



Southern Drive, Busselton WA 6280  
 All Correspondence to: The Chief Executive Officer,  
 Locked Bag 1, Busselton WA 6280  
 Ph: (08) 9781 0444 – Fax: (08) 9752 4958  
 Email: [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)  
 Web: [www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

## Application for a Temporary Food Stall

### APPLICANT

Registered Business Name .....

ABN ..... ACN (if applicable).....

Organisation / Sole Trader (trading name) .....

Contact Person .....

Business / Postal Address..... Post Code .....

Phone (Work) .....(Home) ..... (Mobile) .....

E-Mail ..... Fax.....

### EVENT / MARKET DETAILS

Event/Market Name .....

Location/Address/Reserve .....

Trading date/s .....

Trading Times ..... To .....

### TYPE OF FOOD STALL

|  |            |  |
|--|------------|--|
| Trading as a Registered Charity/ Not for Profit Organisation | - Fee N/A  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Commercial trading at approved market                        | - \$40.00  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Commercial trading at approved event                         | - \$40.00  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Commercial trading at approved market/event – annual licence | - \$180.00 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### REGISTRATION & FOOD PREPERATION & DETAILS OF FOOD

#### Definitions

- **Process** in relation to food, means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.
- **Ready-to-eat food** means food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.
- **High risk food** means food that is frozen, requires refrigeration (below 5°C) or heating at high temperature to maintain food safety (above 60°C).

**1. Please provide information about the nature of your food stall.**

|  |  |
|--|--|
| Are you <i>already</i> a registered food business with a Local Government Authority? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you intending to make or <b>process*</b> food at the food stall?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the food <b>ready-to-eat*</b> when sold to the customer?                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you intending to sell <b>high risk food*</b> ?                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is your food business based within the City of Busselton?                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Note: Temporary food stalls may operate throughout many local authorities, but need to be “registered” with only one.**

**2. Is the food business based within the City of Busselton?**

Yes – Temporary Food Stall permit not required please provide Food Business Approval Certificate to organiser

No – Attached registration certificate from home local council (*not required if stall is for fundraising purposes only*)

Local Government where business is based .....

Food Business Approval Certificate from my Local Government is attached

Public Liability Insurance Certificate of Currency is attached

**(Applications will only be processed with registration certificate & public liability insurance)**

**or**

n/a: not for profit organisation/operating for fundraising purposes only

Public Liability Insurance Certificate of Currency is attached

**3. Where will you prepare food sold at the stall?**

At the food stall (*minimal food preparation permitted onsite*)

An approved food business (*approved commercial kitchen, approved food vehicle or approved residential kitchen*)

Name of Business .....

Address .....

Food Business Approval Certificate from my Local Government is attached.

Public Liability Insurance Certificate of Currency is attached

**(Applications will only be processed with registration certificate & public liability insurance)**

All food is pre-packaged, no preparation required

**NB: The City of Busselton cannot accept this application without the registration certificate.**

**4. What foods do you intend to provide?**

**A. Write a brief description of the main food products to be sold** .....

.....

.....

**B. Please tick all that apply.**

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Raw fruit and vegetables             | <input type="checkbox"/> Dairy products             | <input type="checkbox"/> Prepared salad      |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Processed fruit/vegetables | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Raw meat, poultry or seafood         | <input type="checkbox"/> Bread, pastries or cakes   | <input type="checkbox"/> Soft drinks/juices  |
| <input type="checkbox"/> Processed meat, poultry or seafood   | <input type="checkbox"/> Confectionery              | <input type="checkbox"/> Sandwiches or rolls |
| <input type="checkbox"/> Fermented meat products              | <input type="checkbox"/> Infant or baby foods       | <input type="checkbox"/> Frozen meals        |

Other .....

**FOOD STORAGE & STRUCTURE OF FOOD STALL**

**1. Draw a layout of the temporary food stall. Be sure to include the location (if applicable) of the;**

- |                       |                          |                           |                          |                   |                          |
|-----------------------|--------------------------|---------------------------|--------------------------|-------------------|--------------------------|
| Hand washing facility | <input type="checkbox"/> | Soap & paper towels       | <input type="checkbox"/> | Rubbish Bin       | <input type="checkbox"/> |
| Dish washing facility | <input type="checkbox"/> | Hot food storage/display  | <input type="checkbox"/> | Fire extinguisher | <input type="checkbox"/> |
| Preparation Bench     | <input type="checkbox"/> | Cold food storage/display | <input type="checkbox"/> | Cooking equipment | <input type="checkbox"/> |

**2. List all food preparation equipment (e.g. BBQ, table, Bain Marie, etc.)**

.....

.....

**3. Confirm that the food stall has:**

- |                                  |                              |  |   |
|----------------------------------|------------------------------|--|---|
| <b>a) a roof and three sides</b> | <input type="checkbox"/> Yes | <b>d) food display protection</b> (if food is displayed) | <input type="checkbox"/> Yes <input type="checkbox"/> n/a |
| <b>b) a floor covering</b>       | <input type="checkbox"/> Yes | <b>c) a probe thermometer for temperature control</b>    | <input type="checkbox"/> Yes <input type="checkbox"/> n/a |

**4. How will high risk foods be transported to the event? (Tick all which apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Refrigerated food vehicle     | <input type="checkbox"/> Heated food vehicle |
| <input type="checkbox"/> Mobile coolroom/freezer       | <input type="checkbox"/> On ice in eskies    |
| <input type="checkbox"/> Other: (Please specify) ..... |  |

5. How will high risk foods be stored on site? (Tick all which apply)

- Refrigerator / freezer
- On ice in eskies
- Bain Marie
- Cooked & sold immediately on demand
- Other: (Please specify) .....

NOTE: Cold foods must be kept below 5°C and hot food must be kept above 60°C at all times.

6. Describe how you will store all food products on site to protect them from contamination?

**SANITARY FACILITIES**

1. Both a hand washing facility and a dish washing facility must be provided. What hand-washing facility & dish washing facility will be provided?

Hand washing:

- Purpose-built hand wash basin with running water
- Water storage container with tap and bucket underneath to catch wastewater
- Other: (Please specify).....

Dish washing:

- Purpose-built dish wash basin with running water
- Water storage container with tap and bucket underneath to catch wastewater
- Other: (Please specify).....

NOTE: Water, soap and single-use paper towels are required

NOTE: Water, detergent and sanitizer are required

2. Certain aspects of the stall must be self contained. Please confirm such.

- Water supply self contained
- Rubbish Self contained (ie you take away)
- Water disposal self contained
- External Source – Please specify.....

3. Energy/Power Supply (e.g. gas bottle, generator, mains power) .....

I agree to comply with the requirements of Western Australian food safety legislation and the Temporary Food Stall Requirements and confirm that I have attached copies of the following documents:

- Food Act 2008 Certificate of Registration
- Public Liability Certificate of Currency

Signature of Applicant..... Date .....

NOTE: This application does not grant automatic approval. A permit will be issued if approved.

Please allow the City of Busselton ten working days to process this application

| PAYING BY CREDIT CARD   |   |
|-------------------------|---|
| CARD NUMBER             | <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> |
| EXPIRY DATE             | ____ / ____   |
| AMOUNT                  | \$ _____  |
| CARD HOLDER'S NAME      | <input type="text"/>  |
| CARD HOLDER'S SIGNATURE | _____   |
| DATE                    | ____ / ____ / ____  |