

Public Places and Local Government Property Local Law 2015

This Form is to be used for the purposes of obtaining a trading licence under the City of Wanneroo's Public Places and Local Government Property Local Law 2015. Applications should be lodged at least 2 weeks prior to trading commencement to allow sufficient time for processing. Applications providing insufficient information or less than 2 weeks notice may be refused.

This Form is not required to trade at an approved event on Council land or private property. Food vendors wishing to trade at approved events should complete the Food Notification and Registration Form, unless already registered/notified. Please note: Trailers requiring to be towed by a vehicle are generally not suitable for street or carpark trading. They are suitable for trading at events.

This is a:

- New Application Renewal of Existing Annual Licence

Which categories best describe the proposed trading activities?

Please tick **all** boxes that apply (there may be more than one)

- Trader is a charity, community group, school, sporting club, not for profit organisation or the City of Wanneroo.
- Trader is a commercial operator.
- Activity involves selling non-food items.
- Activity involves providing a personal service e.g. face painting, massage.
- Activity involves providing food items.
- Busking

Please note that any application which proposes hours of operation which total more than 48 hours in a 12 month period requires planning approval. Please contact Planning Implementation for advice.

Note: Food businesses are also subject to the requirements of the Food Act 2008 and must hold a Registration Certificate or be of an exempt classification.

Details of Trading Organisation		
Name of Business/Charity/Community Group:		
Address of Business:		
Postal Address (if different from above):		
Phone: Business Hours	A/Hours	Fax
Email:		
ABN/ACN (if applicable):		
Name of Organiser/Manager (in full):		
Details of Trading Activity		
Trading Location/s (addresses):		
Proposed Days/Dates and Hours of Operation (per location):		

Documents required to be provided with the Application: *Please tick **all** boxes that apply*

- Copy of current public liability insurance in a sum not less than \$10 million.
- Food traders must provide a copy of their Food Act 2008 Certificate of Registration.
- Food traders must provide proof of access to toilet facilities during trading hours.

Site plan – Non Food

Individual traders - Provide site plan of stall location (for new applications or if different from last time). Include details such as: type of stall structure e.g. table/marquee/van (include rego) and fixtures and fittings, types of goods being sold and any equipment being used.

Site Plan - Food Vendors

Food Vendors - provide details of stall/vehicle including type of foods provided, type of stall structure e.g. table/marquee/van (include rego) and fixtures and fittings, hand basin, sink(s), cooking equipment, refrigerator etc.

Important Information on food traders:

Food businesses wishing to operate under this Trading Licence must be classified as exempt under the *Food Act 2008* or hold a Registration Certificate. An exempt food business is exempted from registration only. They are still required to comply with the remaining requirements of the *Food Act 2008* and *Australia New Zealand Food Standards Code*. In particular they must have provided Notification to the Local Authority. For each exempt food business operating under this licence a 'Food Business Notification and Registration Form' is to also be submitted to the City. Where notification has previously been provided a copy of any notification acknowledgement from the Local Authority may be provided instead. Businesses holding a Registration Certificate should include a copy of the certificate.

Types of Exempt food business:

- Food business is a charity or community group not involving the handling of potentially hazardous food (PHF - food requiring temperature control to prevent the growth of pathogenic microorganisms or the formation of toxins).
- Food business is a charity or community group whereby food is for immediate consumption after being appropriately cooked e.g. sausage sizzle.
- Food business consists solely of selling food that is not potentially hazardous food and is contained in a closed package so that it cannot be handled in the course of conducting the food business e.g. lollies, chocolate .
- Food business consists solely of providing complimentary drinks in conjunction with another business conducted at those premises.

Legislation:

- *Public Places and Local Government Property Local Law 2015* (available from www.wanneroo.wa.gov.au)
- *Food Act 2008* (available from the State Law Publisher www.slp.wa.gov.au)
- *Food Regulations 2009* (available from the State Law Publisher www.slp.wa.gov.au)
- *Australia New Zealand Food Standards Code* (available from FSANZ www.foodstandards.gov.au)

Fact Sheets, Guidelines and Other Information:

Additional information, including notification forms, fact sheets and guidelines on food handling and food safety, may be found on the following websites;

- City of Wanneroo – www.wanneroo.wa.gov.au
- Department of Health – <https://ww2.health.wa.gov.au/>
- Food Standards Australia New Zealand – www.foodstandards.gov.au

Should you have any queries regarding any of the above, please do not hesitate to contact the City of Wanneroo's Health Services on 9405 5000.

Lodging your Application (please allow up to 14 days for application to be processed):

In Person: City of Wanneroo Administration Centre, 23 Dundebur Road, Wanneroo
By Mail: Locked Bag 1, Wanneroo WA 6946
By Fax: 9405 5499
By Email: health@wanneroo.wa.gov.au

Payment of Fees (to accompany application):

Charities, Community Groups and Not For Profit Organisations are exempt from paying these fees. New applications are to pay both an application fee and a pro rata licence fee whereas an existing licence renewal is to pay only the licence fee.

Application Fee (includes one day of trading for temporary licences):	\$53.00	(non-refundable)
Daily Licence Fee (temporary licences only):	\$16.40	per each subsequent day
Annual Licence Fee:	\$876.00	
Weekend and Public Holiday Licence Fee:	\$291.50	

Busking Application Fee (includes one day of trading)	\$20
Busking Licence fee (per additional day)	\$5
Weekend and Public Holiday Busking Application and Licence Fee	\$30 (Annual fee)
Busking Annual Application and Licence Fee	\$50 (Annual fee)

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: _____

Name of Applicant: _____

Credit Card Payments (please note, payments by credit card incur a surcharge of 0.57% (inc GST))	
 <input type="checkbox"/>	 <input type="checkbox"/>
Name on Card:	Expiry Date:
Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$
Signature:	Date:

Application Form for a Trading Licence

Physical: 23 Dundebur Road, WANNEROO WA 6065 **Postal:** Locked Bag 1, WANNEROO WA 6946

Ph: (08) 9405 5000 **Fax:** (08) 9405 5499 **Email:** health@wanneroo.wa.gov.au