

***APPLICATION FOR
TEMPORARY FOOD STALL
SPECIAL EVENTS PERMIT***

FUNCTION/EVENT: _____

DATE OF FUNCTION/EVENT: _____

VENUE OF FUNCTION/EVENT: _____

NAME of BUSINESS/ORGANISATION: _____

ADDRESS: _____

NAME of APPLICANT: _____

ADDRESS: _____

FAX: _____ TELE: _____

Please note fees apply and must be paid more than 7 days prior to the event. (Refer to schedule of fees and charges)
(Further information can be obtained by calling the City's Health Dept. on 9399 0111).

Fee not applicable for non-profit community organizations, however applications must still be received more than 7 days prior to the event.

FOOD SERVICE TYPE: _____

DESCRIPTION OF VEHICLE/PREMISES: _____

Please provide a detailed floor plan (refer to Procedure for Obtaining a Special Events Permit.)

Health Services Office Use:

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APPROVED _____

DATE _____

PROCEDURE FOR OBTAINING A
SPECIAL EVENTS PERMIT
WITHIN THE CITY OF ARMADALE

Prior to issue of a Special Events Permit applicant is to provide the following:

- A Detailed floor plan of stall (scaled approximately 1:100) indicating:
 - 1 Benches, preparation area and equipment
 - 2 Cooking area (barricades, fire extinguishes)
 - 3 Refrigeration
 - 4 Bin area
 - 5 Handwash facility
 - 6 Hot water and washup facility.
- B Location of approved sanitary facility (ie, one solely for use of food handling personnel).
- C Type of food to be sold.
- D Flow of raw food to cooked food.
- E Each Application to be submitted with fees paid more than 7 days prior to the event. (Refer to schedule of fees and charges).
- F A permit can only be issued to businesses who have registered with their Local Government in accordance with the requirements of the Food Act 2008

<p>NOTE: Applicant is responsible for ensuring that electrical supply is adequate for his/her requirements.</p>

Details are required to ensure sound hygiene practices are maintained. Any deviation from the provisions of the Health Act may result in the immediate revocation of the Special Events Permit and approval to operate.

Further information can be obtained by calling the City's Health Dept. on 9399 0111

EXAMPLE OF A FOOD STALL SKETCH

