

## Application for Temporary Food Stall Permit

### Applicant Details

<b>Name:</b>			
<b>Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Contact No:</b>	(H)	(W)	(M)
<b>Email:</b>			<b>Fax:</b>

### Food Business Details

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

### Function/Event Details

<b>Event Name:</b>	Each event requires a separate application		
<b>Event Coordinator:</b>	Name:		Mobile:
	Email:		
<b>Event Address:</b>			
<b>Event Date/s:</b>		<b>Event Time/s:</b>	

**NOTE: Complete submission to be forwarded a minimum of 7 days prior to event. An incomplete application will not be processed.**

## Floor Plan

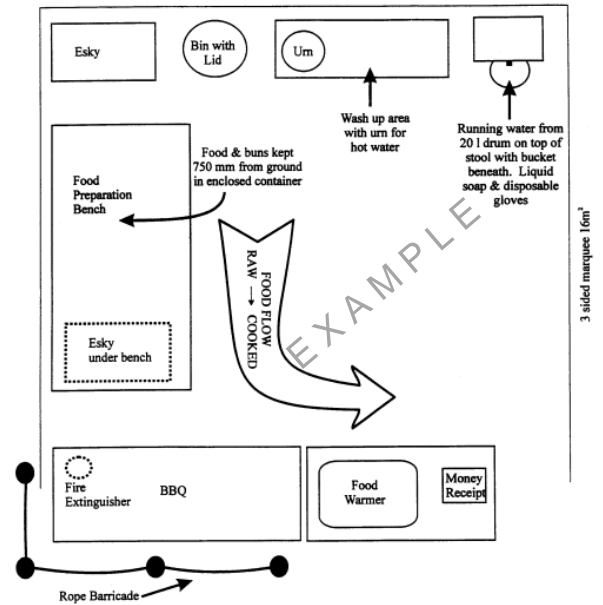
Provide a floor plan of your stall/vehicle with your application (the below must be provided and shown in your floor plan).

### 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 \$10 million public liability is required for a medium risk food business)
- Food Safety Training Certificate(s). The City offers free online food safety training via [www.armadale.imalert.com.au](http://www.armadale.imalert.com.au)

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Dated

### Office Use:

Doc No. 55 . 20\_\_\_\_ . \_\_\_\_\_

- |                                                       |                                                                       |                                         |
|-------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Amount and date of payment   | _____                                                                 | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Floor Plan provided          | <input type="checkbox"/> Copy of Certificate of Registration provided |                                         |
| <input type="checkbox"/> Posted / emailed / in person | _____                                                                 |                                         |
| Document No.                                          | _____                                                                 | Signature of EHO                        |
|                                                       |                                                                       | Date of Approval                        |