



APPLICATION FOR STALLHOLDERS/TRADERS

This form is to be used for the purpose of obtaining a Traders or Stallholders Permit with the Shire of Derby/West Kimberley. Applications are assessed in accordance with the Shire of Derby/West Kimberley *Activities of Thoroughfares and Trading in Thoroughfares and Public Places Local Law*. Temporary food stalls and mobile food vans will need to meet the requirements of the *Food Act 2008*, *Food Regulations 2009* and Australia New Zealand Food Standards Code. **Any applications for Annual Permits or general town site trading must first be discussed with the Shire's Environmental Health Officer.** Should you require any assistance completing this form, please contact an Environmental Health Officer on 9191 0999.

APPLICATIONS FOR PUBLIC EVENT TRADING MUST BE SUBMITTED AT LEAST 7 BUSINESS DAYS BEFORE THE EVENT

1. APPLICANT DETAILS:

Company Name:		
Applicant/s Full Name:		
Residential Address:		
Postal Address:		
Contact Numbers		

2. PERMIT TYPE (please select):

<input type="checkbox"/>	Stallholders Permit – Trading from a moveable/temporarily fixed stall, structure or table (Marquee, trestle table).
<input type="checkbox"/>	Traders Permit – Trading from a vehicle (food truck, show bag van), fixed building (kiosk, canteen or kitchen) and selling door to door.

3. DETAILS OF OPERATION:

Name of Event:	
Address of Event:	
Date/s of Event:	
Proposed Trading Location (if not event related):	
Times of Operation:	

4. NATURE OF PROPOSED ACTIVITY (select all boxes that apply):

<input type="checkbox"/>	Temporary Premises (includes markets, fetes, events, sausage sizzles)
<input type="checkbox"/>	Charitable or Community Organisation (fundraising, sporting and recreational groups)
<input type="checkbox"/>	Mobile Vehicle (mobile food vehicles must provide current <i>Food Act 2008</i> Certificate of Registration)
	Vehicle Registration Details: _____
	Vehicle Type: _____

5. STALL LAYOUT

--



6. GOODS TO BE SOLD (select all boxes that apply):

<input type="checkbox"/>	Food (please complete section 7)
<input type="checkbox"/>	Jewellery
<input type="checkbox"/>	Clothing and accessories
<input type="checkbox"/>	Toys and novelties
<input type="checkbox"/>	Show bags
<input type="checkbox"/>	Other (please specify):

SECTION 7 MUST BE COMPLETED IF FOOD IS BEING SOLD

7. FOOD WILL BE (select all boxes that apply):

<input type="checkbox"/>	Packaged (confectionary, chips, icy poles, bread, jams, sauces, cans of soft drinks, bottled water etc.)
<input type="checkbox"/>	Ready-to-eat hot foods cooked to 75°C or hotter and stored above 60°C (cooked meats, curries, rice, pizzas etc.)
<input type="checkbox"/>	Ready-to-eat cold foods stored at or below 5°C (sandwiches, cream, custard, ice-cream, milk etc.)
<input type="checkbox"/>	Milkshakes, tea, coffee, freshly squeezed juices, smoothies
<input type="checkbox"/>	Cakes, slices, biscuits, scones, unpackaged confectionary
<input type="checkbox"/>	Raw and uncut fruit and vegetables

FOOD TO BE SOLD

--

DOES THE FOOD REQUIRE PREPARATION OR HANDLING PRIOR TO THE EVENT? (Please select)?

<input type="checkbox"/>	No, all food is obtained from an approved food business and prepared at the temporary food premises or vehicle
<input type="checkbox"/>	Yes, the food is prepared in my residential kitchen that does not have existing approval under the <i>Food Act 2008</i>
<input type="checkbox"/>	Yes, the food is prepared within a commercial or community kitchen which is registered under the <i>Food Act 2008</i>
Name of registered food premises: _____	

8. DETAILS OF ASSISTANTS:

Names of Assistant/s:	
Address of Assistant/s:	

9. PERIOD FOR WHICH PERMIT IS REQUESTED:

<input type="checkbox"/>	_____ DAY/S
<input type="checkbox"/>	_____ MONTH/S
<input type="checkbox"/>	1 YEAR

10. CONSENT TO TRADE FROM EVENT ORGANISER OR LAND OWNER/OPERATOR (if a signature cannot be obtained please attach an email or letter which grants permission to attend the event or site):

Name of person:	
Position:	
Signature:	
	Date:



11. PERMIT FEE

The relevant fee is to be paid upon submission of this application. **Charitable, recreational or sporting organisations are exempt from a fee 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.

Stallholders Permit	\$25 per day	\$55 per month	\$250 per financial year
Traders Permit	\$55 per day	\$260 per month	\$1550 per financial year

12. DECLARATION

I/We declare that all the details in this form are true and correct

Signature of Applicant:	 Date:
--------------------------------	------------------------------------------------------

ADMINISTRATION USE ONLY

Fee Paid <small>Please circle</small>	Yes \$ _____ No Fundraising Purposes (Copy of Charitable Organisation Certificate required)
Receipt No.	