



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.

Plastic Free

Stall holders operating at Town of Bassendean events or sponsored events i.e. Old Perth Road Markets must use recyclable or compostable single use products. Going plastic free, reducing your waste and environmental impact is easier than you think. In some cases it will even save you money rather than costing the earth.

What are single use plastics?

- Disposable cups and lids (hot & cold beverages)
- Cutlery – including stirrers
- Plates and bowls
- Takeaway containers
- Straws
- Shopping bags

Check out suppliers such as Vegware, Biopak or Earthens for a product that suits you.

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) until

NO (your application will not be processed 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 – Certificate of Registration from appropriate Local Authority
- Public Liability Insurance (not less than \$10 million)
- Payment of fee (where applicable).
- Food Safety Training Certificates*
- 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 (*Certificate of Registration 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

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 i.e market stalls, food vans etc.;
- 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 8080.

Fee Information:

Old Perth Road Markets / Twilight Markets (12 month permit)	\$110
Trading at events and/or markets (12 month permit)	\$110
Annual trading – weekends and public holidays only (12 month permit)	\$397
Annual trading – 7 days per week (12 month permit)	\$530
Charity, community, schools and sporting groups	No charge

Payment information:

	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 Email: mail@bassendean.wa.gov.au
	By phone	Please call Council's Customer Services on 9377 8000 to pay by Visa or Mastercard only.

OR BY CREDIT CARD AUTHORISATION AND TO BE RETURNED TO THE TOWN OF BASSENDEAN
Will be destroyed after processing

Card Type: Visa/ MasterCard only Cardholder name _____

Card Number: - - -

Expiry Date: -

CCV Code: