

Authority Register No.: \_\_\_\_\_ (FP2) \_\_\_\_\_ (TIPP)

## Application for Notification/Registration of Food Business and Trading in Public Places Licence

### For Mobile Food Businesses or Temporary Food Businesses

\* Please allow 10 business days processing time

**Is this application for a mobile or temporary food business?**

Mobile Food Vehicle or Unit

Temporary Food Stall

Section 1. Food Business Details	
Organisation Name:	ABN/ACN:
Trading Name:	
If food business was previously registered, please provide name of existing business:	
Postal Address:	
Phone:	Fax:
Email:	Number of equivalent full time staff:

Section 2. Proprietor's Details <small>(the Proprietor is the person who conducts or is in charge of the food business)</small>			
Proprietor's Full Name (person's name):			
Proprietor's Residential Address:	Unit no.	Street no.	Street name
	Suburb		Postcode
Phone:		Mobile:	
Fax:		Email:	
Primary language spoken:			

Section 3. Details of Site Manager or Person Delegated by Proprietor <small>(if different from proprietor)</small>	
Full Name (person's name):	
Position Title:	
Phone:	Mobile:
Fax:	Email:
Primary language spoken:	

### Section 4. Dates and Hours of Operation

**A. Proposed dates of operation:**

\_\_\_\_\_

**B. Hours of operation:**

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Public Holidays	

### Section 5 A. Mobile Food Business Details

**(For temporary food businesses, please skip and complete Section 5B)**

Address of Premises: (please provide details of where the vehicle is garaged) \_\_\_\_\_

Location(s) of proposed trading: (submit a site plan if it is permanently stationed or indicate if trading by invitation only) \_\_\_\_\_

Details of mobile food vehicle:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Vehicle registration number: \_\_\_\_\_

Do you have permission from the owner of the land to trade at this location? Yes  No   
(please attach written approval)

Details of copy of Public Liability Insurance: (please attach a copy of certificate currency, minimum \$5MIL for community/charitable organisation and minimum \$10 million for commercial businesses):

### Section 5 B. Temporary Food Business Details

Address of Premises:

Location of proposed trading (submit site plan):

Covered with marquee/tent (please indicate size of the marquee/tent) \_\_\_\_\_

Inside a building  Uncovered  Other \_\_\_\_\_

Type of floor covering (if on unsealed ground):

Do you have permission from the owner of the land to trade at this location? Yes  No   
(please attach written approval)

Details of copy of Public Liability Insurance: (please attach a copy of certificate of currency, minimum \$5 million for community/charitable organisation and minimum \$10 million for commercial businesses): \_\_\_\_\_

### Section 6. Description of Use of Premises

**A. Type of business** (Tick all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Caterer             | <input type="checkbox"/> Temporary food stall                 |
| <input type="checkbox"/> Market stall        | <input type="checkbox"/> Mobile food unit/cart                |
| <input type="checkbox"/> Mobile food vehicle | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Home delivery       | <input type="checkbox"/> Other _____                          |

**B. If you have indicated that your business is a charitable or community organisation in Section 6A (i), is the organisation an incorporated association under the Associations Incorporation Act and/ or licensed under the Charitable Collections Act?**(Note: Incorporation of

an association means that it becomes a legal entity in its own right, separate from the individual members.)

Incorporated association under Associations Incorporation Act

Licensed under the Charitable Collections Act

None of the above

If none of the above, please indicate the purpose of your charitable or community organisation:

**C. Please provide more details about your type of business:**

**D. Do you provide, produce or manufacture any of the following foods/goods?** (Tick all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Prepared, ready to eat <sup>1</sup> table meals | <input type="checkbox"/> Juices                       |
| <input type="checkbox"/> Frozen meals                                    | <input type="checkbox"/> Confectionary                |
| <input type="checkbox"/> Raw meat, poultry or seafood (ie oysters)       | <input type="checkbox"/> Bread, pastries or cakes     |
| <input type="checkbox"/> Processed meat, poultry or seafood              | <input type="checkbox"/> Egg or egg products          |
| <input type="checkbox"/> Fermented meat products                         | <input type="checkbox"/> Dairy products               |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs            | <input type="checkbox"/> Beverage and drinks          |
| <input type="checkbox"/> Sandwiches or rolls                             | <input type="checkbox"/> Prepared salads              |
| <input type="checkbox"/> Raw fruit and vegetables                        | <input type="checkbox"/> Liquor and liquor products   |
| <input type="checkbox"/> Processed <sup>2</sup> fruit and vegetables     | <input type="checkbox"/> Tobacco and tobacco products |
| <input type="checkbox"/> Infant or baby foods                            | <input type="checkbox"/> Other _____                  |

<sup>1</sup> 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold.

<sup>2</sup> 'Process' means activity conducted to prepare food for sale; including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these.

**E. Nature of food business**

**Yes    No**

	Yes	No
Are you a small business <sup>3</sup> ?		
Is the food that you provide, produce or manufacture ready to eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons <sup>4</sup> ?		

**To be answered by manufacturing/processing businesses only:**

Do you manufacture or produce products that are not shelf stable <sup>5</sup> ?		
Do you manufacture or produce fermented meat products such as salami?		

**To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):**

Do you sell ready to eat food at a different location from where it is prepared?		
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<sup>3</sup> Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector.

<sup>4</sup> Is a person who is in care in a facility listed in Schedule of *Standard 3.3.1 Australia New Zealand Food Standards Code* or a client of a delivered meal organisation. Examples include (but are not limited to) aged care recipients, hospital patients, children in child care, respite patients, nursing home residents.

<sup>5</sup> Non-perishable food with a shelf life of many months to years.

**F. No. of authorised assistants present during operation: \_\_\_\_\_**

**Section 7. Facilities on the Mobile Food Business or Regular Temporary Food Business**

**A. Hand washing facility** (Tick all that apply)

- Hand wash basin with hot and cold supply from water-heating device (e.g. urn)
- Hand wash basin with hot and cold water supply connected to self-contained water tank
- Liquid soap and single use paper towels provided with dispenser installed
- Liquid soap and single use paper towels provided next to hand-washing facility
- Other (please specify \_\_\_\_\_)
- Not applicable

**B. Washing facilities** (Tick all that apply)

- Double bowl sink with hot and cold water supply from water-heating device (e.g. urn)
- Double bowl sink with hot and cold water supply connected to mains
- Double bowl sink with hot and cold water supply connected to self-contained water tank
- Other (please specify \_\_\_\_\_)
- Not applicable

**C. How will perishable food be stored on site?** (Tick all that apply)

- Refrigerator/freezer  On ice in eskies
- In a bain-marie prior to sale  Cooked and sold with demand
- Not applicable

**D. Where is the food being prepared?** (Tick all that apply)

- In my residential kitchen  Inside mobile food vehicle/unit
- On site  In an approved residential/commercial kitchen

For approved residential/commercial kitchen, please provide the following details:

Contact person's name: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Address of residential/commercial kitchen \_\_\_\_\_  
 Not applicable

**E. Water supply**

- Scheme water  Rainwater tank  Bore water
- Self contained storage (e.g. scheme water in a water tank) – specify litres \_\_\_\_\_
- Not applicable

**F. Power supply**

- External supply  Self contained generation  Not required

**G. Wastewater disposal**

- Self contained storage – (specify litres) \_\_\_\_\_
- External disposal (please specify) \_\_\_\_\_  Not required

**H. Fire safety** (Tick all that apply)

- 4kg Dry Chemical AB (E) fire extinguisher
- Fire blanket
- Not required

**I. Thermometer** (for measurement of potentially hazardous food)

- Thermometer accurately able to measure temperature of food to +/-1°C  Not required

The following six information items **MUST** be provided in writing with this application, or it will not be processed.

1. Proof of ability to operate a Food Business attached   
(Attach a statement of previous experience in operating food businesses)
2. i) Have undertaken the FoodSafe Program, I'm Alert Online Food Safety Training or other food handling training programs (Attach certificate of participation and/or accreditation); or   
ii) Will undertake FoodSafe Program or I'm Alert Online Food Safety Training (Available online at <http://www.kwinana.imalert.com.au>)
3. Details of previous (if any) prosecutions under the Health Act or Food Act
4. Copy of public liability insurance certificate of currency
5. Written permission from owner of the land to trade at proposed location(s) [if not on Council Land]
6. Two copies of detailed design layout and fit-outs drawn to scale

Plans must be drawn to scale and must provide adequate detail and information so that the application may be adequately assessed. Only a floor plan and site plan is required for temporary food premise. Refer to the guidelines for further information.

- Floor Plan - Scale 1:100.
- Sectional Elevations - Scale 1:50.
- Site Plan - Scale 1:100.
- Mechanical exhaust ventilation system/s - Scale 1:50.
- Refuse storage facilities and location.

**FEES** - Note: Fee Increases may apply 1 July each financial year.

#### Fees for commercial operators with mobile food premise

See schedule of fees attached.

Note: Application fee upon lodgement of plans and specifications are not applicable for food business with previous registration.

#### Fees for commercial operators with temporary food premise:

See schedule of fees attached.

Note: Application fee upon lodgement of plans and specifications are not applicable for food business with previous registration and Trading in Public Places licence fees are not applicable for commercial operators which are a temporary food premise trading at approved City of Kwinana community events on a ONCE OFF occasion.

**No fees applicable for charitable and community operators that are mobile or temporary food businesses.**

**Declaration:** I, \_\_\_\_\_ (name of the proprietor) making this application declare that the information contained in this application is true and correct in every particular on behalf of \_\_\_\_\_ (organisation name of food business).

**Signature of proprietor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Declaration:** I, \_\_\_\_\_ (name of owner/agent of property) have granted the abovementioned applicant permission to trade on the abovementioned property. I consent to this application and I understand my legal obligations in relation to City of Kwinana's Activities on Thoroughfares and Public Places and Trading Local Law 2011.

**Signature of property owner/agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In case of a company, the signing officer must state position in the company.

**Position (if applicable):** \_\_\_\_\_

**Your notification will be assessed by City of Kwinana Environmental Health Services and a risk classification assigned to the food business. Additional registration and surveillance fees may be requested in writing according to the risk rating assigned to the food business prior to the issue of a verification of notification or certification of registration.**