

FOOD STALL APPLICATION

Please Note: A Food Stall application is required to be completed for every Food Stallholder and submitted to the Shire a minimum 3 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

Stallholder Application Fee Payable for all applications + applicable fee below	\$37.00/application
Daily	\$26.00/stall
Weekly Fee	\$147.00/stall
Monthly Fee	\$262.00/stall
Annual Fee	\$1249.00/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

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Signature

Bankcard Mastercard Visa Card

Amount \$ _____ Expiry Date ____/____

Card No:

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GL: 0714 3003