

Event Application for Temporary Food Stalls

Please ensure all registered food businesses have provided you their:

- 1) Temporary Food Stall Permit (Exp 30 June 2026)
- 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

Event Food Stall(s) application fee: As per schedule of fees and charges on the City's [website](#).
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

Event Name: _____

Date of commencement: _____

Part 5. Food Stall Details Form- Number of food stalls attending _____

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			
						<input type="checkbox"/>	<input type="checkbox"/>
	Email:						
						<input type="checkbox"/>	<input type="checkbox"/>
	Email:						
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