

Application Form: Temporary Food Trading

Activities on Thoroughfares & Trading in Thoroughfares & Public places



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

Applicant Details

Title:	Given name(s):	Surname:
Business Name:		
Postal Address:		
Phone:		
Email:		

Trading Details

Please tick:	<input type="checkbox"/> Fundraiser/Community group	<input type="checkbox"/> Stalls	<input type="checkbox"/> One off Food Handling
Period applying for:	Date From:	Date From:	Date:
	Date To:	Date To:	
Purpose for applying for a Temporary food permit:			
Event/ Venue/Location (s) you want to trade at:			
Description of equipment, structure or vehicle proposed to be used by applicant:			
Size:		Material:	
Area required in m2: (Including tables and chairs)			
Equipment:			
No of assistants:			

Name of persons assisting in trade:
1.
2.
3.

Additional Information

Addresses of Premises where food will be prepared (prior to sale)		
What type of food is intended to be sold?		
Is the food that you provide:	<input type="checkbox"/> produce	<input type="checkbox"/> manufacture ready to eat
when sold to the customer?		
How is the food protected and transported?		
How will hot foods be kept at 60C or above or cold foods kept at 5C or below?		
What hand washing facilities are provided?		
Describe the construction of the premises where food is being sold (Flooring, walls, roof, vehicle etc.)		
What food and utensil washing facilities are provided?		
Has electrical equipment been tested and tagged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> N/A	
Any other comments you would like to make?		

Please tick:

I have provided an accurate plan and description of all proposed stand, structure or vehicles which may be used for the proposed trading (please include photographs where possible) to info@capel.wa.gov.au

I have made arrangements in respect of public liability insurance to the minimum value of ten (10) million dollars prior to issue of permit.

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:		

Fees

Permit Application Fee (paid annually)	\$
Daily Fee	\$
Weekly Fee	\$
Monthly Fee	\$
Annual Fee	\$

Office Use Only

Date Received:		Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accepting Officer:		Authorising Officer:	
Amount Paid:	\$	Premises Code:	
Receipt Number:			

Checklist

- Complete form and email to info@capel.wa.gov.au
- Paid the required fees
- Accurate site plan and description of the proposed food stall
- Detailed description of the types of foods proposed to be sold from the food stall
- Details of where food will be prepared and stored
- Demountable covered food stall – floor, roof, 3 sides
- Food storage above ground and covered
- Hand wash facilities
- Washing up facilities
- Warm water
- Liquid soap and paper towels
- Detergent and food grade sanitiser
- Refrigeration – cold foods below 5°C
- Hot food storage above 60°C
- Rubbish bins
- Thermometer
- Single use eating and drinking utensils
- Food protected from contamination
- Fire extinguisher/fire blanket

Please see diagram for example of how to setup for a stall. If you have any further question, please contact an Environmental Health officer on 97 270 222.

Guide for the design and operation of a temporary food premises (stall)



This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) – seek advice from your local enforcement agency.

Image courtesy of City of Gold Coast

Hand washing facilities

Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency)

Liquid soap and paper towels

Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways)



Utensil and food washing facilities

Container of sufficient size (e.g. 20 litres) with tap and potable water

Hot water and/or food grade chemical sanitiser for sanitising if needed

Provide separate washing and rinsing containers for food and for utensils, as needed



Check food temperature with thermometer (accurate to +/- 1°C)



Food handlers

Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.

Clean person, attire and habits

No smoking in stall

Money and food handled separately



Must have skills & knowledge in food safety and food hygiene matters

Exposed wounds covered with waterproof covering

Avoid unnecessary contact with food by using utensils or gloves

Hands must be washed whenever they are likely to contaminate food

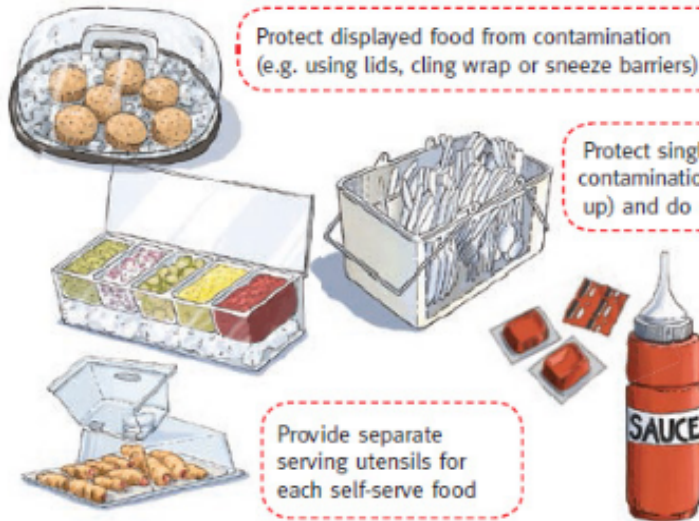
Food display, single use items and condiments

Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers)

Protect single use utensils from contamination (e.g. store handle up) and do not reuse

Clean the outside and top of dispenser bottles and do not top-up bottles

Provide separate serving utensils for each self-serve food



Temperature control of potentially hazardous food

Cold food – ensure 5°C or below

Hot food – ensure 60°C or above

Please seek advice from your local enforcement agency if planning to use an alternative to appropriate temperature control for display of potentially hazardous food.



Image courtesy of City of Gold Coast