



Shire of Derby / West Kimberley

APPLICATION FOR STALLHOLDERS/TRADERS

This form is to be used for the purpose of obtaining a Traders or Stallholders Permit with the Shire of Derby/West Kimberley. Applications are assessed in accordance with the Shire of Derby/West Kimberley *Activities of Thoroughfares and Trading in Thoroughfares and Public Places Local Law*. Temporary food stalls and mobile food vans will need to meet the requirements of the *Food Act 2008, Food Regulations 2009* and Australia New Zealand Food Standards Code. **Any applications for Annual Permits or general town site trading must first be discussed with the Shire's Environmental Health Officer.** Should you require any assistance completing this form, please contact an Environmental Health Officer on 9191 0999.

APPLICATIONS FOR PUBLIC EVENT TRADING MUST BE SUBMITTED AT LEAST 7 BUSINESS DAYS BEFORE THE EVENT

1. APPLICANT DETAILS:

Company Name:		
Applicant/s Full Name:		
Residential Address:		
Postal Address:		
Contact Number & Email:		

2. PERMIT TYPE (please select):

<input type="checkbox"/>	Stallholders Permit – Trading from a moveable/temporarily fixed stall, structure or table (Marquee, trestle table).
<input type="checkbox"/>	Traders Permit – Trading from a vehicle (food truck, show bag van), fixed building (kiosk, canteen or kitchen) and selling door to door.

3. DETAILS OF OPERATION:

Name of Event:	
Address of Event:	
Date/s of Event:	
Proposed Trading Location (if not event related):	
Times of Operation:	

4. NATURE OF PROPOSED ACTIVITY (select all boxes that apply):

<input type="checkbox"/>	Temporary Premises (includes markets, fetes, events, sausage sizzles)
<input type="checkbox"/>	Charitable or Community Organisation (fundraising, sporting and recreational groups)
<input type="checkbox"/>	Mobile Vehicle (mobile food vehicles must provide current <i>Food Act 2008</i> Certificate of Registration)
	Vehicle Registration Details: _____
	Vehicle Type: _____

5. STALL LAYOUT (provide sketch of stall layout i.e. table, sink, food preparation surface etc.)

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Derby

☎ (08) 9191 0999 | 30 Loch Street
✉ sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

☎ (08) 9191 5355 | Flynn Drive
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6. GOODS TO BE SOLD (select all boxes that apply):

<input type="checkbox"/>	Food (please complete section 7)
<input type="checkbox"/>	Jewellery
<input type="checkbox"/>	Clothing and accessories
<input type="checkbox"/>	Toys and novelties
<input type="checkbox"/>	Show bags
<input type="checkbox"/>	Other (please specify):

SECTION 7 MUST BE COMPLETED IF FOOD IS BEING SOLD

7. FOOD WILL BE (select all boxes that apply):

<input type="checkbox"/>	Packaged (confectionery, chips, icy poles, bread, jams, sauces, cans of soft drinks, bottled water etc.)
<input type="checkbox"/>	Ready-to-eat hot foods cooked to 75°C or hotter and stored above 60°C (cooked meats, curries, rice, pizzas etc.)
<input type="checkbox"/>	Ready-to-eat cold foods stored at or below 5°C (sandwiches, cream, custard, ice-cream, milk etc.)
<input type="checkbox"/>	Milkshakes, tea, coffee, freshly squeezed juices, smoothies
<input type="checkbox"/>	Cakes, slices, biscuits, scones, unpackaged confectionary
<input type="checkbox"/>	Raw and uncut fruit and vegetables

FOOD TO BE SOLD

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DOES THE FOOD REQUIRE PREPARATION OR HANDLING PRIOR TO THE EVENT? (Please select)

<input type="checkbox"/>	No, all food is obtained from an approved food business and prepared at the temporary food premises or vehicle
<input type="checkbox"/>	Yes, the food is prepared in my residential kitchen that does not have existing approval under the <i>Food Act 2008</i>
<input type="checkbox"/>	Yes, the food is prepared within a commercial or community kitchen which is registered under the <i>Food Act 2008</i> Name of registered food premises: _____

8. DETAILS OF ASSISTANTS:

Names of Assistant/s:	
Address of Assistant/s:	

9. PERIOD FOR WHICH PERMIT IS REQUESTED from _____ to _____:

<input type="checkbox"/>	_____ DAY/S
<input type="checkbox"/>	_____ MONTH/S
<input type="checkbox"/>	1 YEAR

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10. CONSENT TO TRADE FROM EVENT ORGANISER OR LAND OWNER/OPERATOR (if a signature cannot be obtained please attach an email or letter which grants permission to attend the event or site):

Name of person:			
Position:			
Signature:		Date:	

The relevant fee is to be paid upon submission of this application. **Charitable, recreational or sporting organisations are exempt from a fee if they can provide a statement as per clause 6.7(1) of the local law** stating that any member does not receive any pecuniary profit from the organisation except where the member is an employee or the profit is an honorarium. It is a requirement that a Certificate of Incorporation or Charitable Organisation Certificate must also be provided in this case.

Stallholders Permit	\$30 per day	\$60 per month	\$260 per financial year
Traders Permit	\$55 per day	\$260 per month	\$1565 per financial year

DECLARATION

I/We declare that all the details in this form are true and correct

Signature of Applicant:		Date:	
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ADMINISTRATION USE ONLY

Fee Paid Please circle	Yes \$ _____
	No
	Fundraising Purposes - Copy of Charitable Organisation Certificate required.
	Recreational or Sporting organisation – Certificate of Incorporation required.
Receipt No.	

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