

Temporary Food Business Permit Application

APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE EVENT

APPLICANT DETAILS

Organisation name:	
Contact person:	
Postal address:	
Suburb:	Postcode:
Phone: <i>Mobile</i> :	<i>Home</i> :
Email:	Fax:
ABN: <i>(Commercial vendors only)</i>	

TYPE OF TEMPORARY FOOD BUSINESS

Food Stall – Commercial business

- Attach your Food Act registration certificate from your approving Council

Food Stall – Community group/charity organisation

- Fund raising event and
- Selling only food that not potentially hazardous or is cooked for immediate consumption

Food Vehicle – Commercial business

- Attach your Food Act registration certificate from your approving Council
- Vehicle Registration Number: _____

EVENT DETAILS

Event name: _____

Address or venue: _____

Date/s: _____ Time/s: _____

FOOD PRODUCTS

1. List all foods and drinks to be provided (or attach a menu): _____

2. Is all food pre-packaged? Yes No

FOOD SAFETY TRAINING

3. Have you or your staff completed any food-hygiene training? Yes No

If yes, what is the name of the course and the date completed? _____

*If you have not completed any training, the Town of Victoria Park offers free online training called **I'm Alert**. Please visit www.victoriapark.imalert.com.au for further information.*

STRUCTURE (FOOD STALLS)

4. Please describe materials or include a photo to show protection of food from airborne contaminants:

Roof and three sides: _____

Floor covering: _____

FOOD PREPARATION, STORAGE & TRANSPORTATION

5. Where is food stored or prepared before the event?

Food is purchased on the day of the event and all food preparation is done onsite at the event.

Food is stored or pre-prepared at an approved food premises (attach registration certificate)

6. How will potentially hazardous and perishable foods be transported to the event? (tick applicable):

Refrigerated food vehicle Mobile coolroom / freezer Heated food vehicle Esky with ice/ice packs

Other (describe): _____

7. How will potentially hazardous and perishable foods be stored on-site? (tick applicable):

Refrigerator / freezer Bain-marie Cooked on-demand / sold immediately Esky with ice/ice packs

Other (describe): _____

Cold foods must be kept below 5°C and hot food must be kept above 60°C at all times.

8. How will all unpackaged food products be stored on site to protect them from contamination?

9. Water supply: _____

10. Waste-water disposal method: _____

11. Waste disposal method: _____

12. Power source: _____

WASHING FACILITIES & EQUIPMENT

13. Please list all equipment (e.g. BBQ, table, bain-marie, etc.): _____

Gas bottles must be situated outside marquees and stabilised.

14. What type of hand-washing facility will be provided within the temporary food premises? (tick applicable):

Tap operated potable water container with waste-water bucket

Other (describe): _____

Liquid soap and single-use paper towels must be provided at all times

15. What type of dish-washing facility will be provided within the temporary food premises? (tick applicable):

Tap operated water storage container, wash bucket and waste-water bucket

Other (describe): _____

Detergent and sanitiser must be made available for dish-washing at all times.

FOOD STALLS ONLY

PROPOSED FOOD STALL LAYOUT

16. Please show location of all equipment, hand-wash facility, dish wash facility etc.

PREVIOUS EVENTS

Provide details of at least two previous events you have attended:

Location/Event	Local Government

ATTACHMENTS

- Food Act registration certificate (if applicable)
- Public Liability Insurance (not less than \$10 million) – for events on Town-owned land only

APPLICANT SIGNATURE

I agree to abide with the requirements of the *Food Act 2008 and its subsidiary legislation*.

Signature: _____ Date: _____

FEE INFORMATION

✓	Type	Fee
Commercial operators:		
	Single application	\$80.00
	Annual application ¹ (Pro-rata fee)	\$281.00
	Food Act registration certificate is from the Town of Victoria Park ²	No charge
	Trading at a community/charity event and have a donation agreement with the organiser ³	No charge
Fund-raising organisations:		
	Charity, community group, sporting club, school	No Charge

1. Permit holders can trade at any approved event in the Town of Victoria Park without having to pay further fees. Permit holders are required to notify the Town for each event they trade at. Failure to do so may result in your permit being revoked.
2. Food businesses that are registered within the Town of Victoria Park are exempt from the application fee.
3. Only applies to commercial operators who submit a copy of an agreement of donation to the fundraising organisation who is holding the event.

PAYMENT INFORMATION

Cheques made payable to "Town of Victoria Park". Payment can be made via the following options:

By mail:	In person:
Health and Regulatory Services Town of Victoria Park Locked Bag 437 Victoria Park WA 6979	Administration Centre Town of Victoria Park 99 Shepperton Rd Victoria Park WA 6100

OFFICE USE ONLY

NOTE: If annual permit application, please check with Environmental Health Services for pro-rata amount.

Receipt Type 190: \$80.00 Receipt Type 199: Pro-rata of \$281

Health and Regulatory Services
tel (08) 9311 8111
fax (08) 9311 8181
abn 77 284 859 739

Administration Centre
99 Shepperton Road
Victoria Park WA 6979

Locked Bag No. 437
Victoria Park WA 6100

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Edition: July 2016