

# Event Application for Temporary Food Stalls

Please ensure all registered food businesses have provided you their:

- 1) Temporary Food Stall Permit (Exp 30 June 2023)
- 2) Food Business Registration Certificate
- 3) Public Liability Insurance



## Part 1. Event Organiser Details

Name of Event:	Event Location:
Contact Name:	Company/Organisation:
Email:	Phone:
Address:	Postal Address (if different)
Is the event not for profit? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach Australian Charities and Not for Profits Commission registration	Dates & Times of operation:

## Part 2. Conditions

- a) Food businesses are required to hold a current 'City of Kalamunda Food Stall Permit' to sell at events. If a food business does not have a current permit they can apply by completing the 'Vendors Food Stall Permit Application' at the following link: [Application for Temporary Food Stall | City of Kalamunda](#)
- b) The Event Organiser is responsible for confirming the validity and currency of **food business registrations** and **public liability insurance** of all food stalls operating at the event specified above.

I understand and accept the above conditions.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Part 3. Checklist

- The attached Food Stall Details Form has been completed.
- I hold a copy of the Food Business Registrations for each food stall (Ex. NFP Groups) and have confirmed the validity with the council of registration.

## Part 4. Payment

**Temporary Food Stall Application Fee:** \$50 plus \$8 per food stall - Number of food stalls attending \_\_\_\_\_  
\$50 additional expedited fee is payable for any applications submitted within 7 working days of the event.

### Payment Options:

- In Person: Pay via cash, EFTPOS or credit card at the City of Kalamunda, between 8.30am - 4.30pm Mon to Fri.  
Phone: The City of Kalamunda will contact you via phone to take your credit card payment.

**Please Note: Credit card and Pay Pass transactions incur a surcharge of 0.46%**

### Lodging your application form:

- In Person: City of Kalamunda – 2 Railway Rd, Kalamunda WA  
Via Email: [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au)

Event Name: \_\_\_\_\_

Date of commencement: \_\_\_\_\_

**Part 5. Food Stall Details Form**

No.	Name of Food Stall & Email Address	Description of food being sold	Description of stall – Food Van Rego, Marquee...	Which council is the Food Business registered with?	Kalamunda Food Stall Permit number?	Food Business Registration Certificate on file	Public Liability Insurance on file - <i>Min 10mil</i>
				These columns NOT required for charity/not for profit groups without Food Business Registrations			
					#FS21-	<input type="checkbox"/>	<input type="checkbox"/>
	Email:				#FS21-	<input type="checkbox"/>	<input type="checkbox"/>
					#FS21-	<input type="checkbox"/>	<input type="checkbox"/>
	Email:				#FS21-	<input type="checkbox"/>	<input type="checkbox"/>
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