



# FOOD STALL APPLICATION

395 Fitzgerald Street  
PO Box 613  
NORTHAM WA 6401  
P: (08) 9622 6100  
F: (08) 9622 1910  
E: records@northam.wa.gov.au  
W: www.northam.wa.gov.au

**Please Note: A Food Stall application is required to be completed for every Food Stallholder and submitted to the Shire a **minimum of five (5) business days** prior to the trading date. You must not conduct a Food Stall unless a permit has been issued by the Shire, as this is your receipt of Notification under the Food Act 2008. Please keep the permit with you at all times while conducting a food stall as you may be asked to produce the permit by an Environmental Health Officer. Penalty for non-compliance is \$10,000 max. for an individual or \$50,000 for a corporation or a Penalty Infringement Notice of \$250 & \$1000 respectively.**

## Applicant

Business Name: \_\_\_\_\_ Postal Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email / Fax: \_\_\_\_\_

## Responsible Food Handler

*Details of the responsible food handler who has undertaken Food Safety Training and will be present at the stall.*

Name: \_\_\_\_\_ Postal Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Proposed Stall**     Day Stall in accordance with guidelines     Vehicle/trailer Reg. No. \_\_\_\_\_

Date(s) of Operation: \_\_\_\_\_ Hour(s) of Operation: \_\_\_\_\_

Name of Event (Note: Approval of Event Organiser is required) :

Location of Event:  
\_\_\_\_\_  
\_\_\_\_\_

## Goods or Services

*Specify the proposed food to be sold/ hired or offered for sale from the stall.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Description of Proposed Stall

*Specify stall set up eg: 3x3 marquee, 2 x Trestle tables etc. and draw it in the box*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Plan of Proposed Stall (Bird's Eye View)

## **Other Information Required**

All stallholders are required to have current and adequate public liability insurance.

**A copy of public liability insurance is attached**

**A copy of Food Business Registration/Notification is attached**

**A copy of evidence of Food Safety Training for Community Groups & similar**

*Fees & charges do not apply for Charitable/Community stallholders but an application form is required!*

*\*The annual fee allows stallholders to trade at any approved event or market in the Shire of Northam subject to approval from the event organiser up to midnight 30 June each year. The Stallholder must be approved by each event/market organiser or the permit will be deemed invalid.*

### **Fees and Charges**

<b>Stallholder Application Fee</b> Payable for all applications + applicable fee below	\$40.00/application
<b>Daily</b>	\$29.00/stall
<b>Weekly Fee</b>	\$161.00/stall
<b>Monthly Fee</b>	\$286.00/stall
<b>Annual Fee</b>	\$1368.00/stall

## **Lodgement and Payment of Application**

### **PAY IN PERSON**

At Shire of Northam Council Office, 395 Fitzgerald Street, Northam during hours 8:30am to 4:30pm Monday to Friday.

### **PAY BY MAIL or EMAIL**

Send completed form together with a copy of required documents and if paying by credit card, complete the section provided on the right and send to Shire of Northam, PO Box 613, Northam, WA 6401 or email records@northam.wa.gov.au

### **PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD**

Name as shown on Card .....

Card Holder Address .....

.....

Signature .....

Bankcard       Mastercard       Visa Card

Amount \$ \_\_\_\_\_      Expiry Date \_\_\_\_/\_\_\_\_

Card No:

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**GL: 0714 3003**