

Stallholder Application – Food & Food Products

Applicant Details

Applicant/Organisation		
ABN / NFP Organisation Name		
Contact Person		
Postal Address		
Contact Details	Ph:	Email:

Stall Details

Event Name <i>(if applicable)</i>		
Stall Location/s		
Stall Date/s	Start:	Finish:
Stall Time/s	Start:	Finish:
Specify the goods or services to be sold or hired		
List of each individual stallholder attached	<input type="checkbox"/> Yes Single stall only <input type="checkbox"/>	
Copy of current public liability insurance attached	<input type="checkbox"/> Yes (minimum \$10 million)	
Copy of stallholder insurances in this application attached (minimum 10 million per stallholder required)	<input type="checkbox"/> Yes	
Copy of food business registrations certificate/s attached (Food Act 2008)	<input type="checkbox"/> Yes Single stall only <input type="checkbox"/>	

Event Logistics

Alcohol / Food Available	Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	Food: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Temporary Structure Details E.g. marquees, stages, bouncy castles etc. (please provide sizes)			
Toilets	Male Urinals:	Female WC:	Disabled WC:
	Male WC:	Hand wash Basins:	

Stallholder Fees

Tick which fee/s apply to this application	<input type="checkbox"/> \$22.00 Day Fee	<input type="checkbox"/> \$88.00 Weekly Fee
	<input type="checkbox"/> \$200.00 Monthly Fee	

Fees

Stallholder Application fee/s must be paid in full prior to further assessment and approvals being issued.
Is your organisation not-for-profit? Yes No

Acknowledgement

I, _____ as the event organiser, seeking approval to host an event within the Shire of York acknowledge that, the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure

compliance with the Shire's conditions of hire and local laws. I will indemnify the Shire of York against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure the appropriate liability and other insurances are in place for the activities to be conducted.

I understand the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There may be other requirements which exist outside of the package and that as the event organiser I am responsible.

Signature: _____ Date: _____

Stallholder Application Checklist

Activity	Tick if applicable to your event	Supporting Information Required
Site Plan	<input type="checkbox"/>	Include all structures, fenced areas, power and exits
Hire of Shire Reserve, or Venue	<input type="checkbox"/>	Facility Hire confirmation
Shire Requests: Power, Bins, Cleaners	<input type="checkbox"/>	Scope of Works
Event Notification to neighbouring residents and/or businesses	<input type="checkbox"/>	Please provide a copy of correspondence to persons impacted by your event (eg due to noise or road closures etc)
Public Liability Insurance	<input type="checkbox"/>	Certificate of Currency to a minimum of \$10 million (current for your event date/s)
Sale of Food	<input type="checkbox"/>	Food Registration Certificate/s
Sale of Alcohol	<input type="checkbox"/>	- Copy of Liquor Licence - If on Shire owned or managed land: A Permit to Consume alcohol
Marquees / Tents	<input type="checkbox"/>	- Certificate of Temporary Structure form (for structures larger than 5mx5m) - Structural certification (for structures larger than 9mx6m)
Excessive Noise	<input type="checkbox"/>	Regulation 18 (Noise) Application
Police Notification	<input type="checkbox"/>	Copy of Police Notification letter (signed by Police and returned to Shire)
Hospital Notification	<input type="checkbox"/>	Copy of Hospital Notification letter (signed by hospital and returned to Shire)
First Aid	<input type="checkbox"/>	Provide details of first aid provision (where applicable)
Emergency Notification	<input type="checkbox"/>	Email event details to troy.granville@dfes.wa.gov.au york.hospital@york.wa.gov.au & york@stjohn.com.au .wa.gov.au . Please cc records@york.wa.gov.au for recording against your event
Department of Health Notification	<input type="checkbox"/>	Register your event on the Department of Health Website here: Events registration
COVID-19	<input type="checkbox"/> <input type="checkbox"/>	COVID Safety Plan is required for all events COVID Event Plan is required for events involving more than 500 persons

Application Procedure

1. Read the Shire of York Event Policy & Guidelines
2. New Events – Meet with the Shire’s Events Economic Development Officer to discuss your application. To make an appointment, phone 9641 0500 or email records@york.wa.gov.au
3. Complete an Event Application and forward to records@york.wa.gov.au at least 8 weeks prior to the event.
4. In response to receiving a completed Event Application or online event enquiry, the Shire’s Events team will send a request for information outlining the remaining documents required to be submitted. Forms required will be included.
5. When all required information is received, the Shire’s Events Team will forward a letter of acknowledgment outlining conditions (as they apply) and an invoice with the associated event related fees.

Approval Procedure

1. You may not proceed with the event until you have received written confirmation from the Shire advising all Shire and statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale of your event.

Special conditions (if applicable) will be outlined in your letter of acknowledgement. It is the event organiser’s responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are issued.

It is an offence to operate an event without a valid approval and both Local Government and Police are empowered to close public events which are considered unsafe or unsuitable.

2. A debrief should be held for large scale and high risk events within 7 days post event.

Note:

Event applications and approvals are not transferable, therefore the event organiser may not transfer an approval to an alternative venue, date or time without resubmitting and receiving approval from Council.