



# Temporary Food Stall Application – CANNING VALE MARKETS

The following application details the City of Canning's expectations and minimum requirements for the approval and conduct of Temporary Food Stalls.

## General:

- Approval from the City's Environmental Health Services is required to sell or provide food at an event within the City of Canning.
- Valid and current Public Liability Insurance (minimum \$10,000,000) is required when applying to operate a temporary food stall.
- All stalls (for profit or charity) are subject to inspections to ensure adherence to the *Food Act 2008*. Please note that violations of the *Food Act 2008* will result in graduated and proportionate enforcement under the legislation, which may include refusal from attending future events.

## The Application Process:

- Thoroughly review the application form, complete and submit to the City's Environmental Health Services.
- Your application will be reviewed and:
  - You are given approval to operate at the event, or
  - You will be requested to provide further information, or
  - Insufficient information is obtained and your application is refused.

**Note: Applications must be received at least 14 days prior to the event or your application may be rejected**

## The Food:

- The only types of foods and food preparation permitted for temporary food stalls are detailed in **Appendix 1**.
- **IMPORTANT NOTE:** It is an offence under the *Food Act 2008* to sell food that is not prepared from an approved/registered food business. Marinating meat, cutting of vegetables, pre-cooking curries etc. from a residential kitchen is **not** permitted. Offenders will be fined or prosecuted. If preparing food in an approved/registered food business, you will need to provide a copy of the *Food Act 2008* registration certificate for that business.
- The following types of food may be prepared in a residential kitchen for a charitable event: Cakes (no cream), jams, biscuits, pickled onions, chocolate, muffins, chutneys, relishes and sauces that are heat treated, herb vinegars with a pH of less than 4.5.

If you intend on selling any of the above foods prepared from a residential kitchen, you must be registered with your Local Government Authority. To become a registered residential kitchen under the *Food Act 2008* contact your residential Local Government Authority.

## The Stall:

- Layout example detailed in **Appendix 2**. Your stall must have as a minimum:
  - Roofed marquee
  - Hand and utensil washing facilities

## The Event:

- A Checklist for Stallholders is detailed in **Appendix 3**. Use this checklist to ensure you have a safe and successful event.
- The City recommends all food handlers undertake free online food safety training at [www.canning.imalert.com.au](http://www.canning.imalert.com.au)

**The City of Canning's Environmental Health Services can be contacted on 9231 0503**  
**Please submit completed applications to [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au)**

*Above all - Service*

1317 Albany Highway Cannington (enter from George St West)

Please address correspondence to: Locked Bag 80, Welshpool WA 6986

Tel: 1300 422 664

Fax: (08) 9458 2353

Email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au)

[www.canning.wa.gov.au](http://www.canning.wa.gov.au)



## Temporary Food Stall Application

### APPLICANT DETAILS

Applicant Name:

Trading Name:

ABN:

Postal Address:

Mobile:

Home:

Work:

Fax:

Email:

**Public Liability Insurance** (minimum coverage \$10,000,000)  Yes (attach copy of valid Public Liability Insurance)

**Type of Temporary Food Stall:**

- Foods requiring temperature control (e.g. onsite cooking and/or heating of pre-prepared foods to be kept hot and/ or cold)  
 Shelf-stable goods (e.g. biscuits, jams, chocolate, pickled onions, fruit & vegetables, pre-packaged shelf-stable goods etc.)

### EVENT DETAILS

Name of Event: Canning vale Sunday Markets

Address / Venue:

Date(s) of Event:

Times of Operation:

Have you received permission from the landowner?  Yes (attach copy of written approval)

Is this a Charitable Event?  Yes  No

Name of Charity to receive benefit:

Charity ABN:

### STALL DETAILS

Describe your location at the event (if known) or provide an aerial map of the site:

Equipment in Temporary Food Stall (e.g. BBQ, portable gas cooktop, esky, bain marie etc.)

How will potentially hazardous and perishable foods be stored in your stall? (Tick all appropriate)

- N/A (only applicable for pre-made shelf-stable food)  
 Refrigerator / freezer  
 Bain-marie  
 Other: (please specify)  
 Cooked and sold immediately on demand  
 On ice in eskies

How will other food be stored in your stall? (E.g. bread, uncooked rice etc.)

How are potentially hazardous and perishable foods transported to the event?

- Refrigerated food vehicle  
 Mobile cool room / freezer  
 On ice in eskies  
 Heated food vehicle  
 Other: (please specify)

*Above all - Service*

1317 Albany Highway Cannington (enter from George St West)

Please address correspondence to: Locked Bag 80, Welshpool WA 6986

Tel: 1300 422 664

Fax: (08) 9458 2353

Email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au)

[www.canning.wa.gov.au](http://www.canning.wa.gov.au)



## Temporary Food Stall Application

STALL DETAILS
Please detail the facilities will you provide or have available for your Temporary Food Stall:
<b>Hand Washing:</b> (minimum 20L container labelled 'Hand Washing Only')
<b>Utensil/Equipment Washing:</b> (minimum 20L container labelled 'Utensil Washing Only')
<b>Potable (Drinking) Water Supply:</b>
<b>Wastewater Disposal:</b>
<b>Rubbish Disposal:</b>

FLOOR PLAN / LAYOUT OF YOUR STALL
See example layout in Appendix 2

FOOD DETAILS
If food is prepared from a Registered kitchen (residential or commercial e.g. a restaurant), attach a copy of the Food Act 2008 Certificate for that business or businesses <input type="checkbox"/> Attached
Is any pre-packaged food to be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a copy of the labelling for assessment <input type="checkbox"/> Attached

### *Above all - Service*

1317 Albany Highway Cannington (enter from George St West)  
Please address correspondence to: Locked Bag 80, Welshpool WA 6986

Tel: 1300 422 664 Email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au)  
Fax: (08) 9458 2353 [www.canning.wa.gov.au](http://www.canning.wa.gov.au)



## Temporary Food Stall Application

FOOD DETAILS		
Please complete the below section for the food you will be providing in your stall:		
Type of Food:	Main ingredients (e.g. beef, vegetables, marinade)	Where will the ingredients be prepared? (E.g. Butcher, bakery, commercial kitchen etc.)

FINALISING YOUR APPLICATION	
<i>I understand that I must comply with the requirements of the Food Act 2008, Food Regulations 2009 and Australia New Zealand Food Safety Standards Food Standards Code and I agree to abide with the requirements.</i> <input type="checkbox"/> Yes	
Signature of Applicant:	Date:

**Note: This application does not grant automatic approval. A Temporary Food Stall Permit will be issued if approved. The City of Canning reserves the right to revoke a Temporary Food Premises Permit should the operator not comply with the above requirements.**

*Above all - Service*



## Temporary Food Stall Application

FOOD STALL PAYMENT AND RENEWAL FORM																			
<b>Charitable:</b> Free <b>For Profit:</b> One-Off Notification Fee = \$60 plus trading fee as below structure:																			
<b>Every Week Trading Fee</b>	\$130 (3 months) / \$234 (6 months) / \$442 (12 months)																		
<b>Food Stall Trading Name:</b>																			
<b>Proprietor Name:</b>																			
<b>Postal/email/phone contact details (if changed):</b>																			
<b>Date of stall to commence:</b>																			
OPTION 1	<b>In-person Cash and EFTPOS</b> 1317 Albany Highway, CANNINGTON (Cnr George Street West)																		
OPTION 2	<b>Cheque</b> POST: City of Canning Locked Bag 80, WELSHPOOL WA 6986 (Cheques made payable to City of Canning)																		
OPTION 3	<b>Credit Card</b> <span style="color: red;">* A surcharge fee of 0.40% will be applied to any payment made by Visa / Master Card Debit Card and EFTPOS *</span> <span style="color: red;">* A surcharge fee of 0.60% will be applied to any payment made by Visa / Master Card Credit Card*</span>																		
<b>INCOMPLETE FORMS CANNOT BE PROCESSED AND WILL DELAY YOUR APPLICATION</b>																			
I (full name), * _____,																			
Authorize City of Canning to deduct * \$ _____ (minimum fee is \$130 for established Canning Vale Market Food Stalls), from my elected credit or debit card selected below:																			
Please tick appropriate card type:																			
<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Debit Card																			
*Enter card number below:																			
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td><td style="width: 25px;"></td> </tr> </table>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Full Name on Card:</b></td> <td style="width: 5%;"><b>*</b></td> <td style="width: 75%;"></td> </tr> <tr> <td><b>Expiry Date:</b></td> <td><b>*</b></td> <td></td> </tr> <tr> <td><b>Phone Number:</b></td> <td><b>*</b></td> <td></td> </tr> <tr> <td><b>Signature:</b></td> <td><b>*</b></td> <td></td> </tr> <tr> <td><b>Date Submitted:</b></td> <td><b>*</b></td> <td></td> </tr> </table>		<b>Full Name on Card:</b>	<b>*</b>		<b>Expiry Date:</b>	<b>*</b>		<b>Phone Number:</b>	<b>*</b>		<b>Signature:</b>	<b>*</b>		<b>Date Submitted:</b>	<b>*</b>				
<b>Full Name on Card:</b>	<b>*</b>																		
<b>Expiry Date:</b>	<b>*</b>																		
<b>Phone Number:</b>	<b>*</b>																		
<b>Signature:</b>	<b>*</b>																		
<b>Date Submitted:</b>	<b>*</b>																		
<b>Office Use Only</b>																			
Date Received																			
Amount Received																			
Account Number	(62) 18404.901 (GST exempt)																		
Type of Stall	Canning Vale Markets <input type="checkbox"/>																		

*Above all - Service*

1317 Albany Highway Cannington (enter from George St West)

Please address correspondence to: Locked Bag 80, Welshpool WA 6986

Tel: 1300 422 664

Fax: (08) 9458 2353

Email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au)

[www.canning.wa.gov.au](http://www.canning.wa.gov.au)



## Temporary Food Stall Application

### APPENDIX 1 -

FOOD & METHODS PERMITTED	FOOD & METHODS NOT PERMITTED
<p><b>Correctly Labelled Packaged Foods</b></p> <p>Nuts, biscuits, jams, honeys</p>	<p><b>On-site food preparation</b></p> <p>where potentially hazardous foods are handled (raw meat and vegetables), and/or where a pathogen control measure such as cooking is not utilised - including but not limited to sushi, rice paper rolls, sandwiches/rolls or any other food where direct contact with hands is required.</p>
<p><b>Fresh low risk Foods</b></p> <p>Raw fruit and vegetables, grains, bread, muffins, eggs, cakes (no cream), nuts, biscuits, sealed jams, honey, pickles, canned foods, pasteurised juices, powdered products drinks</p>	
<p><b>Stir-frying</b> <i>(strict conditions apply)</i></p> <p>Stir frying of pre-cut foods prepared from a Registered / Approved Food Business (not to be prepared from home or at the Food Stall)</p>	
<p><b>Barbeques</b></p> <p>Satay sticks, sausages, meat patties, steak, fish, vegetables etc.</p>	<p><b>Deep Frying</b></p> <p>For safety reasons only pan frying with no more than 1 litre of oil at a time is permitted</p>
<p><b>Steaming and Microwaving</b></p> <p>Of foods such as rice, corn, vegetables and grains</p>	
<p><b>Reheating</b></p> <p>Ready to eat meals kept under temperature control - prepared at an approved Food Business within 24hrs of sale (soups, curries, casseroles)</p>	
<p><b>Boiling</b></p> <p>More than 5L of water, stock, soup at a time. Less than 5L at a time is accepted.</p>	
<p><b><i>Applicants will be held responsible for compliance with the Food Act 2008. Offences identified under the Act may result in approval being withdrawn, food products being seized and destroyed, Infringement Notices being issued (\$500 penalty), or Prosecution.</i></b></p>	
<p>If the type of food that you wish to sell does not fit any of the above categories contact the City's Environmental Health Services on 9231 0503 for further guidance.</p>	

*Above all - Service*

1317 Albany Highway Cannington (enter from George St West)

Please address correspondence to: Locked Bag 80, Welshpool WA 6986

Tel: 1300 422 664

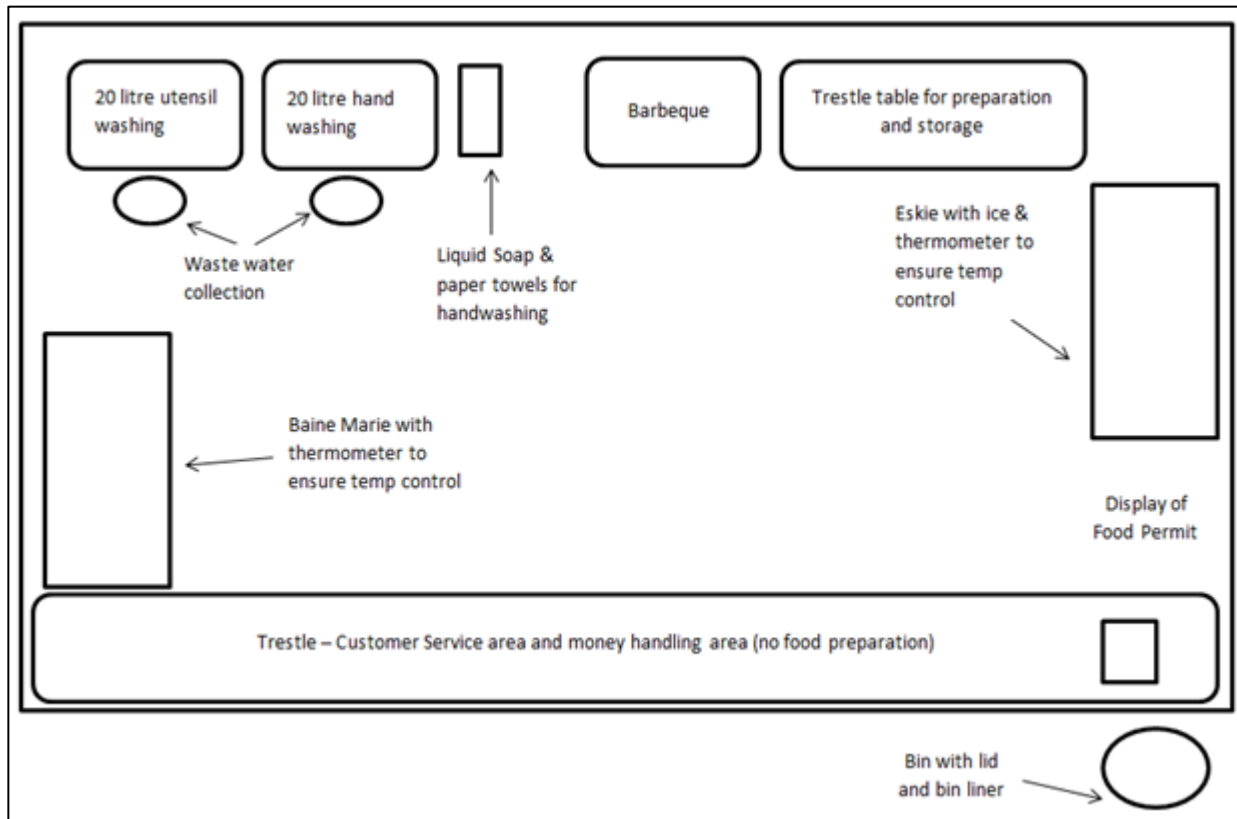
Fax: (08) 9458 2353

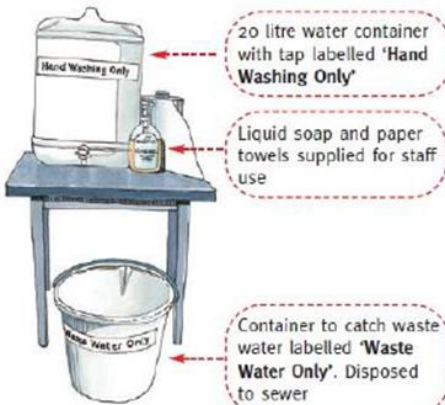


Email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au)

[www.canning.wa.gov.au](http://www.canning.wa.gov.au)

## Temporary Food Stall Application

### APPENDIX 2 – Food Stall Example Layout and Minimum Requirements



Minimum Hand Wash Facility	Minimum Utensil Washing Facility	Food Display and Protection
 <ul style="list-style-type: none"> <li>20 litre water container with tap labelled 'Hand Washing Only'</li> <li>Liquid soap and paper towels supplied for staff use</li> <li>Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer</li> </ul>	 <ul style="list-style-type: none"> <li>20 litre water container with tap labelled 'Utensil Washing Only'</li> <li>Hot water and/or sanitiser available for emergency cleaning</li> <li>Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer</li> <li>Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils</li> </ul>	 <ul style="list-style-type: none"> <li>Provide appropriate sneeze barrier</li> <li>Signage must be provided to all taste testing stating 'No double dipping, single serve only'</li> </ul>

*Above all - Service*

1317 Albany Highway Cannington (enter from George St West)

Please address correspondence to: Locked Bag 80, Welshpool WA 6986

Tel: 1300 422 664

Fax: (08) 9458 2353

Email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au)

[www.canning.wa.gov.au](http://www.canning.wa.gov.au)



## Temporary Food Stall Application

### APPENDIX 3 – Event Day Checklist for Stallholders

<b>EVENT DAY CHECKLIST FOR STALLHOLDERS</b>	<b>✓ / X</b>
<b>2.1 Approvals</b>	
• Approval Certificate from City of Canning to Operate a Food Stall obtained & available?	
• Food obtained from Registered Food Businesses only?	
• Food Stall set up complies with the minimum standards and stall layout example?	
<b>2.2 Food Suppliers</b>	
• Obtain all food products from reputable suppliers, as generally they operate under strict quality guidelines.	
• Keep receipts/invoices of food products purchased at the stall (see note below **)	
<b>2.3 Food Storage</b>	
• Make cleaning products clearly identifiable (labelling, colour coding etc.)	
• Keep cleaning products and chemicals separated from food products (particularly other bottled items such as sauces)	
• Food (and rice cookers) to be stored at least 150 mm above the floor or in suitable impervious containers and, where possible, kept out of direct sunlight.	
• Potentially hazardous foods like poultry, meat, dairy products, seafood and egg-based products must be stored under temperature control. If intended to be stored frozen, the food must remain frozen during storage. Make sure your esky is large enough to contain all food required, and enough ice to last 24 hours.	
<b>2.4 Cross-contamination</b>	
• Have separate utensils for cooked and raw meats, poultry and seafood	
• Wash used utensils every 2-hours, throughout the day or when contaminated	
• Cover all food	
• Keeping dry foods separate from wet products (food, oils, cleaning equipment)	
• Keeping cooked meat and salads separate from raw meat, raw poultry and raw seafood	
• 20L potable water - for washing your hands after handling raw meats, raw poultry, raw seafood and raw vegetables.	
• 20L potable water – for washing utensils and cleaning surfaces	
• Not re-using raw meat trays for serving	
<b>2.5 Food Display</b>	
• Potentially hazardous cold food to be stored at 5°C or below, or hot food at 60°C or above	
• Physical barriers to be provided between all foods and customers (sneeze guards, containers, display units etc.).	

*Above all - Service*