

Temporary Events Permit Application



To enable us to approve your event please make sure this Application is completed in full and returned to the Shire's Health Service at least 2 weeks prior to your event.

If you require assistance with completing this form please contact us on 9257 9813.

Details of the Event	
Name of Event:	
Location of Event:	
Date(s)/...../..... to/...../.....
Event Times to

Company/Body Responsible for the Event	
Name:	
Address:	
Email:	

Organiser/Coordinator Responsible for the Food Stalls	
Name:	
Address:	
Mail Address:	
Phone:	(W) (M)
Fax:	
Email:	

Please complete food stall/van details overleaf

Office Use Only
<input type="checkbox"/> Application received _____ (date) <input type="checkbox"/> Further info requested _____ (date)
<input type="checkbox"/> Other LG Home Occupation or Food Van approval required <input type="checkbox"/> Attached _____ (date)
<input type="checkbox"/> SoK 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 _____ _____ _____ _____

Food Van/Stalls Details

Complete 1 form for each Stall or Van

Van/Stallholder Details

Stall or Van Name		
Operators Name		
Address of Operator		
Phone	(W)	(M)
Fax		
Email		
Foods to Be Sold		

Food Stall Structure (please tick)

Note - All food stalls must have a ground sheet and access to hot water.

Marquee (enclosed on 3 sides)
 Trestle Table* (open at sides)
 Food Van

**Trestle table structures will only be approved where no food preparation is occurring and food is sufficiently protected from contamination.*

Temperature Control Methods

*Hot foods to be kept above 60°C, Cold foods to be below 5°C.
All stallholders to have a thermometer on-site*

Hot Foods (eg: bain marie, oven)

Cold Foods (eg: fridge, esky with ice bricks)

Foods to be Prepared Prior to Event

Note: For foods prepared in premises outside of the Shire of Kalamunda a copy of the relevant Local Government Approval is required

Types of Food

Address of Food Preparation

Local Government Approval (please tick when copy of approval attached)

Food Van Approval Details

All food vans are required to be approved by the local government in which the van is normally garaged.

Types of Food

Home Address of Van

Local Government Approval (please tick when copy of approval attached)