

# Application for a Permit to Provide Food at Events

A Stallholder's *Permit to Provide Food at Events* allows registered food businesses and charity/not-for-profit organisations to trade at City of Stirling approved events (including public, private and fundraising events). Submit your completed application to [environmentalhealth@stirling.wa.gov.au](mailto:environmentalhealth@stirling.wa.gov.au), a **minimum of two (2) weeks prior to an event**. Further information is available on the [Information for event organisers](#) and [Operating a food business](#) sections of the City's website, and the [Guide for Temporary Food Vendors](#).

## Who Needs a Permit?

All vendors selling, supplying, or giving away food or drink (including alcohol) at events, including mobile food vehicles, temporary food stalls, bars, caterers, and charity/community fundraising stalls (e.g. sausage sizzles, cake stalls).

## Assessment and Timeframes

Applications are assessed against the *Food Standards Code*, *Food Act 2008* registration requirements and the City's [Guide for Temporary Food Vendors](#), upon receipt of all required information (see table below). A minimum of **two (2) weeks** is required for assessment of complete applications.

Application/Permit Type	Minimum information required for assessment
<b>New Application</b>	Complete all sections of application form; and attach/upload all supporting information (see section 4).
<b>Renewal <u>with</u> change(s) to the operation of the food business</b>	Complete all sections of application form; attach/upload all supporting information (see section 4); and provide existing Permit Code: <b>STALL</b> _____.
<b>Renewal <u>without</u> change to the operation of the food business</b>	Complete sections 1, 4 and 5; and attach/upload all supporting information (see section 4); and provide existing Permit Code: <b>STALL</b> _____.
<b>Permit type (circle):</b>	<b>Annual</b> (Financial Year) <b>Single Event</b> (Name: _____ Date(s): _____)

1. Proprietor and Business Details			
<b>Company or Proprietor Name:</b>			
<b>Trading Name:</b>			
<b>Type of Premises (circle):</b>	Food Vehicle	Food Stall	Other (specify):
<b>Business Physical Address:</b>			
<b>Business Postal Address (if different to above):</b>			
<b>E-mail Address:</b>		<b>ABN/ACN:</b>	
<b>Mobile Number:</b>		<b>Other Number:</b>	
<b>Primary Language Spoken:</b>		<b>Number of Staff:</b>	
<b>Name and contact details of person in charge of food operations (if different from proprietor):</b>			
<b>Name of qualified <u>Food Safety Supervisor</u>*:</b>			
See Section 4 - Attachments Checklist. *NOT applicable for most charity organisations/community fundraising events.			
<b>Registration Type (circle):</b>		<b>Food Act 2008 Certificate of Registration</b>	
See Section 4 - Attachments Checklist.		<b>Registered fundraising organisation for charity/community group</b>	

Food Vehicle Details (applicable to <u>mobile food vehicles</u> registered under <i>Food Act 2008</i> ):		
<b>Make:</b>	<b>Model:</b>	<b>Vehicle Number Plate:</b>
<b>Make:</b>	<b>Model:</b>	<b>Vehicle Number Plate:</b>
<b>Make:</b>	<b>Model:</b>	<b>Vehicle Number Plate:</b>
<b>2. Floor/Site Plan</b>		
<p>Attach a detailed floor plan of the stall/vehicle with this application. The following are the minimum details required to enable your application to be assessed*:</p> <ul style="list-style-type: none"> <li>• Flooring, walls, and roof of premises</li> <li>• Benches, preparation and cooking areas, including barricades and fire safety equipment</li> <li>• Refrigeration/temperature control equipment</li> <li>• Food storage areas, including shelf-stable food and drinks, and potentially hazardous foods</li> <li>• Hand-wash facilities; hot water and wash-up facility</li> <li>• Wastewater containment; food waste and recycling containment</li> </ul> <p>See Section 4 - Attachments Checklist. *Refer to <a href="#">Guide for Temporary Food Vendors</a> for further information.</p>		
<b>3. Operations/Set-up</b>		
<p>Refer to the <a href="#">Guide for Temporary Food Vendors</a>, and the City's <a href="#">Temporary Food Vendor Self-Assessment Checklist</a> which must be completed prior to commencing food handling at an event. These <u>minimum operational requirements</u> include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warm running water, soap and paper handtowels for handwashing; and handwashing facilities to be unobstructed.</li> <li>• Hot water and food-grade chemical sanitiser for cleaning and sanitising utensils.</li> <li>• Temperature control of all potentially hazardous foods (i.e. keep hot food <math>\geq 60^{\circ}\text{C}</math> and cold food <math>\leq 5^{\circ}\text{C}</math>), and a thermometer (accurate to <math>\pm 1^{\circ}\text{C}</math>).</li> <li>• <a href="#">Food Safety Supervisor</a>* onsite, or contactable by telephone, and adequate <a href="#">record-keeping</a> in accordance with <i>Food Safety Standards – Standard 3.2.2A Food Safety Management Tools</i> (for all Category 1 Food Businesses).</li> </ul> <p>*Applicable to all Category 1 and Category 2 Food Businesses as per the <i>Food Safety Standards – Standard 3.2.2A</i>. <i>Not applicable for most charity organisations/community fundraising events</i></p>		
<p>Provide details of all premises where food is prepared/packaged/cooked AND the time of preparation (e.g. salads prepared onsite on day of the event/ or at 7am at 'Registered food premises' XX, Street, Suburb).</p> <p><i>Note: If food is purchased on the day of the event, ensure supporting documentation and record-keeping is available.</i></p>		
<p>Provide details of how you will maintain adequate temperature control of all potentially hazardous foods during transport and during the event (i.e. keep hot food <math>\geq 60^{\circ}\text{C}</math> and cold food <math>\leq 5^{\circ}\text{C}</math>).</p> <p><i>Note: If food is purchased on the day of the event, ensure supporting documentation and record-keeping is available.</i></p>		
<p>Will the Food Safety Supervisor* be onsite for the duration of the event?</p> <p>* <a href="#">SITSS00069 - Food Safety Supervision Skill Set</a>.</p>	<b>Yes</b>	<b>No</b>
<p>Have all food handlers undertaken food handler training to ensure they have skills and knowledge for the tasks they perform?</p> <p><i>Note: The City offers <a href="#">online food safety training programs I'm Alert and FoodSafe subsidised (free)</a>.</i></p>	<b>Yes</b>	<b>No</b>
<p>Confirm arrangements for potable water storage <u>and</u> confirm arrangements for disposal of wastewater.</p>		
<p>Detail equipment provided to ensure warm running water for hand-washing and hot water for cleaning.</p>		

4. Attachments Checklist	✓
Valid Public Liability Insurance – Certificate of Currency (minimum \$10 million)	
A menu or detailed list of foods being sold	
A floor plan of your stall/vehicle and any equipment used outside of the vehicle (e.g. coolroom, generators)	
Valid <i>Food Act 2008</i> Certificate of Registration <sup>1</sup> *Not applicable to registered charity/community fundraising organisations **Required for <u>primary producers/processors of leafy vegetables, melons and berries</u>	
<b>OR</b> Proof of charity/not-for-profit registration for fundraising	
Statement of Attainment <i>SITSS00069 - Food Safety Supervision Skill Set</i> issued by a Registered Training Organisation (RTO). *Applicable to all Category 1 and Category 2 Food Businesses as per the Food Safety Standards – Standard 3.2.2A. Not applicable for most charity organisations/community fundraising events	

## 5. Declaration

### I, the person making this application declare that:

- i) The information contained in this application is true and correct;
- ii) I have provided all the required information as outlined in Section 4 – Attachments Checklist;
- iii) I will notify the City's Environmental Health Team of any variation to details provided within this application prior to trading or changes during the trading period; and
- iv) That I will comply with the *Food Act 2008*, *Food Regulations 2009* and conditions of the registering Local Government.

### I understand that:

- i) I may be requested to provide additional information and documentation to aid the assessment of this application, including operational procedures, policy and plans.
- ii) The City reserves the right to revoke a Permit should non-compliance with the Food Standards Code, *Food Act 2008*, *Food Regulations 2009*, or the City's *Thoroughfares and Trading in Public Places Local Law 2009* be identified;
- iii) I am required to complete the City's *Temporary Food Vendor Self-Assessment Checklist* prior to commencing food handling at an event, and must demonstrate compliance with the requirements to the event organiser and/or the City's Environmental Health Officers; and
- iv) I must comply with all reasonable and lawful directions from the City's Environmental Health Officers and that I may be required to cease trading if food safety non-compliances are unable to be rectified to the satisfaction of the City's Environmental Health Officers at an event.

**Name of Proprietor/Entity:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*In the case of a registered food business being an entity (partnership or proprietary limited), the signing officer/proprietor must also state their legal position in the company.*

*Last reviewed: August 2025*

<sup>1</sup> A completed *Application for a Permit to Provide Food at Events* satisfies the requirement for food businesses to notify under section 107 of the *Food Act 2008*; with the exception of food businesses located within City of Stirling. Refer to the City's website [Operating a food business within the City](#) for further information regarding approvals.