

APPLICATION FOR SPECIAL EVENTS PERMIT FOOD VEHICLES & TEMPORARY FOOD OUTLETS

Food Act 2008



CITY of PERTH

Privacy

The personal information collected on this form will only be used by the City of Perth for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

Instructions: Please print clearly using **black pen** in the spaces provided. The completed form and fee must be returned to the City prior to the event.

City of Perth
Council House
27 St George's Terrace, Perth
GPO Box C120 Perth
Western Australia 6839
ABN 8378 0118 628
Phone: (08) 9461 3218
Facsimile: (08) 9461 3027
info.city@cityofperth.wa.gov.au
www.perth.wa.gov.au

1. APPLICANT'S DETAILS

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Postcode:	<input type="text"/>
Mobile:	<input type="text"/>	Facsimile:	<input type="text"/>
Company/ Organisation:	<input type="text"/>		
Company Address:	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/>

2. EVENT DETAILS

Name of Event:	<input type="text"/>	Date of Event:	<input type="text"/>
Location:	<input type="text"/>		

3. TYPE OF FOODS – Served/prepared

4. VEHICLE DETAILS or PLAN OF STALL

Type of Vehicle:	<input type="text"/>	Registration No:	<input type="text"/>
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Please Note: This form is available in alternative languages and formats on request

5. NATURE OF BUSINESS INFORMATION

NOTE:

The food business is required to notify the City of Perth of any changes to the information provided below. The new information must be provided to the City before the changes occur. Any changes to the information may affect the classification of a food business.

5.1 What is your business type?

✓ Please tick all boxes that apply:

- | | |
|--|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Manufacturer/processor<input type="checkbox"/> Retailer<input type="checkbox"/> Food service<input type="checkbox"/> Distributor/Importer<input type="checkbox"/> Packer<input type="checkbox"/> Storage<input type="checkbox"/> Transport<input type="checkbox"/> Restaurant/Cafe<input type="checkbox"/> Snack bar/takeaway<input type="checkbox"/> Caterer<input type="checkbox"/> Meals-on-Wheels<input type="checkbox"/> Hotel/motel/guesthouse | <ul style="list-style-type: none"><input type="checkbox"/> Pub/tavern<input type="checkbox"/> Canteen/kitchen<input type="checkbox"/> Hospital/nursing home<input type="checkbox"/> Childcare centre<input type="checkbox"/> Home delivery<input type="checkbox"/> Mobile food operator<input type="checkbox"/> Market stall<input type="checkbox"/> Charitable or community organisation<input type="checkbox"/> Temporary food premises<input type="checkbox"/> Home delivery<input type="checkbox"/> Other _____ |
|--|---|

5.2 If your business is registered as a food business by another Local Authority, please advise the following:

Name of Local Authority _____ Risk Classification: _____

5.3 Do you provide, produce or manufacture any of the following foods?

✓ Please tick all boxes that apply:

- | | |
|--|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Prepared, ready-to-eat* meals<input type="checkbox"/> Frozen meals<input type="checkbox"/> Raw meat, poultry or seafood<input type="checkbox"/> Processed meat, poultry or seafood<input type="checkbox"/> Fermented meat products<input type="checkbox"/> Meat pies, sausage rolls or hot dogs<input type="checkbox"/> Sandwiches or rolls<input type="checkbox"/> Soft drinks/juices/coffee/tea<input type="checkbox"/> Raw fruit and vegetables<input type="checkbox"/> Confectionery | <ul style="list-style-type: none"><input type="checkbox"/> Infant or baby foods<input type="checkbox"/> Bread, pastries or cakes<input type="checkbox"/> Egg or egg products<input type="checkbox"/> Dairy products<input type="checkbox"/> Prepared salads<input type="checkbox"/> Alcoholic Beverages<input type="checkbox"/> Other _____ |
|--|---|

6. WHAT IS THE NATURE OF YOUR FOOD BUSINESS?		
Please circle the answer that applies to you:		
To be answered by all businesses:		
(a) Are you a small business*?	yes	no
(b) Is the food that you provide, produce or manufacture ready-to-eat* when sold to the customer?	yes	no
(c) Do you process* the food that you produce or provide before sale or distribution?	yes	no
(d) Do you supply or manufacture food for organisations that cater to the sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or child care centres)?	yes	no
(e) Do you only sell packaged food that does not require refrigeration?	yes	no
To be answered by manufacturing/processing businesses only:		
(f) Do you manufacture or produce products that are not shelf stable*?	yes	no
(g) Do you manufacture or produce fermented meat products such as salami?	yes	no
To be answered by food service and retail businesses only: (includes charitable and community organisations, market stalls and temporary food premises):		
(h) Do you sell ready-to-eat* food at a different location from where it is prepared?	yes	no

* Refer to definitions below.

Definitions for the purposes of notification

Process, in relation to food, means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.

Note: This is not the same definition for process that is used in the food safety standards. Thawing (detailed in chapter 3.2.2, division 3, section 7.2 of the Food Standards code) and washing have been removed from this definition as these processes present a very low risk to food safety and are not relevant for the purposes of this form.

Ready-to-eat food means food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.

Shelf-stable means non-perishable food with a shelf life of many months to years.

Small business is a business that employs less than 50 people in the 'manufacturing' sector or which employs less than 10 people in the 'food services' sector.

Note: When determining the number of employees of a business where casual and part-time employees are involved, their weekly hours are added together and divided by the number of hours per week stipulated in the award for employees of that business. Only staff involved in food handling operations should be included.

Circle appropriate fee:

Temporary Special Events Permit \$60(nil GST)	Annual Special Events Permit \$130 (nil GST)
Notification Fee \$50 (nil GST)	

PAYMENT METHOD

Cash and EFTPOS	Customer Service Centre, Ground Floor, Council House, 27 St Georges Tce, PERTH, 6000
Cheque	Together with completed Notification Form posted to: Environmental Health Services GPO Box C120, PERTH WA 6839. (Cheques made payable to 'City of Perth')
Credit Card	Visa, MasterCard or American Express only By phone: 9461 3218 or, by post: _____ - _____ - _____ - _____ Expiry Date ____ / ____ Amount: \$ _____ Name of cardholder: _____ Signature of card holder: _____

Declaration

I, the person making this application declare that the information contained in this application is true and correct in every particular.

Signature: Date:

Company Position (If applicable)

Response Time: 14 Working Days from date of receipt.

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