

# TEMPORARY FOOD STALL APPLICATION ON SHIRE PROPERTY (FPS016)



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(09) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

Pursuant to the Food Act 2008 and the Food Regulations 2009, a Temporary Food Stall Application should be lodged at least two (2) weeks prior to your event. Before submitting a Temporary Food Stall Application, please read the Temporary Food Business Guidelines. You can obtain a copy from the Shire's Administration office, alternately, you can download a copy [here](#).

Please note that for a one-off fundraising event by a not-for-profit incorporated group that doesn't involve selling food or charging an attendance fee, no temporary food license is needed. If the event provides food without selling it or charging a fee, no food license is required. However, if the event involves selling food, charging a fee, or using food not prepared by a registered business, a food license is needed. If a registered food business is preparing food onsite, they need a temporary food stall license.

## ADDITIONAL DOCUMENTS

The documents listed below are required to be submitted together with your application, or approval may be delayed.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Certificate of Currency (Public Liability)                              |
| <input type="checkbox"/> | Food Business Registration Certificate (Issued by your Local Authority) |
| <input type="checkbox"/> | Food stall layout   |

## APPLICANT'S DETAILS

|                         |  |                |  |
|-------------------------|--|----------------|--|
| Applicant Name          |  |                |  |
| Organisation            |  |                |  |
| Address                 |  |                |  |
| Postal Address          |  |                |  |
| Telephone No            |  | Mobile No      |  |
| Email Address           |  |                |  |
| Event Day Stall Manager |  | Contact Number |  |

## DETAILS OF FOOD STALL

|   |  |            |  |          |     |                             |     |
|---|--|------------|--|----------|-----|-----------------------------|-----|
| Event Name  |  |            |  |          |     |                             |     |
| Event Address   |  |            |  |          |     |                             |     |
| Event Date  |  | Start Time |  | End Time |     |                             |     |
| Is your temporary food stall part of an organised event?                    |  |            |  |          | Yes | No                          |     |
| Are you an approved Food Vehicle? (Attach Registration Certificate)         |  |            |  |          | Yes | No                          |     |
| Does the food require preparation or handling prior to the event?           |  |            |  |          | Yes | No                          |     |
| Do you have the event organisers approval to set up a temporary food stall? |  |            |  |          | Yes | <input type="checkbox"/> No | N/a |

Tick which type of food you will be selling.

|                            |                |
|----------------------------|----------------|
| High and Medium risk foods | Low risk foods |
|----------------------------|----------------|

|   |   |
|---|---|
| <input type="checkbox"/> Raw and cooked meat or foods containing raw or cooked meat, for example casseroles, curries, lasagne, meat pies, pastries, curry puffs or similar.<br><input type="checkbox"/> Dairy products and foods containing dairy products, for example milk, custard and dairy based deserts.<br><input type="checkbox"/> Seafood (excluding live seafood) and foods containing seafood.<br><input type="checkbox"/> Processed fruits and vegetables, for example salads and unpasteurised juices.<br><input type="checkbox"/> Cooked rice and pasta.<br><input type="checkbox"/> Processed foods containing eggs, beans, nuts or other protein-rich food, for example quiche and soya bean products.<br><input type="checkbox"/> Foods that contain any of the above foods, for example sandwiches and quiches. | <input type="checkbox"/> Cake decorating, cakes, biscuits, flour products which do not contain potentially hazardous foods such as cream.<br><input type="checkbox"/> Food prepared for farm stay and home stay accommodation.<br><input type="checkbox"/> Food prepared for single fund raising event arranged by community or charitable group.<br><input type="checkbox"/> Pickled onions and vegetables.<br><input type="checkbox"/> Jams, chutneys, relishes and sausages that are heat treated by boiling or cooking.<br><input type="checkbox"/> Herb vinegars with a pH of less than 4.5.<br><input type="checkbox"/> Repackaging of bulk packaged low risk confectionary products. |
|---|---|

|   |   |
|---|---|
| Food Labelling                          | Packaged foods are required to be labelled and provided with an NIP (Nutritional Information Panel).<br>Please contact Environmental Health Services at the Shire of Narrogin for more information before your event. |
| Allergen declaration by Food Businesses | The following foods require an allergen warning:<br>Peanuts, Tree nuts, Milk, Eggs, Sesame Seeds, Soybeans, Fish, Shellfish, Lupin, Cereals containing gluten and added sulphites.                                    |

Please provide names and details of any other foods you will be selling.

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| How many staff are currently trained in Food Safety?  |  |
| For FREE online Food Safety Training please visit <a href="http://www.environmentalhealthaustralia.gov.au">Environmental Health Australia</a> . |  |

Please tick what you will have on site at the event.

|   |  |  |  |
|---|--|--|--|
| A marquee or tent                         |  | Hand washing facilities: running water with liquid soap and paper towels |  |
| A food van or trailer                     |  | Safe power supply  |  |
| Dedicated buckets to wash equipment       |  | Hot display and storage: bain marie                                      |  |
| Cold display and storage: fridges, eskies |  | Cooking equipment: deep fryers, woks, bbq                                |  |
| Water supply / waste water disposal point |  | Fire extinguisher / Fire blanket   |  |
| Rubbish bins                              |  | Pre-packaged food labelled   |  |
| Legal point of waste water disposal       |  | Impervious floor covering (Required if on unsealed ground)               |  |
| Other                                     |  |  |  |

**Food Stall layout (Labelled)**

| Legend |  |
|--------|--|
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|        |  |

Signature ..... Date .....