

**Application for Stallholders - Events**  
**Community Group/Charitable Organisation**  
☐ Fundraising    ☐ Raising Awareness (please tick)



**Event name: GALA NIGHT 16<sup>th</sup> December 2021**

| Application Details   |   |  |   |  |          |  |
|---|---|--|---|--|----------|--|
| Applicant's Name in Full  |   |  |   |  |          |  |
| Contact Number  | H |  | W |  | M        |  |
| Email   |   |  |   |  | Fax      |  |
| Applicant's Residential/Business Address  |   |  |   |  |          |  |
| Suburb  |   |  |   |  | Postcode |  |
| Applicant's Postal Address  |   |  |   |  |          |  |
| Suburb  |   |  |   |  | Postcode |  |
| Location of stall (where relevant):   |   |  |   |  |          |  |
| Stall or Vehicle Name:  |   |  |   |  |          |  |
| Description of Stall or vehicle (size, colour):   |   |  |   |  |          |  |
| Power required – Y / N *Note: access to power fee applies (OFFICE ONLY: PAID Y / N)   |   |  |   |  |          |  |
| Vehicle Make:   |   |  |   | Vehicle Model:                               |          |  |
| Vehicle Registration Number:  |   |  |   |  |          |  |
| <i>Where there is more than one vehicle, details for all vehicles must be provided</i>  |   |  |   |  |          |  |
| Date/s of Event:  |   |  |   |  |          |  |
| Hours of Operation:   |   |  |   |  |          |  |
| Goods to be sold:   |   |  |   |  |          |  |
| <i>Where food is sold, approval under the Food Act 2008 is also required</i>  |   |  |   |  |          |  |
| Number of Attendants:   |   |  |   | Are any of these attendants employees? Y / N |          |  |
| Does your stall involve the sale of food or drinks? Y / N<br>(food includes ice-creams, drinks, confectionary, fruit and vegetables)                        |   |  |   |  |          |  |
| List of all food and drink products to be sold: _____   |   |  |   |  |          |  |
| Does the food require preparation or handling within the stall or vehicle?  |   |  |   |  |          |  |
| <input type="checkbox"/> No, all food is obtained from an approved food business, in a prepared form ready for sale.  |   |  |   |  |          |  |
| <input type="checkbox"/> Yes, the food is prepared entirely or partially within the stall/vehicle or partially in an approved food business prior to event. |   |  |   |  |          |  |
| <input type="checkbox"/> No, the food is prepared in my residential/commercial kitchen, but I do not have an existing approval under the Food Act 2008.     |   |  |   |  |          |  |
| *Applications will not be accepted without an existing approval or exemption, further information may need to be provided up on request.                    |   |  |   |  |          |  |

**A stallholders fee is to be made payable to the Shire of Merredin's Visitors Centre prior to set up of stall-** Stallholder fundraising community group/charitable organisation = \$15

**Declaration:**

I, the person making this application declare that:

- That the information contained in this application is true and correct in every particular

| Applicant Signature |  |
|---------------------|--|
| Signature           |  |
| Date                |  |

*In the case of a company, the signing officer must state position in the company*

**PLEASE NOTE: SUBMITTING THIS APPLICATION DOES NOT AUTOMATICALLY RESULT IN AN APPROVAL.**

**PLEASE TURN OVER FOR SHIRE OF MERREDIN CONTACT DETAILS**

**Administration Centre:** Cnr of King & Barrack Street, MERREDIN WA 6415

**Postal address:** PO Box 42, MERREDIN WA 6415

**Phone:** (08) 9041 1611 **Fax:** (08) 9041 2379

**Email:** [admin@merredin.wa.gov.au](mailto:admin@merredin.wa.gov.au) **Website:** [www.merredin.wa.gov.au](http://www.merredin.wa.gov.au)