

# Application to Sell Food from a Temporary Premise

## FOOD ACT 2008

A Temporary Food Premises application should include all supporting information as required, and be lodged at least 2 weeks before your event, or approval may be delayed.

Details of Food Premises	
Name of Food Premises/Vehicle:	
Event:	
Date:	Time:
Street Address:	
Suburb:	Post Code:
Do you have the landowner's permission to operate at this site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Temporary Food Premises:	
<input type="checkbox"/> Approved Food Vehicle - <i>A copy of the local authority approval document <u>must</u> be attached</i>	<input type="checkbox"/> Temporary Food Stall
Public Liability Insurance - <i>A copy of the current cover note <u>must</u> be attached</i>	<input type="checkbox"/> Yes

Applicant's Details	
Applicant's Name:	
Applicant's Position:	
Street Address:	
Suburb:	Post Code
Phone:	Mob:
Email:	
Organisation:	ABN (if applicable):

**Details of Proposed Food Handling Activity**

List of all food and drink products to be sold:

.....  
 .....

Does the food require preparation or handling before the event?

- No, all food is obtained from an approved food business, in a prepared form ready for use.
- Yes, the food is prepared within an approved commercial or residential kitchen.
  - *Name of food business:* .....
  - *Where the business is located outside the Town of Cottesloe, a copy of the local authority Food Premises approval must be attached.*
- The food for the event does not fit into one of the categories above and involves low-risk foods and preparation on-site just before sale to the customer.
  - *Further details must be provided in a separate attachment.*
  - *Applications will not be accepted without an existing approval or unless submitted by an exempt food business (see Fees box over page)*

**Details of Temporary Food Stall**

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

- a roof, three walls, cleanable impervious floor (if on unsealed ground).
- a dedicated dishwashing facility with detergent and sanitiser\*\*
- a hand washing facility with running water, soap, single-use hand towels\*\*

*\*\* A large container of sufficient volume must be provided to catch waste water after each use and stored for appropriate disposal.*

- Cooking appliance(s) .....
- Hot display: .....
- Refrigerated storage/display .....
- Fire extinguisher
- Other: .....

Number of Staff (total):	Number of Staff handling food:
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)	

**Temporary Food Premises Fees**

Are you a commercial operator? Paid

\$60 - Notification Fee

\$75 - Daily trading fee

\$260 – Annual Permit Fee

*An annual permit does not guarantee attendance of your business at any events or markets.*

Are you an exempted food business? NO CHARGE

*Exempt - a not-for-profit community or charitable fundraising activity, selling either low-risk, shelf-stable food; or selling food that is thoroughly cooked onsite for immediate consumption.*

**Declaration:**

I, the applicant, declare that:

- this application form is accompanied by the required fee;
- I have attached all required Approval and Public Liability Insurance documentation; and
- the information contained in this application is true and correct in every particular.

Signature of applicant: \_\_\_\_\_

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

Date: \_\_\_\_\_

**PLEASE NOTE THAT SUBMITTING THIS APPLICATION DOES NOT AUTOMATICALLY RESULT IN APPROVAL.**

Receipt Number: \_\_\_\_\_ Fee Paid: \_\_\_\_\_