



**SHIRE OF DERBY/WEST KIMBERLEY**

PO Box 94, DERBY, WA, 6728

Development Services Branch - Telephone : (08) 9191 0999, Facsimile : (08) 9191 0997

**ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES & PUBLIC PLACES LOCAL LAW  
LOCAL GOVERNMENT ACT 1995**

**APPLICATION FOR STALLHOLDERS/TRADERS PERMIT**

STALLHOLDER

TRADER

(PLEASE TICK APPROPRIATE BOX – DEFINITIONS ON REVERSE SIDE)

PERIOD REQUIRED: 1<sup>ST</sup> JULY \_\_\_\_\_ TO 30<sup>TH</sup> JUNE \_\_\_\_\_

FULL NAME OF APPLICANT : .....

BUSINESS NAME : .....

ADDRESS (RESIDENTIAL) : .....

(POSTAL) : .....

TELEPHONE : (H) ..... (W) .....

MOBILE : ..... FAX : .....

NAME OF EVENT :

.....

PROPOSED DATE/S AND HOURS OF TRADING :

.....

.....

LOCATION/ADDRESS FOR PROPOSED TRADING ACTIVITY :

.....

.....

DESCRIPTION & ACCURATE PLAN (INCLUDING REG NO.) OF VEHICLE OR STALL TO BE USED FOR TRADING (Include additional sheet if required) :

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.....

.....



**NATURE OF TRADING ACTIVITY PROPOSED (TYPE OF GOODS/SERVICES). BE SPECIFIC IN REGARD TO FOODSTUFFS:**

.....  
.....  
.....

**FULL NAME, ADDRESS & TELEPHONE NUMBER OF ANY ASSISTANTS :**

.....  
.....  
.....

**PERIOD FOR WHICH PERMIT IS REQUESTED : ..... DAY, MONTH/S or YEAR**

.....	.....	.....	.....
<b>Applicant Signature</b>	<b>Date</b>	<b>Name of Event Co-ordinator</b>	<b>Signature</b>

**DO I NEED TO APPLY FOR A *TRADERS* OR *STALLHOLDERS* PERMIT ?**

You will need to apply for a ***TRADERS*** permit if you are:

- Trading from a vehicle selling food i.e. ice-cream van, food van
- Trading from other vehicles i.e. Show-bag van
- Trading from a fixed stall i.e. a kiosk
- Selling door to door
- Persons travelling throughout communities selling their wares

You will need to apply for a ***STALLHOLDERS*** permit if you are:

- Trading from a movable/temporarily fixed stall, structure or table etc., i.e. Markets, Fetes etc.

**FEE'S**

Are to be paid at the time of submitting the application. **Charitable, recreational or sporting organisations are exempt if they can provide a statement as per clause 6.7(1) of the local law** stating that any member does not receive any pecuniary profit from the organisation except where the member is an employee or the profit is an honorarium.

- ◆ **Traders Permit :** \$1500 per financial year / \$250 per month / \$50 per day.
- ◆ **Stallholders Permit :** \$240 per financial year / \$50 per month / \$20 per day

Should your application be declined you will be notified in writing and the fee refunded.

*Shire of Derby/West Kimberley*

**TEMPORARY FOOD PREMISES  
GUIDELINES FOR FOOD STALL  
OPERATORS**



**Shire of Derby /  
West Kimberley**

### **1. TEMPERATURE CONTROL**

- Food must be kept at a temperature of **below 5°C or above 60°C** at all times to prevent the growth of microorganisms capable of causing food borne illness.

### **2. HAND WASHING FACILITIES**

- An adequate water supply must be provided to last the duration of the event. The water must be of drinkable quality and stored in a clean container.
- Disposable paper hand towels and liquid soap and must be provided in each food stall.
- No disposal of waste water onto the ground is permitted.

### **3. PROTECTION OF FOOD**

- A food stall must be enclosed adequately to protect the food preparation area from the elements.
- All food must be kept covered or protected from insects and dust at all times, and must be stored in clean containers.
- Raw and cooked foods must be kept separated at all times.

### **4. PERSONAL HYGIENE & SAFE FOOD HANDLING**

- All persons operating a food stall must be neat and tidy, wearing clean clothing.
- Enclosed footwear must be worn.
- Hands must be washed regularly using the hand washing facilities provided.
- Long hair must be tied back.
- As far as is practicable food is to be handled with clean utensils or with the hands covered with clean disposable rubber gloves.

### **5. COOKING AND FOOD PREPARATION AREAS**

- The cooking and food preparation areas shall be kept clean and free of dust and dirt as far as practicable.

### **6. RUBBISH DISPOSAL**

- All rubbish is to be removed hygienically and regularly to an approved disposal.