



Fremantle Markets Food Stall Application

Short Lease [three months or less] only

Please allow the City approximately '10 working days' to process this application

1. APPLICANT

Organisation / Trading name

Registered Business Name

ABN ACN (if applicable)

Contact Person

Business / Postal Address Post Code

Phone (Work) (Home) (Mobile)

E-Mail Fax

2. FREMANTLE MARKET LEASE DETAILS

Fremantle Markets, 74 South Terrace, Fremantle, Stall Reference Number: _____

Short Lease ONLY, being for less than 3 months in any 12 months. Please attach evidence of lease dates.

Short Lease start and end dates: **Start:** _____ **End:** _____

3. SHORT LEASE FOOD STALL FEE VALID FOR UP TO THREE MONTHS

Application fee for commercial trading at Fremantle Markets ONLY = **25% of Low Risk Food Business Fee**

4. DETAILS OF FOOD, FOOD PREPERATION AND FOOD BUSINESS REGISTRATION

Definitions*

***Based** means the base location of the food stall/business when it is not operating. That is where ever the stall equipment & shelf stable foods are stored; that is ones business or home address.

***High risk food** means food that is frozen, requires refrigeration (below 5°C) or heating at high temperature to maintain food safety (above 60°C).

***Process** in relation to food, means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.

***Ready-to-eat food** means food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.

A. Please provide information about the nature of your food stall.

Are you intending to make or process* food at the Fremantle Markets food stall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the food ready-to-eat* when sold to the customer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you intending to sell high risk food* at the Fremantle Markets?	<input type="checkbox"/> Yes <input type="checkbox"/> No

B. Is your current food business based* within the City of Fremantle?

Yes – Complete Section 5 below. Please include existing FB reference here: EH____/0_____

No – Local Government where food business is based
Attach Food *Business* Registration Certificate from my Local Government.

Note: The City cannot accept this application without the current FB registration certificate.

C. Where will you make/process* food for sale to the public?

At a registered food business (registered commercial kitchen, food vehicle or residential kitchen)

Name of Food Business

Local Government

Attach Food Business Registration Certificate from your 'home' Local Government.

Note: The City cannot accept this application without the current FB registration certificate.

Food is pre-packaged elsewhere with compliant food labels, no food preparation at Fremantle Markets.

Note: The City cannot accept this application without the current FB registration certificate.

At the Fremantle Markets food stall (Note: **minimal** food preparation permitted at Fremantle Markets)

D. What foods do you intend to provide? Please mark all food types that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Raw fruit and vegetables | <input type="checkbox"/> Dairy products | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Processed fruit/vegetables | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Raw meat, poultry or seafood | <input type="checkbox"/> Bread, pastries or cakes | <input type="checkbox"/> Soft drinks/juices |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Confectionery | <input type="checkbox"/> Sandwiches or rolls |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Infant or baby foods | <input type="checkbox"/> Frozen meals |

ADD

Other i.e. attach menu or ingredients list or compliant food labels

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5. FOOD STORAGE AND STRUCTURE OF SHORT LEASE FOOD STALL

Please confirm that the food stall has:

ceiling and three sides Yes **food display protection** (if food is displayed) Yes n/a

floor covering Yes **probe thermometer for temperature control** Yes n/a
(for cold, frozen and hot foods only)

Provide images of the stall 'set up' with all equipment, etc. internal and external Yes, attached

List all food preparation equipment (e.g. BBQ, table, Bain Marie, etc.)

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Describe how you will store all food products on site to protect them from contamination?

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How will high risk foods be transported to the Fremantle Markets? (Mark all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Refrigerated food vehicle | <input type="checkbox"/> Heated food vehicle |
| <input type="checkbox"/> Mobile cool room/freezer | <input type="checkbox"/> On ice in eskies |
| <input type="checkbox"/> Other: (Please specify) | |

How will high risk foods be stored at the Fremantle Markets? (Mark all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Refrigerator / freezer | <input type="checkbox"/> On ice in eskies |
| <input type="checkbox"/> Bain Marie | <input type="checkbox"/> Cooked & sold immediately on demand |
| <input type="checkbox"/> Other: (Please specify) | |

NOTE: Cold foods must be kept below 5°C and **hot** food must be kept above 60°C at all times.

Draw a layout of the Short Lease food stall. Show the location, if applicable, of the following:

- | | | | | | |
|-----------------------|--------------------------|---------------------------|--------------------------|-------------------|--------------------------|
| Hand washing facility | <input type="checkbox"/> | Soap & paper towels | <input type="checkbox"/> | Rubbish Bin | <input type="checkbox"/> |
| Dish washing facility | <input type="checkbox"/> | Hot food storage/display | <input type="checkbox"/> | Fire extinguisher | <input type="checkbox"/> |
| Preparation Bench | <input type="checkbox"/> | Cold food storage/display | <input type="checkbox"/> | Cooking equipment | <input type="checkbox"/> |

Note: Refer to images of minimum requirements of typical food stall attached on pages 5 & 6.

6. SANITARY FACILITIES

Compulsory information: What hand-washing facility and dish washing facility will you provide?

Hand washing:

Dish washing:

- Purpose-built hand wash basin with running water connected to existing drains.
- Water storage container with tap and bucket underneath to catch wastewater.
- Other: (Please specify).....*

- Purpose-built dish wash basin with running water connected to existing drains.
- Water storage container with tap and bucket underneath to catch wastewater
- Other: (Please specify).....*

NOTE: Water, soap, single-use paper towels and waste bin are required

NOTE: Water, detergent and sanitizer are required

Certain aspects of the food stall must be self-contained. Please confirm details.

- | | |
|--|--|
| <input type="checkbox"/> Solid waste disposal self-contained | <input type="checkbox"/> Water supply self-contained |
| <input type="checkbox"/> Energy/power supply self-contained: | <input type="checkbox"/> Waste water disposal self-contained |
| <input type="checkbox"/> Gas bottle | <input type="checkbox"/> Generator |
| <input type="checkbox"/> Other | |

Address where food & equipment is stored:

Equipment address:

Food address:

7. CHECKLIST

Compulsory information:

- Attach copy of business registration issued by the Australian Securities & Investment Commission (ASIC)
- Attach copy of your current public liability insurance
- Attach copy of the current Food Business Registration Certificate from your Local Government?

I agree to comply with the requirements of Western Australian food safety legislation.

Signature of Applicant Date

NOTE: This application does not guarantee automatic approval. A certificate will be issued when approved.

8. PAYMENT INFORMATION

Make cheques or money orders payable to “City of Fremantle”

Payment can be made:

BY MAIL:

Environmental Health Services
City of Fremantle
PO Box 807, FREMANTLE WA 6959

IN PERSON:

Cashier (or Service & Information if no charge)
City of Fremantle
Ground Floor, 70 Parry Street, FREMANTLE WA 6160

Enquiries: City of Fremantle Environmental Health Services – 9432 9999 or health@fremantle.wa.gov.au

OFFICE USE ONLY

Charge ID: Register Low Risk Food Business	Receipt Number:	Date:
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NB: Charge is 25% of annual fee

Form special update: September 2018

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL

Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals

Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

Food display, Food protection, Taste Testing - see over

Refuse Bin with lid and liner supplied

All food prepared inside stall. No food stored directly on ground. Overall clean condition.

Enclosed stall (Roof & three sides)
Please Note: Roofing may not be required where:
• Adequate roofing is provided when located within an existing structure; OR
• All food product is prepackaged (no taste testing)

Cooking equipment located to protect food from contamination & ensure public safety

Food Handler – see over

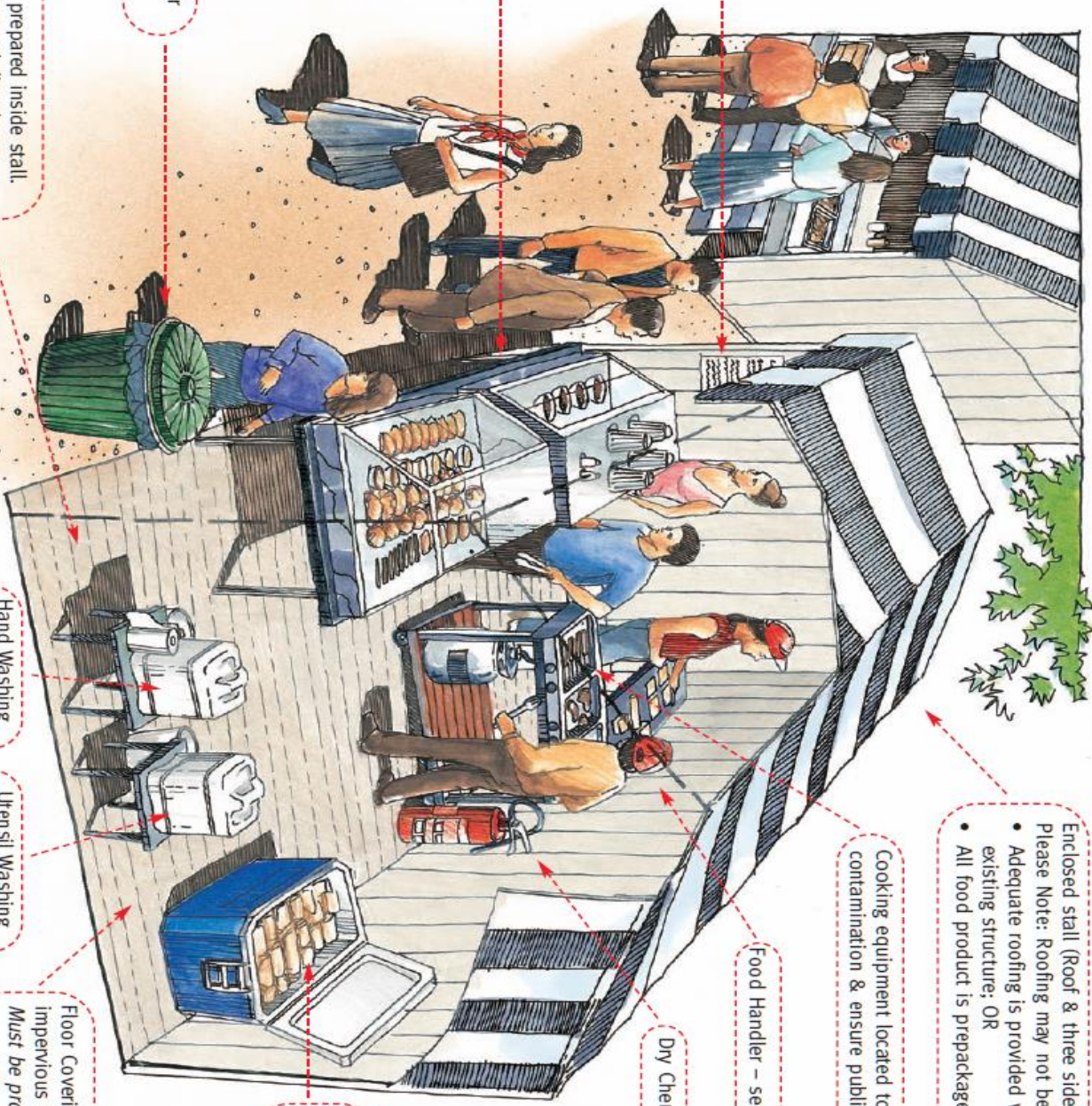
Dry Chemical Fire Extinguisher

Temperature Control for potentially hazardous and perishable foods - see over

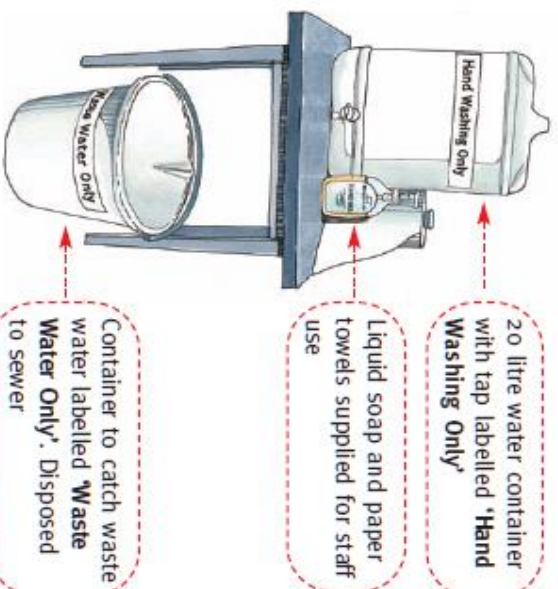
Floor Covering – easy to clean, impervious material. **Please Note:** Must be provided if located on unsealed ground.

Hand Washing Facility - see over

Uten sif Washing Facility - see over



Minimum hand washing facilities

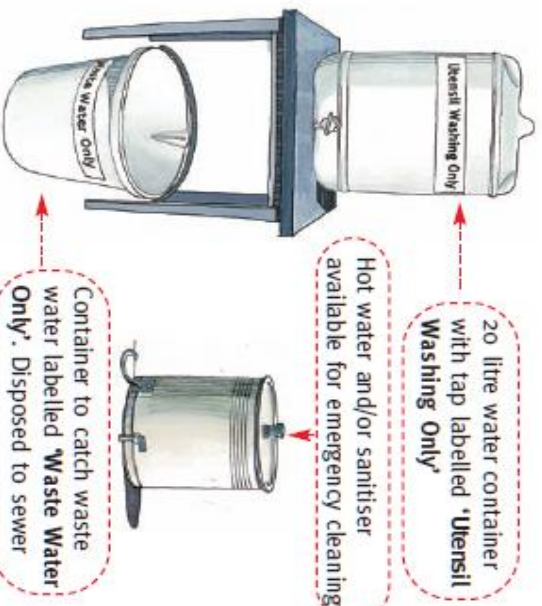


20 litre water container with tap labelled 'Hand Washing Only'

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Minimum utensil washing facilities



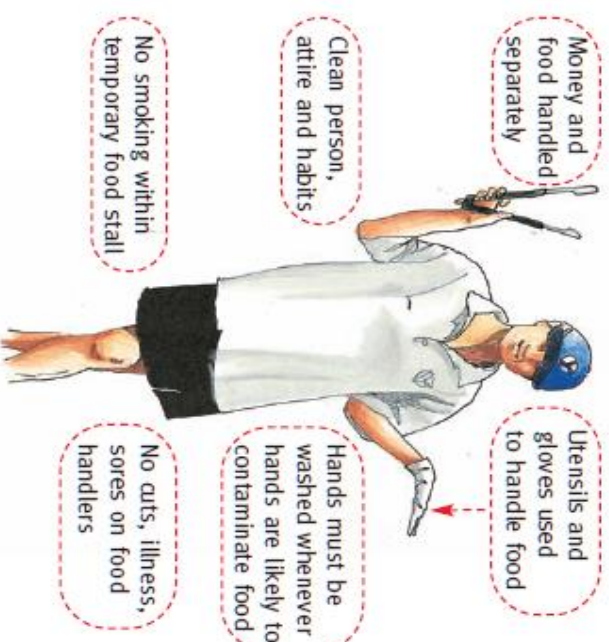
20 litre water container with tap labelled 'Utensil Washing Only'

Hot water and/or sanitiser available for emergency cleaning

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food Handlers



Money and food handled separately

Utensils and gloves used to handle food

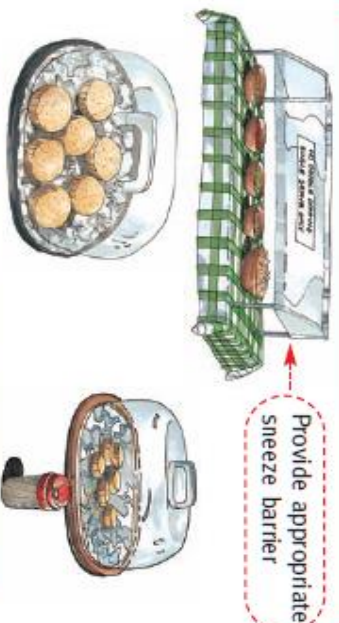
Clean person, attire and habits

Hands must be washed whenever hands are likely to contaminate food

No smoking within temporary food stall

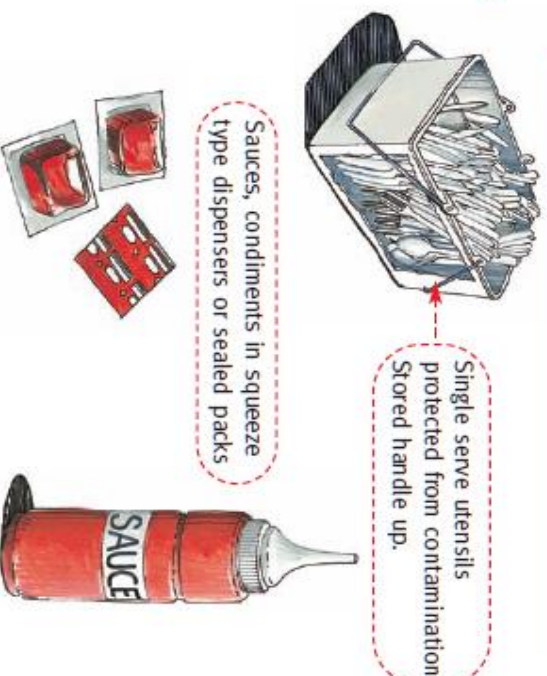
No cuts, illness, sores on food handlers

Food display, food protection, taste testing

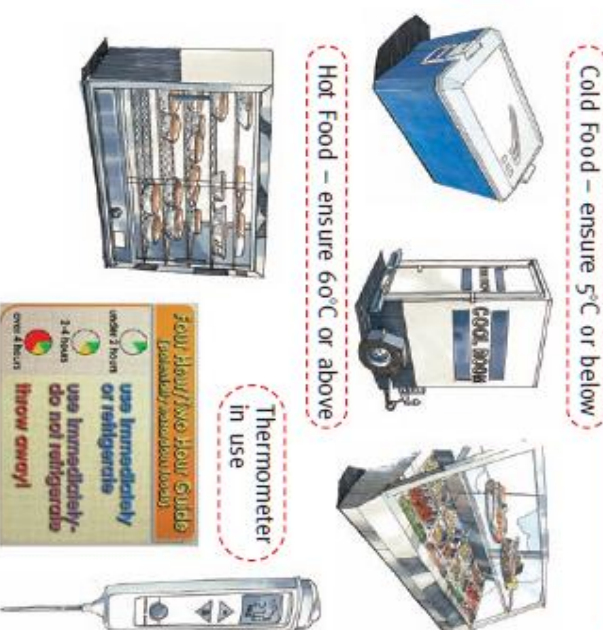


Signage must be provided to all taste testing stations. No double dipping, single serve only

Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



For further information on this topic, please contact Council