

Application for a Collective Food Vendors Approval - Events

This Form is to be used for the purposes of obtaining a collective trading licence for food vendors on behalf of various operators at events such as fairs, festivals, carnivals, and community gatherings etc., which are under the control of an event organiser. Applications should be lodged at least 2 weeks prior to the event to allow sufficient time for processing. Applications providing insufficient information or less than 2 weeks' notice may be refused.

APPLICANT		
Name of Business/Charity/Community Group:		
Address of Business:		
Postal Address (if different from above):		
Contact Person:		
Phone Work:	Phone A/Hours:	Fax:
Email:		
ABN/ACN (if applicable):		
Are you a charitable or not for profit organisation? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, Please attach registration with Australian Charities and Not-For-Profits Commission)		

DETAILS OF EVENT
Name of Event:
Event Location (address):

Contact Us

Enquiries

Call: (08) 9526 1111
Fax: (08) 9525 5441
Email: info@sjshire.wa.gov.au

In Person

Shire of Serpentine Jarrahdale
6 Paterson Street, Mundijong WA 6123
Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



Owner of land where event is to be held: Event Organizer	<input type="checkbox"/>
Shire of Serpentine Jarrahdale	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>
Proposed Dates of Operation:	
Proposed Hours of Operation:	
Number of Food Stalls/Vendors Operating at event:	

Document checklist required to be attached with application:

- Site plan of food stall locations.
- Certificate of Food Business registration for all food traders.
- Copy of current public liability insurance in the sum not less than \$10 million for all food traders
- Property owners consent where land is privately owned but not by the event organiser.



Lodging your Application:

In Person: Shire of Serpentine Jarrahdale 6 Paterson Street, Mundijong
 By Mail: 6 Paterson Street, Mundijong WA 6123
 By Email: **info@sjshire.wa.gov.au**

Payment of Fees (to accompany application):

Note: Charities, Community Groups and Not for Profit Organisations are exempted from food stall fees.

Events with between 1-10 food stalls	\$155.14
Events with greater than 10 food stalls	\$310.29

Note for events on Shire of Serpentine Jarrahdale land or within Shire facilities: Approval from the Shires Community Services is required; the hiring of Shire owned facilities and associated fees are not included in this application. Please contact Shire’s Customer Services on 9526 1111 for information on Shire facilities, associated fees and their availability

Declaration:

I, **(Name of Person)** _____, the person making this application declare that the information contained in this form is true and correct in every particular.

Signature of applicant: _____

In the case of a company, the signing officer must state position in the company

Date: _____

To pay by credit card, complete the details below and send in with application					
Type of Card:	<input type="checkbox"/> Visa <input checked="" type="checkbox"/> MasterCard	Card No:			
Name on Card:			Signature:		
Expiry Date:		CVV:		Amount:	
Office Use:	Account Code HIA 218		Environmental Health (Licensing & Registration)		