



Temporary Food Stall Application

The following application details the City of Canning's expectations and minimum requirements for the approval and conduct of Temporary Food Stalls seeking ANNUAL PERMIT.

The City now offers annual permits, for the same fees as a one-off Permit. If vendors intend on trading at more than one organised event within a one year period, a 12 month permit option is now available. This is intended to make the application process easy. A separate fee may apply for inspections.

Before trading as a temporary food business at any organised event in the City of Canning, vendors must register with the City of Canning. This includes charity groups selling food and drink, or if the proceeds from food and drink sales will be donated to charity. A **temporary food stall application** needs to be completed and submitted to the City of Canning at least 14 days before your first intended event. This includes trading on land that is not owned by the City.

If an application is approved the food stall operator will receive a confirmation email with an individual food stall permit. Food stall operators must have their food stall permit available at the food stall when trading at organised events in the local Canning area. The following conditions apply to all permits issued:

- The annual food stall permit does not permit a food stall operator to operate on private or public land that is not associated with a City of Canning approved 'Organised Event'.
- In addition to obtaining a Temporary Food Stall Annual Permit from the City, the permit holder must also obtain Event Organiser permission to attend an event. The City suggests obtaining this in writing.
- Permit holders must also notify the City of Canning via email to customer@canning.wa.gov.au of the organised events they will be attending prior to date of the events.
- If the event is run by City of Canning and you have been invited to attend, please directly liaise with the Event Coordinator.
- The City may inspect food stalls at any time during any event without prior notification to the food stall operator.
- The annual Temporary Food stall permit will remain valid for a period of 12 months from the date of issue, when presented with a Public Liability Insurance Certificate of Currency to the value of \$10M, provided that the food stall is compliant with the approved set up, or unless cancelled by the City of Canning.
- Upon expiry the applicant will need to reapply to the City of Canning to renew their food stall permit.
- If the food stall operator wishes to prepare food before the event, the food stall operator must rent or use a commercial kitchen that is registered with a local authority under the Food Act 2008. The food stall operator must provide the City with copies of the registration and booking for use of all off-site food preparation and storage associated with a food stall prior to an event.
- Food stall operators cannot prepare or store food that is intended for sale at a residential property unless they have been granted approval to do so from the City of Canning Planning and Health services.
- If granted an annual temporary food stall permit within the City of Canning, the permit is non-transferrable. Should the food stall cease operation or something significantly changes with the food stall, the operator will need to complete and resubmit the temporary food stall application and notify the City of all changes.
- The City of Canning annual food stall permit will not allow permit holders to operate a temporary food stall at events outside the City of Canning district. To sell food in other local council areas, operators will need to contact the Environmental Health services within that council separately.

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1317 Albany Highway Cannington (enter from George St West)

Please address correspondence to: Locked Bag 80, Welshpool WA 6986

Tel: 1300 422 664

Fax: (08) 9458 2353

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General:

- Approval from the City's Environmental Health Services is required to sell or provide food at an event within the City of Canning.
- Valid and current Public Liability Insurance (minimum \$10,000,000) is required when applying to operate a temporary food stall.
- All stalls (for profit or charity) are subject to inspections to ensure adherence to the *Food Act 2008*. Please note that violations of the *Food Act 2008* may result in graduated and proportionate enforcement under the legislation, which may include refusal from attending future events/cancelation of registration permit.

The Application Process:

- Thoroughly review the application form, complete and submit to the City's Environmental Health Services.
- Your application will be reviewed and:
 - You will receive a confirmation email with your annual food stall permit, or
 - You will be requested to provide further information, or
 - Insufficient information is obtained and your application is refused.

Note: Applications must be received at least 14 days prior to the event or your application may be rejected

The Food:

- The only types of foods and food preparation permitted for temporary food stalls are detailed in **Appendix 1**.
- **IMPORTANT NOTE:** It is an offence under the *Food Act 2008* to sell food that is not prepared from an approved/registered food business.
Marinating meat, cutting of vegetables, pre-cooking curries etc. from a residential kitchen is **not** permitted. Offenders will be fined or prosecuted. If preparing food in an approved/registered food business, you will need to provide a copy of the *Food Act 2008* registration certificate for that business.
- The following types of food may be prepared in a residential kitchen for a charitable event: Cakes (no cream), jams, biscuits, pickled onions, chocolate, muffins, chutneys, relishes and sauces that are heat treated, herb vinegars with a pH of less than 4.5.
If you intend on selling any of the above foods prepared from a residential kitchen, you must be registered with your Local Government Authority. To become a registered residential kitchen under the *Food Act 2008* contact your residential Local Government Authority.

The Stall:

- Layout example detailed in **Appendix 2**

The Event:

- A Checklist for Stallholders is detailed in **Appendix 3**. Use this checklist to ensure you have a safe and successful event.
- The City recommends all food handlers undertake free online food safety training at www.canning.imalert.com.au

The City of Canning's Environmental Health Services can be contacted on 9231 0503
Please submit completed applications to customer@canning.wa.gov.au

If attending a City run event, please liaise directly with the Events Coordinator at events@canning.wa.gov.au

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APPLICANT DETAILS			
Applicant Name:			
Trading Name:		ABN:	
Postal Address:			
Mobile:	Home:	Work:	Fax:
Email:			
Public Liability Insurance (minimum coverage \$10,000,000) <input type="checkbox"/> Yes (attach copy of valid Public Liability Insurance)			
Type of Temporary Food Stall:			
<input type="checkbox"/> Foods requiring temperature control (e.g. onsite cooking and/or heating of pre-prepared foods to be kept hot and/ or cold)			
<input type="checkbox"/> Shelf-stable goods (e.g. biscuits, jams, chocolate, pickled onions, fruit & vegetables, pre-packaged shelf-stable goods etc.)			

EVENT DETAILS	
Name of Events:	
Address / Venue:	
Date(s) of Event:	Times of Operation:
Have you received permission from the landowner? <input type="checkbox"/> Yes (attach copy of written approval)	
Is this a Charitable Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Charity to receive benefit:	
Charity ABN:	

STALL DETAILS
Describe your location at the event (if known) or provide an aerial map of the site:
Equipment in Temporary Food Stall (e.g. BBQ, portable gas cooktop, esky, bain marie etc.)
How will potentially hazardous and perishable foods be stored in your stall? (Tick all appropriate)
<input type="checkbox"/> N/A (only applicable for pre-made shelf-stable food)
<input type="checkbox"/> Refrigerator / freezer
<input type="checkbox"/> Bain-marie
<input type="checkbox"/> Other: (please specify)
<input type="checkbox"/> Cooked and sold immediately on demand
<input type="checkbox"/> On ice in eskies
How will other food be stored in your stall? (E.g. bread, uncooked rice etc.)
How are potentially hazardous and perishable foods transported to the event?
<input type="checkbox"/> Refrigerated food vehicle
<input type="checkbox"/> Heated food vehicle
<input type="checkbox"/> Mobile cool room / freezer
<input type="checkbox"/> Other: (please specify)
<input type="checkbox"/> On ice in eskies

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STALL DETAILS
Please detail the facilities you will provide or have available for your Temporary Food Stall:
Hand Washing: (minimum 20L container labelled 'Hand Washing Only')
Utensil/Equipment Washing: (minimum 20L container labelled 'Utensil Washing Only')
Potable (Drinking) Water Supply:
Wastewater Disposal:
Rubbish Disposal:

FLOOR PLAN / LAYOUT OF YOUR STALL
See example layout in Appendix 2

FOOD DETAILS
If food is prepared from a Registered kitchen (<i>residential or commercial e.g. a restaurant</i>), attach a copy of the Food Act 2008 Certificate for that business or businesses <input type="checkbox"/> Attached
Is any pre-packaged food to be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a copy of the labelling for assessment <input type="checkbox"/> Attached

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FOOD DETAILS		
Please complete the below section for the food you will be providing in your stall:		
Type of Food:	Main ingredients (e.g. beef, vegetables, marinade)	Where will the ingredients be prepared? (E.g. Butcher, bakery, commercial kitchen etc.)

FINALISING YOUR APPLICATION	
<i>I understand that I must comply with the requirements of the Food Act 2008, Food Regulations 2009 and Australia New Zealand Food Safety Standards Food Standards Code and I agree to abide with the requirements.</i> <input type="checkbox"/> Yes	
Signature of Applicant:	Date:

Note: This application does not grant automatic approval. A Temporary Food Stall Permit will be issued if approved. The City of Canning reserves the right to revoke a Temporary Food Premises Permit should the operator not comply with the above requirements.

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FOOD STALL PAYMENT AND RENEWAL FORM

Charitable: exempt
For Profit: Annual Registration Fee = \$60

Food Stall Trading Name:

Proprietor Name:

Postal/email/phone contact details (if changed):

Date of stall to commence:

OPTION 1	In-person Cash and EFTPOS 1317 Albany Highway, CANNINGTON (Cnr George Street West)
OPTION 2	Cheque POST: City of Canning Locked Bag 80, WELSHPOOL WA 6986 (Cheques made payable to City of Canning)
OPTION 3	Credit Card *A surcharge fee of 0.46% will be applied to any payment made by credit card*

INCOMPLETE FORMS CANNOT BE PROCESSED AND WILL DELAY YOUR APPLICATION

I (full name), * _____,

Authorize City of Canning to deduct * \$ _____ (\$60 annual fee), from my elected credit or debit card selected below:

Please tick appropriate card type:

- MasterCard Visa Debit Card

*Enter card number below:

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Full Name on Card:	*	
Expiry Date:	*	
Phone Number:	*	
Signature:	*	
Date Submitted:	*	

Office Use Only

Date Received	
Amount Received	
Account Number	(62) 18404.901 (GST exempt)



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APPENDIX 1 -

FOOD & METHODS PERMITTED	FOOD & METHODS NOT PERMITTED
<p>Correctly Labelled Packaged Foods</p> <p>Nuts, biscuits, jams, honeys</p>	<p>On-site food preparation</p> <p>where potentially hazardous foods are handled (raw meat and vegetables), and/or where a pathogen control measure such as cooking is not utilised - including but not limited to sushi, rice paper rolls, sandwiches/rolls or any other food where direct contact with hands is required.</p>
<p>Fresh low risk Foods</p> <p>Raw fruit and vegetables, grains, bread, muffins, eggs, cakes (no cream), nuts, biscuits, sealed jams, honey, pickles, canned foods, pasteurised juices, powdered products drinks</p>	
<p>Stir-frying <i>(strict conditions apply)</i></p> <p>Stir frying of pre-cut foods prepared from a Registered / Approved Food Business (not to be prepared from home or at the Food Stall)</p>	
<p>Barbeques</p> <p>Satay sticks, sausages, meat patties, steak, fish, vegetables etc.</p>	<p>Deep Frying</p> <p>For safety reasons only pan frying with no more than 1 litre of oil at a time is permitted</p>
<p>Steaming and Microwaving</p> <p>Of foods such as rice, corn, vegetables and grains</p>	
<p>Reheating</p> <p>Ready to eat meals kept under temperature control - prepared at an approved Food Business within 24hrs of sale (soups, curries, casseroles)</p>	
<p>Boiling</p> <p>More than 5L of water, stock, soup at a time. Less than 5L at a time is accepted.</p>	
<p><i>Applicants will be held responsible for compliance with the Food Act 2008. Offences identified under the Act may result in approval being withdrawn, food products being seized and destroyed, Infringement Notices being issued (\$500 penalty), or Prosecution.</i></p>	
<p>If the type of food that you wish to sell does not fit any of the above categories contact the City's Environmental Health Services on 9231 0503 for further guidance.</p>	

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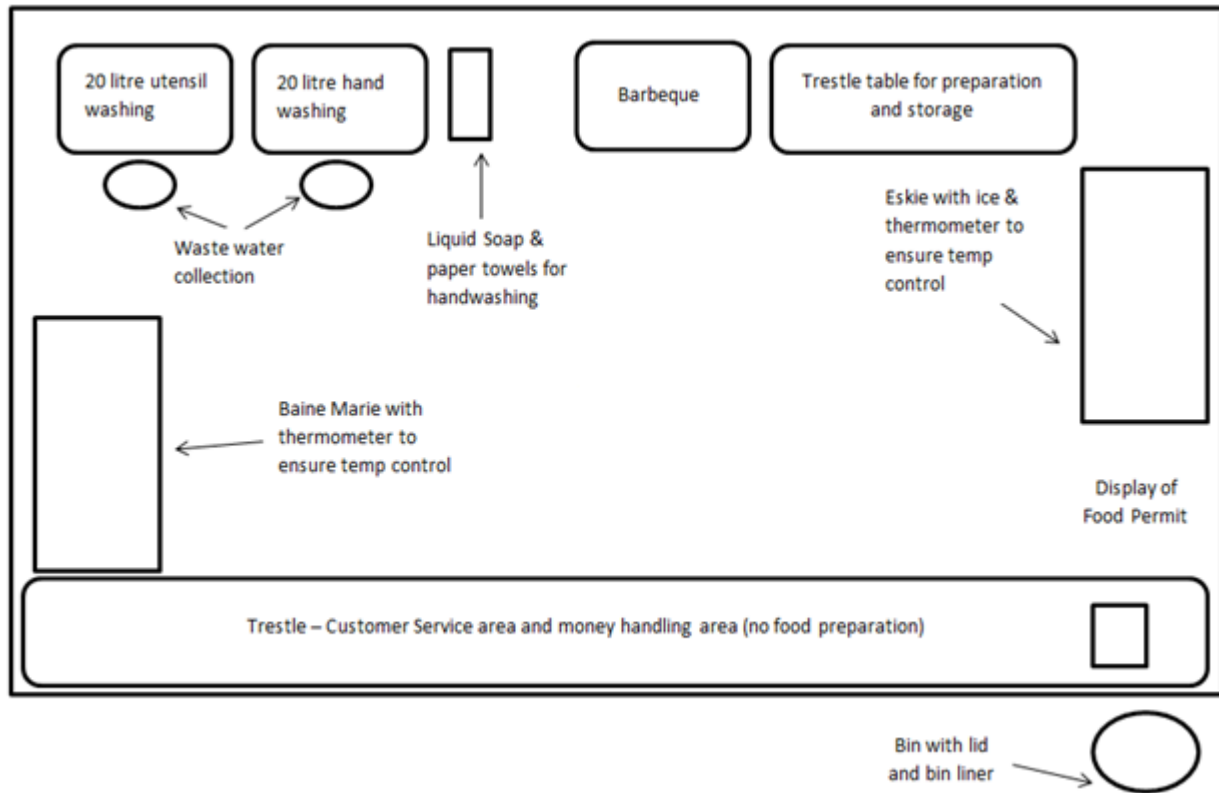
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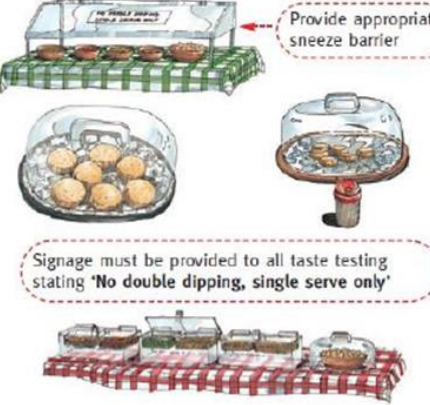
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APPENDIX 2 – Food Stall Example Layout and Minimum Requirements



Minimum Hand Wash Facility	Minimum Utensil Washing Facility	Food Display and Protection
 <ul style="list-style-type: none"> 20 litre water container with tap labelled 'Hand Washing Only' Liquid soap and paper towels supplied for staff use Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer 	 <ul style="list-style-type: none"> 20 litre water container with tap labelled 'Utensil Washing Only' Hot water and/or sanitiser available for emergency cleaning Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils 	 <ul style="list-style-type: none"> Provide appropriate sneeze barrier Signage must be provided to all taste testing stating 'No double dipping, single serve only'

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APPENDIX 3 – Event Day Checklist for Stallholders

EVENT DAY CHECKLIST FOR STALLHOLDERS	✓ / ✗
2.1 Approvals	
• Approval Certificate from City of Canning to Operate a Food Stall obtained & available?	
• Food obtained from Registered Food Businesses only?	
• Food Stall set up complies with the minimum standards and stall layout example?	
2.2 Food Suppliers	
• Obtain all food products from reputable suppliers, as generally they operate under strict quality guidelines.	
• Keep receipts/invoices of food products purchased at the stall (see note below **)	
2.3 Food Storage	
• Make cleaning products clearly identifiable (labelling, colour coding etc.)	
• Keep cleaning products and chemicals separated from food products (particularly other bottled items such as sauces)	
• Food (and rice cookers) to be stored at least 150 mm above the floor or in suitable impervious containers and, where possible, kept out of direct sunlight.	
• Potentially hazardous foods like poultry, meat, dairy products, seafood and egg-based products must be stored under temperature control. If intended to be stored frozen, the food must remain frozen during storage. Make sure your esky is large enough to contain all food required, and enough ice to last 24 hours.	
2.4 Cross-contamination	
• Have separate utensils for cooked and raw meats, poultry and seafood	
• Wash used utensils every 2-hours, throughout the day or when contaminated	
• Cover all food	
• Keeping dry foods separate from wet products (food, oils, cleaning equipment)	
• Keeping cooked meat and salads separate from raw meat, raw poultry and raw seafood	
• 20L potable water - for washing your hands after handling raw meats, raw poultry, raw seafood and raw vegetables.	
• 20L potable water – for washing utensils and cleaning surfaces	
• Not re-using raw meat trays for serving	
2.5 Food Display	
• Potentially hazardous cold food to be stored at 5°C or below, or hot food at 60°C or above	
• Physical barriers to be provided between all foods and customers (sneeze guards, containers, display units etc.).	

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