

## Application for Temporary Food Stall Permit

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

### Applicant Details

<b>Name:</b>			
<b>Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Contact No:</b>			
<b>Email:</b>			

### Food Business Details

<b>Trading Name:</b>			
<b>Type of Food Business:</b>	Temporary Food Stall	Food Van	Make/Model
			Vehicle Reg. No.
<b>Non-Profit Organisation:</b>	No	Yes	Registered Charity (If yes please attach copy of letter of organisation)
<b>Food Act 2008 Certificate of Registration:</b>	No	Yes	Issued by which Local Government?
<b>Food &amp; Drink Menu:</b> (only as approved by your Local Government)	List here (or attach) the food and drink intended for sale		

### Application Type (Please complete Event details below)

<p><b>Annual Temporary Food Stall Permit</b> 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.</p>			
<p><b>One-Off Temporary Food Stall Permit</b></p> <p><b>One-week Temporary Food Stall Permit</b></p>		<p><b>Monthly Temporary Food Stall Permit</b></p>	
<b>Event Name:</b>	Each event requires a separate application		
<b>Event Coordinator:</b>	<b>Name:</b>		<b>Mobile:</b>
	<b>Email:</b>		
<b>Event Address:</b>			
<b>Event Date/s:</b>		<b>Event Time/s:</b>	

### Floor Plan

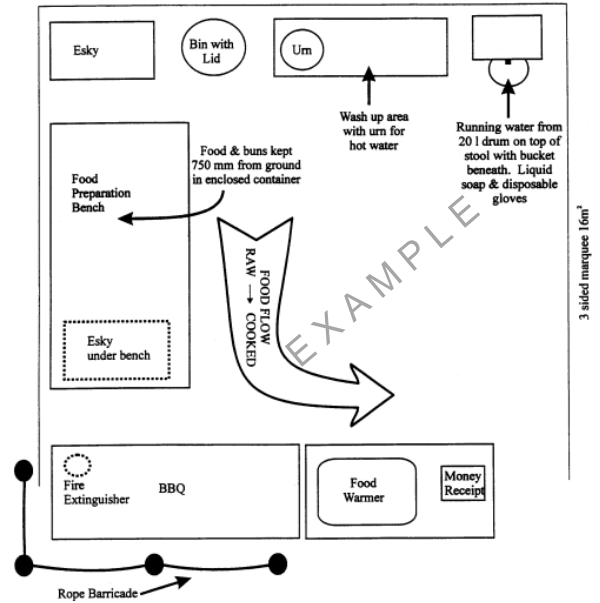
Provide a floor plan of your stall/vehicle with your application (the below must be provided and shown in your floor plan).

#### For a Temporary Food Stall:

- Gazebo/tent
- Groundsheet/floor covering
- Benches, preparation area and equipment
- Cooking area (Inc  barricades &  fire extinguisher(s))
- Refrigerator &/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

#### For a Registered Food Vehicle:

- Attach floor plan as approved by your Local Government



### Preparation or Handling required prior to the event

- No - all food is prepared at event
- Yes - food is prepared within an approved food business  
*(potentially hazardous foods (PHF) must be transported at temperature control)*

### Fees

- Application fees - refer to [Health Services Schedule of Fees and Charges](#)  
*Not applicable for non-profit community organisations or registered charities (provide proof)*
- Note:** Refund of fees will be at the discretion of the Health Services Manager

### 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 a medium risk food business)
- Food Safety Training Certificate(s). The Shire offers free online food safety training via <https://www.imalert.com.au/v6/?sub=harvey>

**Declaration** - I have provided/acknowledge all of the above information.

Signature of Applicant

Dated