

Shire of Wickepin

Guidelines For Cake Stalls

The following information is recommended for charitable and non-profit organisations holding a cake stall to raise funds.

- 1) The Shire of Wickepin does not require a licence for a stall conducted by a charitable or non-profit organization however a Temporary Food Stall Application Form must be completed.
- 2) A responsible person is to be in charge of the stall.
- 3) If the Cake Stall is proposed to be located outside a retail shop then prior approval from the shop owner should be obtained.
- 4) All reasonable measures must be taken to ensure the footpath remains accessible and trafficable at all times.
- 5) Cakes, biscuits and slices that are filled or covered with products that are "potentially hazardous foods" such as cream, cream cheese, yogurt, or similar products must be refrigerated at the stall.
- 6) Labels are to be fixed to the wrapping that includes the following information:-
 - i) List all the ingredients in generic form– e.g. butter, flour, water, milk, essence, spices, etc.
 - ii) Allergens such as aspartame, egg, milk, nuts, peanuts, sulphites, royal jelly, bee pollen, quinine, kola or guarana, must be listed on the label.
 - iii) Date the food was baked or made.
- 7) The name of the group or organisation conducting the cake stall must be clearly identified at the stall.
- 8) Discuss the above food handling procedures with everyone involved so that they know what is required on the day.

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

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Please return completed form to the Shire of Wickepin by post or email;
PO box 19, Wickepin WA 6370
admin@wickepin.wa.gov.au