

# Temporary Food Stall Application Form



77 Wogolin Road  
 PO Box 19  
 Wickepin WA 6370  
 Phone No. 9888 1005  
 Email: admin@wickepin.wa.gov.au

To enable us to process your application please make sure the application form is completed in full and returned to the Shire of Wickepin *at least 2 weeks prior to the event.*

<b>Details of Event</b>	
<b>Name of Event:</b>	
<b>Location of Event:</b>	
<b>Date(s)</b>	From: ...../...../..... To: ...../...../..... (inclusive)
<b>Event Times</b>	From: ..... To: .....
<b>Group/ Organisation/ Club/ Individual Responsible for the Food Stall</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Mail Address:</b>	
<b>Phone:</b>	
<b>Email</b>	
<b>Fax:</b>	
<b>Stall Details</b>	
<b>Foods to be Sold:</b>	
Food Stall Structure <i>please tick one or more</i>	<input type="checkbox"/> Marquee (enclosed on 3 sides) <input type="checkbox"/> Trestle Table* (open at sides) <input type="checkbox"/> Food Van *Trestle table structures will only be approved where no food preparation is occurring and food is sufficiently protected from contamination
Equipment and Temperature Control Methods	<input type="checkbox"/> Thermometer All stallholders with hot food to have a thermometer on-site <input type="checkbox"/> Hot Water <input type="checkbox"/> Hand Washing facilities - liquid soap and paper towel <input type="checkbox"/> Overhead protection over all cooking/preparation area
Hot Foods <i>please tick one or more</i>	Hot foods must be kept above 60°C <input type="checkbox"/> I am not serving hot foods <input type="checkbox"/> Oven <input type="checkbox"/> Hot Plate/ BBQ <input type="checkbox"/> Microwave Oven <input type="checkbox"/> Bain-marie <input type="checkbox"/> Fire Extinguisher / Blanket

<b>Cold Foods</b> <i>please tick one or more</i>	<i>Cold foods to be stored below 5°C</i> <input type="checkbox"/> None of my foods are perishable or require cold storage Fridge <input type="checkbox"/> Esky with ice bricks (water from melting ice increases the risk of food contamination, so loose ice is not acceptable) <input type="checkbox"/> Other
<b>Foods Prepared <u>Prior</u> to Event – Commercial</b>	
<i>A copy of the relevant Local Government Approval is required for foods prepared on premises outside of the Shire of Wickepin</i>	
Address where food was prepared	
<b>Food Van Details</b>	
<i>All food vans are required to be approved by the Local Government in which the van is normally garaged</i>	
Home Address of Van	

For further information or assistance please contact Shire of Narrogin, Environmental Health Officer/Authorised Officer Development & Regulatory Services  
 P: (08) 9890 0900 M: 0427 985 398

OFFICE USE ONLY	
<input type="checkbox"/> Application received _____(date)	
<input type="checkbox"/> Shire of Wickepin Guidelines for Cake Stall /Food Stall / Sausage Sizzle issued	
<input type="checkbox"/> Further info requested _____ (date)	
<input type="checkbox"/> Other Local Government Home Occupation or Food Van approval required	<input type="checkbox"/> Attached _____(date)
<input type="checkbox"/> Inspection required <input type="checkbox"/> booked _____(date)	<input type="checkbox"/> Completed _____(date)
<input type="checkbox"/> Approved _____ (date) <input type="checkbox"/> Added to Register	<input type="checkbox"/> Not Approved _____date)
Comments _____ _____ _____	
Authorising Officers Signature _____	