



APPLICATION FOR STALL HOLDER'S PERMIT – NON-FOOD

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000

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

Office Use Only							
Date Received		Records Ref		File Ref			
Approval under delegated Authority?		☐ YES ☐ NO					
Applicant Notified	☐ YES	Date		Records Ref		File Ref	
Invoiced	☐ YES	Date		Invoice No:			
Fees Waived Approved by CEO/DCEO	☐ YES	Date		Signing Officer		Date	
Total Monies Paid		Date		Money Collected by		Receipt Attached	☐
Total Bond Paid		Date		Bond Collection by		Receipts Attached	☐

Are you setting up a stall to sell Non-Food items at your event/activity?

☐ YES

☐ NO, a Food Stall (skip to Food Stall Application)

Section A: APPLICANTS DETAILS

Name of Organisation/Stallholder:			
Postal Address:			
Contact Person:			
Email:			
Phone:	(B/H)		(Mob)
Are you a fundraising organisation for charity or a community group?	☐ YES	☐ NO	

Section B: DETAILS OF PROPOSED STALL

Name of Stall:			
Location of Stall:			
Date and Time of Stall Setup:	Start Date and Time:	End Date and Time:	
Name of Event/s:			
Hours of Operation:			
List of type products to be sold:			

Section C: 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:

☐

Copy of current Public Liability Insurance Certificate – minimum cover \$10,000,000

☐

Plan of the proposed stall (including stall location)

☐

Other _____

Written consent from the owner of the property (if you are not the owner)

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Section D: 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.

Signature

Name

Date

Position

CSO signature check

Date

APPLICATION FOR STALL HOLDER'S PERMIT – FOOD



APPLICATION FOR STALL HOLDER'S PERMIT – FOOD

Are you selling food items at your event?	☐ YES	☐ NO
Are you preparing food at unregistered venue or setting up a unregistered food stall?	☐ YES	☐ NO
If yes, please complete this form. If no, complete section D and section F only.		

Section A: APPLICANTS DETAILS		
Name of Organisation/Stallholder:		
Postal Address:		
Contact Person:		
Email:		
Phone:	(B/H)	(Mob)
Are you a registered food business? Note – All food businesses must be registered by their local government authority (LGA), unless exempt. If your LGA is not in the Shire of Three Springs, please attach a copy of your Certificate of Registration	☐ YES	☐ NO

Section B: DETAILS OF PROPOSED STALL		
Name of Stall:		
Location of Stall:		
Date and Time of Stall Setup:	Start Date and Time:	End Date and Time:
Name of Event/s:		
List of type products to be sold:		

Section C: TYPE OF FOOD PREPARATION/HANDLING:
☐ Low risk – pre-made, packaged goods from a registered food business, or residential registered food business for direct sale e.g. biscuits, preserves, muffins, packaged drinks Name of registered food business: _____
☐ Low/Medium risk – 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 Name of registered food business: _____
☐ Medium/high risk – foods pre-prepared at a registered food business for onsite cooking or reheating e.g. meat curries, risotto 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*



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☐ 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:	☐ Self-contained	☐ External (please specify)
Water supply:	☐ Self-contained	☐ External (please specify)
Waste water disposal:	☐ Self-contained	☐ External (please specify)

Section D: 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:

- ☐ Copy of current Public Liability Insurance Certificate – minimum cover \$10,000,000
- ☐ Copy of Food Business Certificate of Registration – *by Local Governments other than Shire of Three Springs*
- ☐ Plan of the proposed stall
- ☐ Other _____

Written consent from the owner of the property (if you are not the owner)

Section E: CHECKLIST

Checklist	Yes	No
Is perishable food being kept at 5° C or less	☐	☐
Is hot food kept above 60° C	☐	☐
Is there a thermometer at the premises	☐	☐
Is all food adequately protected	☐	☐
Is enough portable water provided	☐	☐
Is hot water available	☐	☐
Is everyone clean and wearing clean clothes	☐	☐
Is everyone's hair adequately restrained	☐	☐
Are hand washing facilities, soap and disposable hand towels provided	☐	☐
Are all power cords tagged and made safe	☐	☐
Is rubbish regularly bagged and removed.	☐	☐

Please read Terms & conditions on the next pages before signing.

APPLICATION FOR STALL HOLDER'S PERMIT – FOOD

Food – PERMIT CONDITIONS

Please read & sign

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 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).

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

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Section F: DECLARATION

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

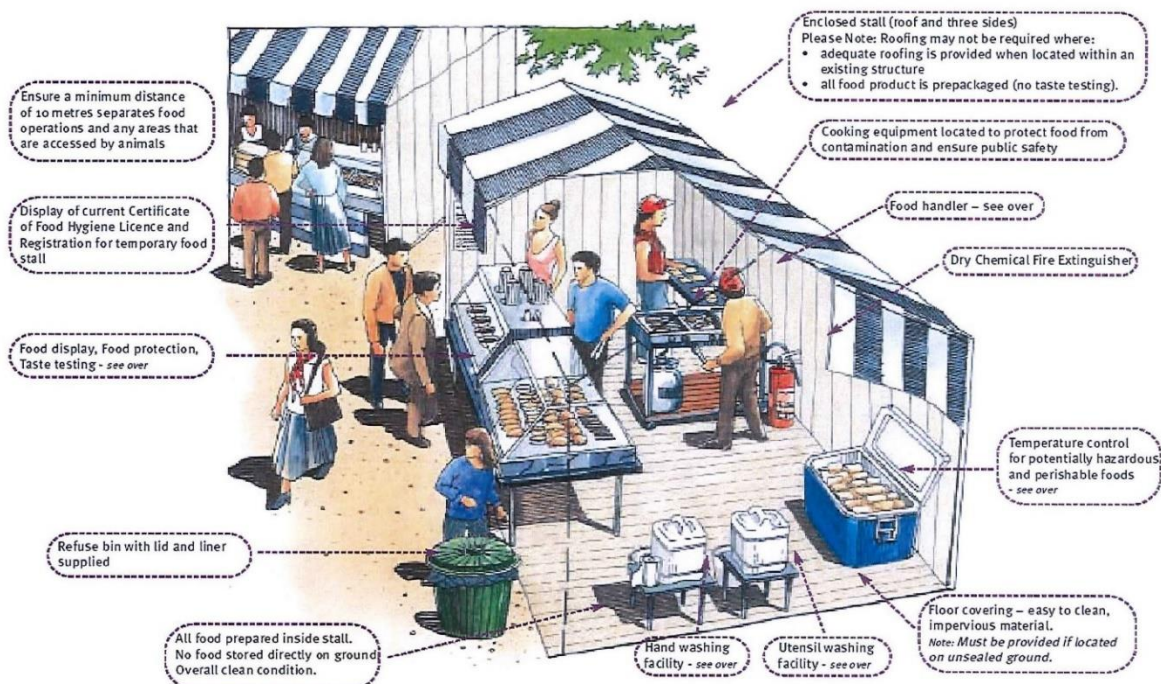
Declaration: I, the applicant as undersigned and authorised on behalf of the above named organisation/business, agree to the conditions as attached to this form and understand this permit may be revoked at any time for breaches of the conditions, entailing the obligation to cease operations immediately.

Signature			
Name		Date	
Position			
CSO signature check		Date	

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



Minimum hand washing facilities



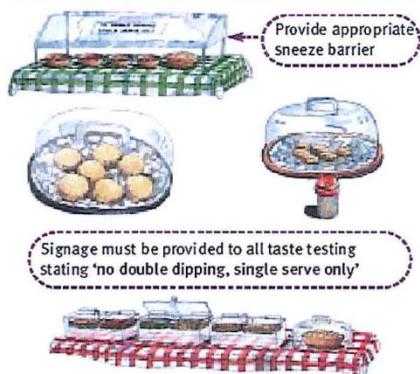
Minimum utensil washing facilities



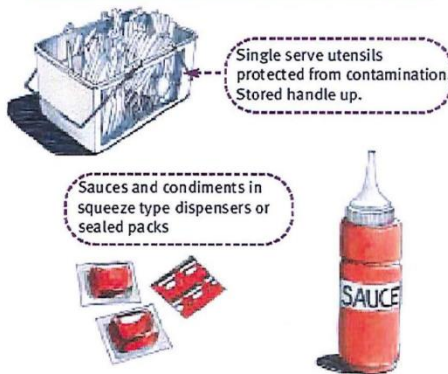
Food handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food

