

APPLICATION FOR APPROVAL TO OPERATE A TEMPORARY FOOD STALL

Food Act 2008

Application forms need to be received at least 14 days before the event

The City of Karratha is committed to working towards a paperless environment and reducing our environmental footprint, therefore we encourage you to complete and submit your application electronically.



APPLICANT/PROPRIETOR DETAILS

Trading name:	Full name/company name:
Contact person:	Phone:
Mobile:	Email:
Proprietor's Address:	

EVENT DETAILS

Event name:	
Venue:	Street:
Town/suburb:	Dates/s:
Number of persons involved on the day/s:	Time of operation:
Type of stall:	☐ Trailer ☐ Enclosed marquee ☐ Roof only (shade sail or similar)

FOOD DETAILS

Detailed list of all food products to be sold:
Is food proposed to be prepared by or in conjunction with an approved food premises? (if yes, please provide the trading name, address, and contact person) ☐ Yes ☐ No

Trading name:	Contact person:
Address:	
Is food proposed to be prepared in a residential kitchen? (if yes, please provide detail of which food types and the address) ☐ Yes ☐ No	

Is food proposed to be packaged prior to sale? (If yes, please attach a copy of your labels. If your food is packaged prior to sale, it must comply with the Food Standards Australia New Zealand (FSANZ) Food Standards Code labelling requirements) ☐ Yes ☐ No
--

TYPE OF EQUIPMENT (please provide details of your on-site equipment in the right hand column)

Heating and cooking devices (e.g. BBQ, Pizza Oven etc.)	
Refrigeration/cooling/storage (e.g. Esky with Ice Packs, mobile cool room)	
Hand washing facility (e.g. Container of potable water with a tap, hand soap, paper towels and bucket to collect waste water)	
Utensil washing facility (e.g. Container of potable water with a tap, detergent and separate container to that used for hand washing to collect wastewater)	
Floor covering (e.g. ground sheet, tarpaulin)	
Power source (e.g. generator)	
Water source (e.g. home, nearest potable water dispenser)	
Waste disposal facility (e.g. garbage bin with a tight fitting lid whilst on site and disposed of an appropriate facility after the event)	
Waste water disposal facility (e.g. nearest sewer)	

ADDITIONAL INFORMATION

Please provide details of 2 previous events you have attended:	
LOCATION/EVENT	LOCAL AUTHORITY

Do you hold a current Food Act Registration with your local authority (if yes, please provide the name of the local authority and submit a copy of your Food Act 2008 Registration Certificate): ☐ Yes ☐ No

Please provide your proposed layout plan for your stall (If you are a registered food business, please provide the plan approved by your local authority. New food business applicants must provide a plan that is to scale).

TEMPORARY FOOD STALL CHECKLIST (Please tick appropriate box)

- | | |
|---|--|
| ☐ Heating and cooking devices | ☐ Hand washing facility |
| ☐ Waste disposal facility | ☐ Gas cylinder |
| ☐ Utensil washing facility | ☐ Refrigeration/cooling/storage |
| ☐ Fire extinguisher | ☐ Water source |
| ☐ Preparation and display tables | ☐ Power source |
| ☐ Waste water disposal facility | ☐ Floor covering |

FEES (Please tick appropriate box)

☐	This stall is operated by a registered food business (please submit your current Food Act 2008 registration Certificate)	No fee
☐	This stall is to raise money for a charitable or community nature	No fee
☐	This is an application for the approval of a temporary food stall plan (Only applicable to City of Karratha residents. This is the first step to registering a food business wishing to operate a food stall at temporary locations (e.g. markets and events)).	Fee applies

DECLARATION

I/we declare that all details in this form are true and correct.

Signature of applicant:

Date:

OFFICE USE ONLY

Date:	Fee Received (if applicable): ☐ Yes ☐ No
Registration:) ☐ Yes ☐ No	Local Authority Health Officer contacted:

Privacy Consent and Disclosure Form

The City of Karratha collects personal and business-related information on this form for the purpose of assessing and processing your application to operate a temporary food stall, determining compliance with applicable food safety requirements, administering any approval granted, maintaining accurate records, and meeting its statutory obligations. This collection is managed in accordance with the *Privacy and Responsible Information Sharing Act 2024* (WA) and the City's Privacy Statement.

Your information may be disclosed to authorised City staff, contractors, consultants, relevant government agencies, emergency services, and law enforcement where required or authorised by law, or where necessary to assess your application, administer any approval, monitor compliance, maintain accurate records, and carry out the City's statutory functions.

This information is collected in accordance with the *Food Act 2008* (WA), the *Food Regulations 2009* (WA), the *Local Government Act 1995* (WA), other relevant Western Australian legislation, and is subject to the *Freedom of Information Act 1992* (WA).

By completing this form, you acknowledge that the City will collect, use, and disclose your information as described in this notice. You may request access to, or correction of, your personal information by emailing enquiries@karratha.wa.gov.au or writing to PO Box 219, Karratha WA 6714.

If you do not provide the requested information, or if the information provided is incomplete or inaccurate, the City may be unable to process or assess your application.

For more information about our privacy practices, please refer to the City's [Privacy Policy](#) and [Privacy Statement](#).