

# APPLICATION FOR STALL HOLDER'S PERMIT

## Food

*Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000  
Food Act 2008 (WA)*

Applications must be **lodged at least 14 days prior to the event**, or they may not be processed in time.

| APPLICANT DETAILS  |  |
|--|--|
| Full name of Applicant:  |  |
| Postal Address:  |  |
| Residential Address:   |  |
| Telephone: (Home):   | (Mobile):  |
| E-mail:  |  |
| Are you a fundraising organisation for charity or a community group? (see overleaf for definition)   | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| Name of organisation:  |  |
| Address of organisation:   |  |
| Contact Phone Number:  |  |
| <b>Are you a registered food business?</b><br><b>Note</b> – All food businesses must be registered by their local government authority (LGA), unless exempt. If your LGA is <b>not</b> in the Shire of Irwin, please attach a copy of your Certificate of Registration | No <input type="checkbox"/> Yes <input type="checkbox"/> |

| DETAILS OF PROPOSED STALL  |  |
|--|--|
| Name of Stall:   |  |
| Location of Stall:   |  |
| Date of Event/s:   |  |
| Name of Event/s:   |  |
| Hours of Operation:  |  |
| List of type products to be sold:  |  |
| Type of food preparation/handling:   |  |
| <input type="checkbox"/> <b>Low risk</b> – pre-made, packaged goods from a registered food business, or residential registered food business for direct sale e.g. biscuits, preserves, muffins, packaged drinks<br>Name of registered food business: _____ |  |
| <input type="checkbox"/> <b>Low/Medium risk</b> – fresh or packaged ingredients obtained from a registered food business ready for preparation or use e.g. hot drinks, ice cream, bbq sausage sizzles, pizza   |  |
| <input type="checkbox"/> <b>Medium/high risk</b> – foods pre-prepared at a registered food business for onsite cooking or reheating e.g. meat curries, risotto<br>Name of registered food business: _____  |  |

**Please tick to confirm whether the proposed stall has the following facilities:**

- a roof, three walls, cleanable impervious floor (if on unsealed ground) **Note:** *Open food stalls consisting of tables only or tables and trestles, shall be used only for the sale of factory pre-packaged food in hermetically sealed containers*
  - a dedicated dishwashing facility with detergent and sanitiser\*
  - a hand washing facility with running water, soap, disposable paper towels
- \*A large container of sufficient volume must be provided to catch waste water after each use and to store for appropriate disposal.
- cooking appliances (please list): \_\_\_\_\_
  - hot display (please list): \_\_\_\_\_
  - refrigerated storage/display (please list): \_\_\_\_\_

|                       |   |  |
|-----------------------|---|--|
| Power supply:         | <input type="checkbox"/> Self-contained | <input type="checkbox"/> External (please specify) |
| Water supply:         | <input type="checkbox"/> Self-contained | <input type="checkbox"/> External (please specify) |
| Waste water disposal: | <input type="checkbox"/> Self-contained | <input type="checkbox"/> External (please specify) |

**REQUIRED DOCUMENTATION (as applicable)**

Please ensure that you attach the following information with your application to assist with the processing of your stall holder's permit in time for your event:

|   |  |
|---|--|
| <input type="checkbox"/> Insurance covered by event insurance<br><b>OR</b><br><input type="checkbox"/> Copy of current Public Liability Insurance Certificate (minimum cover \$10,000,000)<br><input type="checkbox"/> Copy of Food Business Certificate of Registration (by Local Governments other than Shire of Irwin) | <input type="checkbox"/> Plan of the proposed stall<br><br><input type="checkbox"/> Written consent from the owner of the property (if you are not the owner)<br><b>OR</b><br><input type="checkbox"/> Event held on Shire of Irwin land |
|---|--|

**DECLARATION**

**This permit is to be displayed within the Stall Premises during operating hours.**

Declaration: I, the applicant as undersigned and authorised on behalf of the above named organisation/business, agree to the conditions as attached to this form and understand this permit may be revoked at any time for breaches of the conditions, entailing the obligation to cease operations immediately.

|       |            |       |
|-------|------------|-------|
| Name: | Signature: | Date: |
|-------|------------|-------|

**FEES**

Events that are community (i.e. town markets), not-for-profit or charity are exempt from the application fee.

Stall Holders application Fee is \$25

- Fee IS applicable
- Fee NOT applicable

**OFFICE USE ONLY**

The above application for Stall Holder Permit is approved for the location and period indicated.

|                         |            |                  |
|-------------------------|------------|------------------|
| Payment receipt number: |            |                  |
| Approval Number:        |            | Approval Period: |
| Name:                   | Signature: | Date:            |

**Manager Regulatory Services/Environmental Health Officer**

# APPLICATION FOR STALL HOLDER'S PERMIT

## Food - CONDITIONS

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**1. Perishable food must be kept at 5 degrees or less than or greater than 60 degrees Celsius at all times.**

Food kept between 5°C and 60°C (the danger zone) will promote the rapid growth of bacteria in perishable food items, leading to food poisoning. These food items need to be kept refrigerated or in insulated boxes, such as eskies, covered with ice or ice bricks. Hot food will need to be kept hot (60°C or above) for the duration of the event.

A **THERMOMETER** must be kept at all times at the temporary food premises to monitor temperatures.

**2. Allergen Statement**

Most food allergies are caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. These ingredients must be declared on the food label whenever they are present as ingredients or as components of food additives or processing aids.

If the food is not in a package or is not required to have a label (for example, food prepared at and sold from a takeaway shop), this information must either be displayed in connection with the food or provided to the purchaser if requested.

**3. Food must be kept covered or protected from insects and dust at all times.**

Food must be kept in clean containers or protected in a manner that prevents contamination by insects, dust, and people sneezing or coughing.

**4. Washing Facilities are to be provided.**

An adequate water supply to last for the duration of the event must be provided. The water must be a drinkable quality and stored in a clean container. In addition, hot water needs to be available for the washing of equipment.

No disposal of waste water onto the ground is permitted.

Disposal hand towels, soap and detergents must be available at the premises.

**5. Food Premises to be enclosed adequately.**

Food premises are to be enclosed adequately to protect the food preparation area from the elements.

**6. All preparation areas and containers to be washable.**

All bench tops and containers are to be smooth, impervious and washable.

**7. Personal Hygiene and Cleaning.**

All people involved with food preparation and sale must be clean and have clean clothing. Persons affected by a food-borne illness should not be involved in food handling. Hands are to be washed regularly, hair to be involved in food handling. Hands are to be washed regularly, hair to be covered and long hair to be tied back. All surfaces are to be kept clean.

Food to be handled with tongs or similar equipment; separate utensils are to be used to handle raw and cooked meats. Hands must be washed after handling raw meats.

If children are assisting on a food stall they must receive adult supervision.

SMOKING IS NOT PERMITTED at or near food premises.

**8. Rubbish to be removed hygienically and regularly to an approved disposal facility.**

**9. Electric cords to be tagged by licensed Electrician to be made safe (buried) or secured (high).**

**10. Any direction given by the Environmental Health Officer relating to Food Hygiene or Safety to be followed.**

# APPLICATION FOR STALL HOLDER'S PERMIT

## Food – DEFINITIONS AND CHECKLISTS

**Charitable Organisation** – means an institution, association, club, society, or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium.

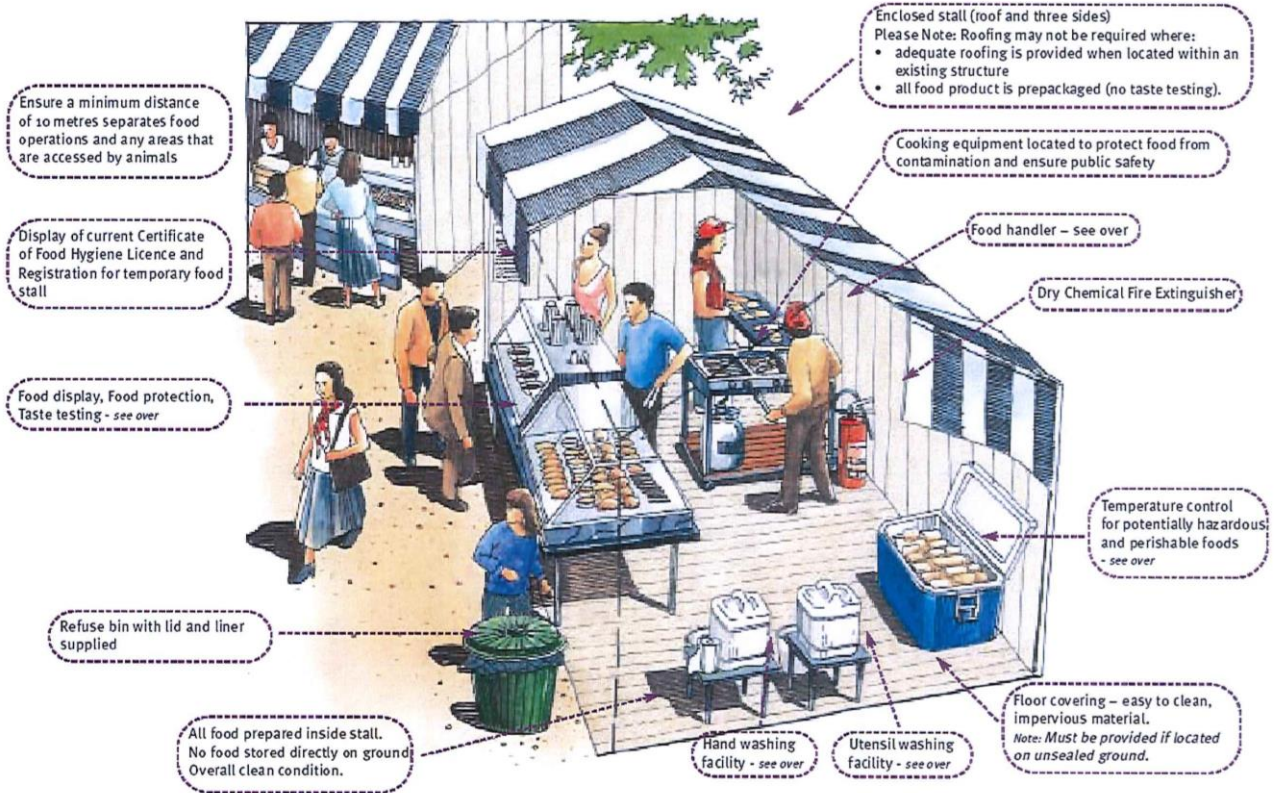
**Food Premises** – any stall, tent, van or other vehicle or other construction where food is stored, prepared or sold.

**Environmental Health Officer** – is the Officer gazetted by the Department of Health and employed by the Shire of Irwin.

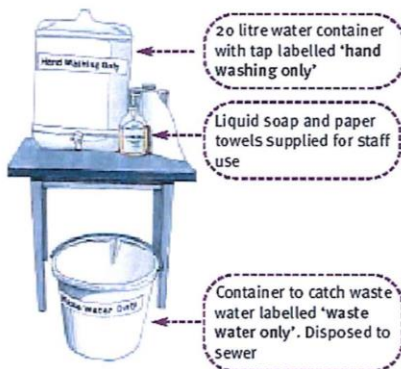
**Food** – includes beverages.

| Checklist   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Is perishable food being kept at 5oC or less                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Is hot food kept above 60oC   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a thermometer at the premises                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Is all food adequately protected                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Is enough portable water provided                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Is hot water available  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is everyone clean and wearing clean clothes                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Is everyone's hair adequately restrained                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Are hand washing facilities, soap and disposable hand towels provided | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all power cords tagged and made safe                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Is rubbish regularly bagged and removed.                              | <input type="checkbox"/> | <input type="checkbox"/> |

# ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



## Minimum hand washing facilities



## Minimum utensil washing facilities



## Food handlers



## Food display, food protection, taste testing



## Sauces, condiments and single serve utensils



## Temperature control of potentially hazardous food

