CITY OF GOSNELLS

THOROUGHFARES AND PUBLIC PLACES LOCAL LAW 2021

APPLICATION FOR TRADER'S PERMIT
(STALL OR ANYTHING OTHER THAN A MOBILE FOOD BUSINESS)

APPLICANT DETAILS

Name of Applicant:	First Name:		
	Last or Family Name:		
Postal Address:			
Residential Address:			
Telephone:(Home):		**(Mobile):**	**Fax:**
(Business):		**E-mail:**	
Are you a fundraising organisation for charity or a community group? *(see overleaf for definition)*			**No ○ Yes ○**
Name of organisation:			
Address of organisation:			
Contact Phone Number of organisation:			
Are you a registered food business? **NOTE – All food businesses must be registered by their local government authority (LGA), unless exempt. If your LGA is not in the City of Gosnells, please attach a copy of your Certificate of Registration.**			**No ○ Yes ○**
Name of registered food business:			

DETAILS OF PROPOSED STALL

Name of Stall:
Location of Stall:
Date of Event/s:
Name of Event/s:
Hours of Operation:
List of all food and drink products to be sold:
Type of food preparation/handling: ○ **Low risk** – pre-made, packaged goods from a registered food business, or residential registered food business for direct sale e.g. biscuits, preserves, muffins, packaged drinks Name of registered food business: _____
○ **Low/medium –** fresh or packaged ingredients obtained from a registered food business ready for preparation or use e.g. hot drinks, ice cream, bbq sausage sizzles, pizza
○ **Medium/high risk** – foods pre-prepared at a registered food business for onsite cooking or reheating e.g. meat curries, risotto Name of registered food business: _____

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Please tick to confirm whether the proposed stall has the following facilities

- ☐ a roof, three walls, cleanable impervious floor (if on unsealed ground) ***Note:*** *Open food stalls consisting of tables only or tables and trestles, shall be used only for the sale of factory pre-packaged food in hermetically sealed containers*
- ☐ a dedicated dishwashing facility with detergent and sanitiser*****
- ☐ a hand washing facility with running water, soap, disposable paper towels*****

***A large container of sufficient volume must be provided to catch waste water after each use and to store for appropriate disposal.**

- ☐ Cooking appliance/s: _____
- ☐ Hot display: _____
- ☐ Refrigerated storage: _____
- Refrigerated display:

Power supply:	☐	Self-contained	☐	External (please specify)
Water supply:	☐	Self-contained	☐	External (please specify)
Waste water disposal:	☐	Self-contained	☐	External (please specify)

APPLICATION FEES

☐ **Exempted food business** *Exempt - a community or charitable organisation selling either low risk, shelf stable food or food which is thoroughly cooked onsite for immediate consumption*		NO CHARGE
☐ **Commercial operator** *All other operators other than exempted food businesses*	Application Fee	$88.00
	Fee per day	$22.00
	Fee per week	$87.50
	Fee per month	$174.00
	Fee per annum	$1,778.00

ESSENTIAL DOCUMENTATION

Please ensure that you attach the following information with your application to assist with the processing of your trader's permit in time for your event:

- ☐ Copy of current Public Liability Insurance Certificate – minimum cover $10,000,000
- ☐ Copy of Food Business Certificate of Registration – by Local Governments other than City of Gosnells
- ☐ Plan of the proposed stall
- ☐ Written consent from the owner of the property (if you are not the owner)

Privacy Collection Notice
Personal information is collected by the City of Gosnells to support the delivery of services to the community. Information is handled in accordance with the *PRIS Act 2024* and our Privacy Policy. Where necessary, information may be shared internally or with other agencies. See our Privacy Policy for more detail, City of Gosnells Privacy Information. To access or amend your personal information please contact the Privacy Officer by email info@gosnells.wa.gov.au or by telephone 08 9397 3000.

Signed: _____ **Date:** _____

Applications must be lodged at least 14 days prior to the event, or they may not be processed.

Definition:	*"**charitable organisation**" means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium.*

Please forward your completed form and application fees to the City of Gosnells,
2120 Albany Highway, Gosnells WA 6110 or by mail to PO Box 662, Gosnells WA 6990
[For clarification or assistance please contact City of Gosnells Health Services 9397 3000]

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