



TEMPORARY FOOD BUSINESS PERMIT APPLICATION

The Town requires food to be produced in a safe environment. We greatly appreciate your cooperation with complying with the requirements of the food regulations as it reduces possible difficulties and challenges occurring on the day and helps ensure safe food is prepared and sold to the public.

Applicant Details:

Trading Name:	
Contact Person:	
Postal Address:	
Suburb	Post Code:
Phone:	
Email:	
ABN:	

Type of Temporary Food Business:

- Food Vehicle – Commercial Business**
– Attach your Food Act Registration Certificate from your approving Council
- Food Stall – Commercial Business**
– Attach your Food Act Registration Certificate from your approving Council
- Food Stall – Community Group / Charitable organization**
– Fundraising event and,
– selling only food that is not potentially hazardous or is cooked for immediate consumption

Food Safety Training:

Have you and your food handlers completed the ***I'm ALERT Food Handler Training Course*** which is available free of charge on the Town of Bassendean website, within the last 12 months?
www.bassendean.imalert.com.au/

- YES** (attach copies of certificates) **NO** (your application will not be processed until evidence of food safety training is provided).

Attachments:

Please ensure the following are attached with your application upon submission. An incomplete or late application will not guarantee approval in time for the proposed trading.

- Food Act Registration Certificate
- Public Liability Insurance (not less than \$10 million)
- Food Safety Training Certificates*
- Payment of Application and Trading Fee (where applicable).
- Photos of stall & equipment**

* Food Safety Training Certificate are generated upon completion of the *I'm ALERT Food Handler Training Course*.

** A digital form of these items are acceptable.

Event Details:

Event Name: _____

Address / location: _____

Date/s: _____

Food Products:

1. List all foods and drinks to be provided and / or attach menu:

2. Is all food pre-packaged? YES NO

Food Preparation, storage and transportation:

3. Where is food stored or prepared prior to the event?

- ingredients are purchased on the day of the event and all food preparation is done on site at the event.
- Ingredients are stored or pre-prepared at an approved food premises (*Registration Certificate attached*)

4. How will potentially hazardous and perishable foods be transported to the event?

- refrigerated food vehicle mobile cool-room, freezer esky with ice/icepacks
- heated unit other

5. How will potentially hazardous and perishable foods be stored on site?

- refrigerator /freezer bain-marie cooked on demand and sold immediately
- esky with ice packs/ice other (describe):

**POTENTIALLY HAZARDOUS / PERISHABLE FOODS MUST BE KEPT
BELOW 5°C OR ABOVE 60°C AT ALL TIMES**

Structure (Food Stalls):

6. Please describe and provide photos to show protection of food from airborne contaminants:

Roof and three sides: _____

Floor covering: _____

7. How will unpackaged food products be stored on site to protect them from contamination?
E.g. covered, wrapped, containers, off the floor, sneeze-guard.

8. A warm supply of running water is required for hand washing as well as the washing of utensils. There are several ways of providing warm water to your food stall / vehicle which include the use of camping hot water systems such as Coleman and Companion Aqua.

These systems are available at a number of camping, hardware and outdoors type stores. *The Town of Bassendean will no longer approve hand washing facilities that are not provided with warm running water.*

Please provide details and attach photos of your hand wash basin and utensil washing facility. Include liquid soap and paper-towels for hands, and dishwashing liquid and sanitizer for washing utensils.

9. Provide details and attach photos of how and where you will dispose of waste and waste-water? E.g, bins, sealed containers, emptied at home, bins provided by event organizer. Wastewater cannot be discharged into the environment including road drains.

10. Provide details of all appliances that require power supply and the amperage of each appliance, e.g. fridge, warmers, hot-water system, food vehicles, microwave, drinks machine, display cabinets.

11. Please provide photographs of the stall set up and / or inside the food vehicle. Photos should show all equipment, appliances, prep benches, utensils, fire extinguisher, bins, water supply, eskies, marquee, gas bottles, etc.

12. Provide details of at least two previous events you have attended within the last 12 months.

Date	Location / Event	Local Government




Fee Information:

One Day Trading Permit (events) (expires 30 June)	\$110
Old Perth Road Markets / Twilight Markets (expires 30 June)	\$110
Charity, community, schools and sporting groups	No charge
Weekends and public holidays trading fee (expires 12 months from date of issue)	\$397
Annual (itinerant/ trading) fee (expires 12 months from date of issue)	\$530

Payment information:

<p>Fee from above</p> <p>Where an application is withdrawn or not approved, the Fee will <u>NOT</u> be refunded.</p> <p>Office use only : Account – (HES Admin Licenses)</p>	\$
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PAYMENT OPTIONS

	In person	At the Council Offices, 35 Old Perth Road, Bassendean. Between the hours of 8.30am and 5.00pm, Monday to Friday
	By Mail	Make Cheques/money orders payable to the Town of Bassendean Mail to: Town of Bassendean PO Box 87, Bassendean WA 6934
	By phone	Please call Council's Customer Services on 9377 8000 to pay by Visa or Mastercard only.

Or complete the form below and return via post to the Town of Bassendean

Card Type: Visa/ MasterCard only

Card Number: - - -

Expiry Date: -

CCV Code:

Name as appears on the credit card: _____

Applicant Signature:

I agree to abide with the requirements of the *Food Act 2008*, the *Food Safety Standards and the Town of Bassendean – Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010*.

Signature: _____ Date: _____

Please Note:

- This form is for Temporary food businesses only;
- Potentially hazardous foods must be kept below 5°C or above 60°C at all times. These foods can become hazardous to health if they are not carefully managed at all stages of preparation and sale;
- Completed application and payment of fee must be received at least 21 days prior to the proposed trading day;
- All food handlers must complete the I'm ALERT Food Handler Training Program;
- If you require any explanation of this form or the requirements behind the information please contact the Town's Health Services on 9377 8000.