



Temporary Food Business Permit Application

***** Please submit application at least 14 days prior to the event to allow adequate processing time *****

APPLICANT DETAILS

Trading/organisation name:	
Company/individual name:	ABN/ACN :
Contact person:	
Postal address:	
Suburb:	Postcode:
Phone:	Email:

Is your business a:

- Commercial Business Registered incorporated not-for-profit organisation
(Please attach certificate of incorporation)

EVENT DETAILS

Event name:
Name or address of venue:
Event organisers name:
Event organisers phone No.
Event organisers email:
Event start date:
Event finish date:
What time will you start trading?
Bump in time:
Proposed No. hours trading at the event:



TYPE OF TEMPORARY FOOD BUSINESS

- Food Vehicle/Trailer – Commercial business**
Vehicle/Trailer DOT Registration Number/s: _____
Attach your Food Act registration certificate from the approving Local Government Authority
- Food Stall/Cart – Commercial business**
Attach your Food Act registration certificate from the approving Local Government Authority
Describe structure type (roof/walls/flooring): _____

- Food Stall/Trailer – Community group/charity organisation**
Fund raising and selling only non-potentially hazardous food or food cooked for immediate consumption

FOOD PRODUCTS

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

2. Is all food pre-packaged? (i.e. no food handling will take place on site before sale to customer – the foods are completely wrapped) Yes No

FOOD SAFETY TRAINING

3. Have you and your staff completed any food-hygiene training? Yes No
4. Number of Staff working at the event at any one time: _____
5. Please Describe the food safety training undertaken by staff and the date: _____

6. Do you have staff members dedicated to money handling only? (This is to prevent contamination from money to food) Yes No
7. How will food products be handled by food handling staff? E. g. Tongs, napkins, hand, ect.

If yes please attach your certificate. If no, as a minimum requirement food handlers are required to complete I'm Alert. Please visit www.victoriapark.imalert.com.au.



EQUIPMENT

8. Please list all cooking, preparation, storage equipment that you will use: _____

9. What type of hand-washing facility will be provided within the temporary food premises?
 Food stalls/ carts - Potable water container with waste-water bucket, liquid hand soap, paper towels and waste bin.

Food Vehicle/ trailer – inbuilt sink with water holding tank, waste water holding tank, liquid soap, hand soap, paper towels and waste paper bin.

Other (describe): _____

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

10. Utensil/dish-washing:

Food Stall/ cart – water container wash bucket with waste water container and detergent.

Food Vehicle/ trailer – inbuilt sink with water holding tank, waste water holding tank, detergent, sanitiser.

Other (describe): _____

11. Food grade sanitiser type/ brand: _____

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

12. Do you have a spare supply of commonly used utensils in case of contamination?

Yes No

FOOD PREPARATION, STORAGE & TRANSPORTATION

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

Fresh food is purchased on the day of the event and all food preparation is done onsite at the event – I can supply receipts on the day as proof of purchase

You may be requested to provide receipts as proof of purchase during an inspection.

Food is stored or pre-prepared at an approved food premises registered to your business or organisation

Attach registration certificate/booking confirmation.

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

Refrigerated food vehicle

Mobile cool room / freezer

Insulated hot boxes

Esky with ice/ice packs

Other (describe): _____

15. What is the transport time from preparation/cooking and packing offsite to the event site?

16. 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.

17. Do you have a probe thermometer accurate to +/- 1C, and appropriate sanitiser to check hot and cold food temperatures regularly during the event?

Yes

No

18. For any unpackaged food on display, how do you intend on protecting them from contamination? (e.g. customers coughing/sneezing/touching them) _____

19. Do you have a potable water supply? _____

20. Where will you dispose of any liquid waste? _____

21. Where will you dispose of any rubbish? _____

22. What is your power source/s?

Electricity (on-site power supply)

Gas (own supply)

Wood fire/charcoal

Generator

23. Electrical requirements:

- Have you checked with the event organisers that the appropriate electrical requirements for your business can be arranged? Yes N/A

24. Gas Requirements

- Have any imported appliances been certified by EnergySafety? Yes N/A
- Have all your appliances been tested and tagged within 6 months? Yes N/A
- Are your gas bottles not more than 10 years old and in good condition? Yes N/A
- Will gas bottles be located in a ventilated area, or outside the structure? Yes N/A
- Will gas bottles secured in an upright position? Yes N/A

PREVIOUS EVENTS

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

Event Name	Location/Address	Local Government Authority

ATTACHMENT CHECKLIST

- Food Act registration certificate (if applicable)
- Booking confirmation at commercial kitchen (if applicable)
- Food stall/vehicle plan
- Certificate of currency - this must show the expiry date and public liability cover (minimum \$10 million)
- Food safety training certificate (all food handlers must have adequate food safety skills and knowledge)
- Most recent inception report issued by your registering local government or most recent inspection report for the last event you operated at.
- Menu (if applicable)

APPLICANT SIGNATURE

I agree to abide with the requirements of the *Food Act 2008*, Food Standards Code and any other requirements from the Town of Victoria Park.

Name: _____

Signature: _____ Date: _____

FEES

Type	Fee	✓
Commercial operators:		
Single application	\$86	
Annual application ¹ (Pro-rata fee)	\$291	
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	
Trading at Vic Park Farmers Market	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 must be made payable to "Town of Victoria Park"

Payment can be made via the following options:

By phone (preferred method):	By mail:	In person:
We will call you to take payment over the phone (using a credit card) when your application has been approved.	Environmental Health Services Town of Victoria Park Locked Bag 437 Victoria Park WA 6979	Cash, credit card, eftpos and cheques accepted. Administration Centre 99 Shepperton Rd Victoria Park WA 6100