

Application Form: Trading in Public Places – Stallholders - Food



How to submit this form

Email it to info@capel.wa.gov.au

Post it to PO BOX 369, Capel, WA 6271

Hand deliver it to the Shire Administration building, 31 Forrest Road, Capel

Please tick: New Application Renewal

Applicant/s Owner's Details

Title Given name(s) Surname

Business Name:

ABN:

Postal Address:

Residential Address:

Email:

Phone:

Stall Details

Size:	<input type="text"/>
Material:	<input type="text"/>
Area required in m ² : (Including tables and chairs)	<input type="text"/>

Additional Information

Type of Trading Activity Proposed: (Describe product/s for sale)			
Number of staff:			
Name/s of person/s engaged in trading:			
Proposed Trading Location/s: (Site locations are in our Trading & Operating a Stall in Public Places Policy) Maximum of 2 traders are permitted at any location.	Preference 1:		
	Preference 2:		
Propose Trading Time: (Maximum of 5 hours per day)	<input type="checkbox"/> Monday	Time From:	Time To:
	<input type="checkbox"/> Tuesday	Time From:	Time To:
	<input type="checkbox"/> Wednesday	Time From:	Time To:
	<input type="checkbox"/> Thursday	Time From:	Time To:
	<input type="checkbox"/> Friday	Time From:	Time To:
	<input type="checkbox"/> Saturday	Time From:	Time To:
	<input type="checkbox"/> Sunday	Time From:	Time To:
Intended trading period:	Date To:	Date From:	
Frequency eg Every Saturday or 1 st Sunday of Month			
Is your Business registered in the Shire of Capel: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, where are you registered: (Please include a copy of your Permit)			
Addresses of Premises where food will be prepared (prior to sale)			
<i>What type of food is intended to be sold?</i>			
<i>Is the food that you provide, produce or manufacture ready to eat when sold to the customer?</i>			

<i>How is the food protected and transported?</i>
<i>How will hot foods be kept at 60C or above or cold foods kept at 5C or below?</i>
<i>Describe the construction of the premises where food is being sold (Flooring, walls, roof, vehicle etc.)</i>
<i>What hand washing facilities are provided?</i>
<i>What food and utensil washing facilities are provided?</i>
<i>Has electrical equipment been tested and tagged?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Any other comments you would like to make?
Do you give the Shire of Capel permission to disclose your Business Contact details to Event Organisers?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I hereby confirm that I indemnify the Shire of Capel in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the undersigned, I hereby apply for a permit for a Stallholder as detailed in this application and do agree to abide by all conditions imposed in the Permit and relevant legislation.

Signature of applicant:		Date
Applicant name:		

Checklist

- Please see Fees below. These will change every year.
- Booking of Site locations and payment of Traders Fees are now done through SpacetoCo. Please see the How to Guide - Trading in Public Spaces for more information.
- Proof of a Current Public Liability insurance policy, covering the proposed activity, for a minimum value of ten (10) million dollars will be required prior to issue of permit. The Permit holder is to keep that insurance policy current for the duration of the permit. *(Copy attached)*
- Copy of your Food Registration in not registered in the Shire of Capel *(Attached)*

Office Use Only		Records
Date Received:		
Accepting Officer:		
Amount Paid:	\$	
Receipt Number:		
Premises Code:		

Fees	
Permit Application Fee (paid annually)	
Daily Fee	
Weekly Fee	
Monthly Fee	
Annual Fee	