

# 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)