



SHIRE OF
HARVEY

A Breath of Fresh Air

PO Box 500 HARVEY
Western Australia 6220

102 Uduc Rd Harvey 6220
T | 08 9729 0300
E | shire@harvey.wa.gov.au

9am - 4pm, Mon - Fri

Application for Collective Food Vendors - Events

This form is to be used for obtaining approval for multiple food vendors on their behalf to attend public events such as markets, festivals and community gatherings etc.

To enable Health Officers to assess your application please make sure this form is completed in full with ALL supporting information provided and returned to the Shire's Environmental Health Services at least **15 working days** prior to your event.

1. APPLICANT / ORGANISER DETAILS

Name of Business / Event Organiser			
Address of Business / Event Organiser			
Postal Address			
Contact Person			
Telephone	(H)	(W)	(M)
Email address			
ABN/ACN (if applicable)			
Are you a charitable or not for profit organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes please attached registration with Australian Charities and Not-for-profit commission)</i>		

2. DETAILS OF EVENT

Name of Event		
Event Location		
Owner of land where event is to be held	<input type="checkbox"/>	Event Organiser
	<input type="checkbox"/>	Shire of Harvey
	<input type="checkbox"/>	Other (please specify)
Proposed dates and times of event		
Number of food stalls/ vendors operating at event		

3. DOCUMENT CHECKLIST

Document checklist required to be supplied and attached with this application form	<input type="checkbox"/>	Site Plan of all food vendor locations
	<input type="checkbox"/>	Certificate of food business registration for all traders who are not registered within the Shire of Harvey
	<input type="checkbox"/>	Copy of current public liability insurance in the sum not less than \$20 million for all food vendors

4. LODGING YOUR APPLICATION

In person	Harvey Administration Centre 102 Uduc Road, Harvey 6220
By Email	shire@harvey.wa.gov.au
By Mail	PO Box 500 Harvey, Western Australia 6220

5. NOTES FOR EVENTS ON SHIRE LAND OR WITHIN SHIRE FACILITIES

Please note that approval from the Shire is required where an event is on Shire owned land or within Shire facilities, which is a separate process not included in this application. Please contact the Shire's Customer Services on 08 9729 0300 for information on these facilities, associated hire fee and availability.

10. DECLARATION

I declare that all the information contained in this application is true and correct in every particular.

Signature of applicant: _____

Date: _____

Please note that submitting this form does not automatically result in an approval. Should you have any queries please contact Shire of Harvey Health Services on (08) 9729 0300.

LIST OF TRADERS

No	Food Business Name	Type of goods to be sold	Description of vendor (van, stall)	Vehicle rego (if applicable)	Food Act cert	P.L attach
1.					<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>
9.					<input type="checkbox"/>	<input type="checkbox"/>
10.					<input type="checkbox"/>	<input type="checkbox"/>
11.					<input type="checkbox"/>	<input type="checkbox"/>
12.					<input type="checkbox"/>	<input type="checkbox"/>
13.					<input type="checkbox"/>	<input type="checkbox"/>
14.					<input type="checkbox"/>	<input type="checkbox"/>
15.					<input type="checkbox"/>	<input type="checkbox"/>
16.					<input type="checkbox"/>	<input type="checkbox"/>
17.					<input type="checkbox"/>	<input type="checkbox"/>
18.					<input type="checkbox"/>	<input type="checkbox"/>

Please reprint this sheet if required for additional traders

2024–2025 SCHEDULE OF FEES & CHARGES

Collective food vendors application for events with up to 5 stalls (\$28.50 each)

Collective food vendor application for events 6-10 stalls (\$170)

Collective food vendor application for events more than 11 stalls (\$310)