



Shire of Derby / West Kimberley

APPLICATION FOR STALLHOLDERS/TRADERS

This form is to be used for the purpose of obtaining a Traders or Stallholders Permit with the Shire of Derby/West Kimberley. Applications are assessed in accordance with the Shire of Derby/West Kimberley *Activities of Thoroughfares and Trading in Thoroughfares and Public Places Local Law*. Temporary food stalls and mobile food vans will need to meet the requirements of the *Food Act 2008*, *Food Regulations 2009* and Australia New Zealand Food Standards Code. **Any applications for Annual Permits or general town site trading must first be discussed with the Shire's Environmental Health Officer.** Should you require any assistance completing this form, please contact an Environmental Health Officer on 9191 0999.

APPLICATIONS FOR PUBLIC EVENT TRADING MUST BE SUBMITTED AT LEAST 7 BUSINESS DAYS BEFORE THE EVENT

1. APPLICANT DETAILS:

Company Name:		
Applicant/s Full Name:		
Residential Address:		
Postal Address:		
Contact Number & Email:		

2. PERMIT TYPE (please select):

☐	Stallholders Permit – Trading from a moveable/temporarily fixed stall, structure or table (Marquee, trestle table).
☐	Traders Permit – Trading from a vehicle (food truck, show bag van), fixed building (kiosk, canteen or kitchen) and selling door to door.

3. DETAILS OF OPERATION:

Name of Event:	
Address of Event:	
Date/s of Event:	
Proposed Trading Location (if not event related):	
Times of Operation:	

4. NATURE OF PROPOSED ACTIVITY (select all boxes that apply):

☐	Temporary Premises (includes markets, fetes, events, sausage sizzles)
☐	Charitable or Community Organisation (fundraising, sporting and recreational groups)
☐	Mobile Vehicle (mobile food vehicles must provide current <i>Food Act 2008</i> Certificate of Registration)
	Vehicle Registration Details: _____
	Vehicle Type: _____

5. STALL LAYOUT (provide sketch of stall layout i.e. table, sink, food preparation surface etc.)

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Derby

☎ (08) 9191 0999 | 30 Loch Street
✉ sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

☎ (08) 9191 5355 | Flynn Drive
✉ sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing



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6. GOODS TO BE SOLD (select all boxes that apply):

☐	Food (please complete section 7)
☐	Jewellery
☐	Clothing and accessories
☐	Toys and novelties
☐	Show bags
☐	Other (please specify):

SECTION 7 MUST BE COMPLETED IF FOOD IS BEING SOLD

7. FOOD WILL BE (select all boxes that apply):

☐	Packaged (confectionery, chips, icy poles, bread, jams, sauces, cans of soft drinks, bottled water etc.)
☐	Ready-to-eat hot foods cooked to 75°C or hotter and stored above 60°C (cooked meats, curries, rice, pizzas etc.)
☐	Ready-to-eat cold foods stored at or below 5°C (sandwiches, cream, custard, ice-cream, milk etc.)
☐	Milkshakes, tea, coffee, freshly squeezed juices, smoothies
☐	Cakes, slices, biscuits, scones, unpackaged confectionary
☐	Raw and uncut fruit and vegetables

FOOD TO BE SOLD

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DOES THE FOOD REQUIRE PREPARATION OR HANDLING PRIOR TO THE EVENT? (Please select)

☐	No, all food is obtained from an approved food business and prepared at the temporary food premises or vehicle
☐	Yes, the food is prepared in my residential kitchen that does not have existing approval under the <i>Food Act 2008</i>
☐	Yes, the food is prepared within a commercial or community kitchen which is registered under the <i>Food Act 2008</i> Name of registered food premises: _____

8. DETAILS OF ASSISTANTS:

Names of Assistant/s:	
Address of Assistant/s:	

9. PERIOD FOR WHICH PERMIT IS REQUESTED from _____ to _____:

☐	_____ DAY/S
☐	_____ MONTH/S
☐	1 YEAR

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10. CONSENT TO TRADE FROM EVENT ORGANISER OR LAND OWNER/OPERATOR (if a signature cannot be obtained please attach an email or letter which grants permission to attend the event or site):

Name of person:			
Position:			
Signature:		Date:	

The relevant fee is to be paid upon submission of this application. **Charitable, recreational or sporting organisations are exempt from a fee if they can provide a statement as per clause 6.7(1) of the local law** stating that any member does not receive any pecuniary profit from the organisation except where the member is an employee or the profit is an honorarium. It is a requirement that a Certificate of Incorporation or Charitable Organisation Certificate must also be provided in this case.

Stallholders Permit	\$32 per day	\$63 per month	\$272 per financial year
Traders Permit	\$58 per day	\$272 per month	\$1637 per financial year

DECLARATION

I/We declare that all the details in this form are true and correct

Signature of Applicant:		Date:	
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ADMINISTRATION USE ONLY

Fee Paid Please circle	Yes \$ _____ No Fundraising Purposes - Copy of Charitable Organisation Certificate required. Recreational or Sporting organisation – Certificate of Incorporation required.
Receipt No.	

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Privacy Collection Notice: The Shire of Derby West / Kimberley collects your personal information on this form to process your application, deliver services, and perform our statutory functions under the *Local Government Act 1995* or related legislation. Your data is handled in accordance with the *Privacy and Responsible Information Sharing Act 2024*. Your personal information will only be disclosed to authorized officers or external bodies as permitted by law. You have the right to access and correct your personal information at any time.

If you choose not to provide the requested information, we may be unable to process your request.

To see our full collection notice and privacy statement visit www.sdwk.wa.gov.au. To request access to your personal information please contact the Corporate Services Team via email at sdwk@sdwk.wa.gov.au or phone (08) 9191 0999.

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