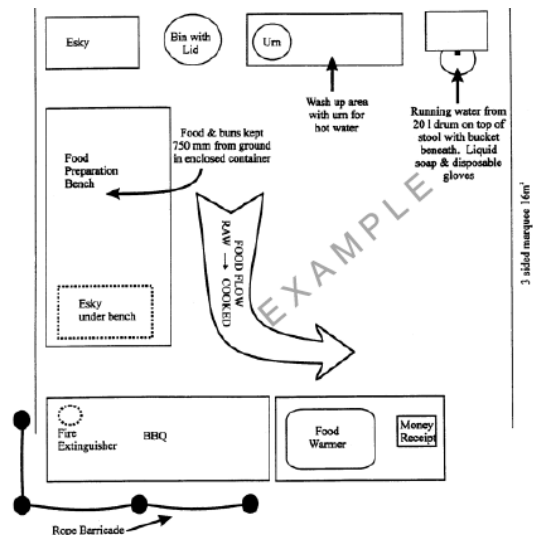


Figure 1: Example floor plan showing locations of items and equipment

### Preparation or Handling Required Prior to the Event

(Please note: potentially hazardous foods (PHF) must be transported at temperature control)

No - all food is prepared at event

Yes - food is prepared within an approved food business

### 5.0 Fees

Trading in Public Places - Daily fee of \$28.50

Number of days required for permit

Please note that fees are not applicable for non-profit community organisations and registered charities. Refund of fees will be at the discretion of the Health Services Manager.

**See next page for payment details.**

### 6.0 Declaration

I have provided/acknowledge all of the above information

Signature

Date

#### Documents to be included with this Application

Copy of Food Business Registration Certificate (Food Act 2008)

Detailed floor plan (floor plan required for application to be processed)

Public Liability Insurance Certificate (a minimum of \$20 million public liability is required for all food businesses)

Food Safety Training Certificate(s). The Shire offers free online food safety training [here](#).

# Credit Card Payment Authorisation

## Part 1 - Reference

Please provide details of the  
Reference Number provided

Company or Individual Name  
  
Reference Number

## Part 2 - Contact Details

Contact Details for  
receipt of payment

Phone Number  
  
Email Address  
  
Please send my receipt sent via email  
  
Further details (If required)

## Part 3 - Card Details

Please note: Your  
card details will be  
destroyed once  
payment has been  
processed

Visa  
Mastercard  
  
Cardholder's Name  
  
Card Number  
                                  /                                  /  
Expiry Date                  /                                  CCV  
  
Cardholder Signature

Amount (if known)