



Food Trader Expression of Interest Information Pack 2025/26



Making the City of Gosnells a great place

City profile

The municipal history of the City of Gosnells dates back to 1907, when the Gosnells Road Board was established to service a population of 737. The focus was on construction of roads to link the area's emerging timber mills and farms with the established communities in Perth and Fremantle.

The City of Gosnells was formally declared in 1977, and the current population of more than 133,000 people occupies a 127km² area comprising the communities of Beckenham, Canning Vale, Gosnells, Huntingdale, Kenwick, Langford, Maddington, Martin, Orange Grove, Southern River and Thornlie. Although road development and maintenance remain an integral part of the City's business, it also performs a wide range of functions and provides diverse services, including waste management, parks, leisure services, libraries, environmental health and community safety.



The City of Gosnells hosts a wide variety of culturally diverse community events and festivals to cater for all interests and ages.

If you are a food trader with exceptional food offerings and presentation, the City of Gosnells welcomes your Expression of Interest to participate in the 2025/26 events season.

Expression of Interest application process

Food traders can register their interest by completing a Food Trader Expression of Interest (EOI) Application Form on the website:

gosnells.wa.gov.au/EventFoodTraders

Expressions of Interest are due by 4pm Friday 1 August 2025.

Traders are only required to submit one application for the 2025/26 events season. Successful traders will then remain on our food trader database and will be considered for relevant events throughout events season.

Food traders are required to thoroughly read this EOI Information Pack, including the selection criteria and terms and conditions of trade, prior to submitting an application.

Once satisfied that all criteria and terms and conditions have been met, complete the Food Trader EOI Application Form.

Please note: Submission of an EOI does not guarantee your business will be selected to trade at any particular event.

Expression of Interest applications close at 4pm on Friday 1 August 2025.

Once completed you will be added to our database and contacted per event that suits your cuisine.

Expression of Interest application requirements

The following documents are mandatory requirements when submitting a Food Trader EOI Application Form:

- Food truck/stall or structure images
- Menu and price list
- Product images
- Local Government Certificate of Registration of a Mobile Food Business or Temporary Market Stall
- Public Liability Insurance Certificate of Currency
- Expiry of insurance date (please send updated insurance if out of date or nearing end date)
- Recent inspection report (completed within past 12 months)
- Size of food vehicle and floor plan along with noting which side is the serving window. Include A-frame trailer if relevant
- Gas or butane supply in your set up (if so complete the checklist) in the below website:

wa.gov.au/safeuseoflpgas

The City is unable to consider applications that do not include the above documents.

Selection criteria

The City will select food traders based on the following criteria:

Food menu items

- Local, fresh and seasonal produce, and high-quality menu items
- Diverse menu catering for various dietary requirements and price points
- Diverse menu representing a range of culinary cultures
- Availability of healthy food and drink options

Food trader presentation

- High-quality presentation of the food vehicle or stall, including cleanliness, signage and menu displays
- Professional and friendly staff

Sustainability practices

Vendors are to follow Government guidelines relating to single-use plastics. Consider alternatives that can be recovered, recycled or composted. Full details are available via the below website:

plasticsbanwa.com.au/items

Please note: The selection of food traders for each event is at the City's discretion and may reflect the target audience and themes for individual events.

The City recommends that vendors offer competitive pricing to help maintain affordability at community events.



Event Stallholder Fees 2025/26

All food vendors trading at City of Gosnells major events will also be required to pay an Event Stallholder Fee.

Only food traders selected to trade at a **major event** will be required to pay the fees.

Fee : July 2025 – 30 June 2026

City of Gosnells Event Stallholder Fee

\$162 (inc GST) per day per event (5,000+ attendees)

All fees are non-refundable, however if an event is cancelled by the City, this Event Stallholder Fee will be refunded.

Fusion Festival – Power Supply Charges

The City of Gosnells can provide power to vendors attending the Fusion Food and Culture Festival, if required, with prior arrangement. The following fees apply:

Fee Options: Fusion Food and Culture Festival Power Supply 7 November 2025 – 8 November 2025

Up to 1 or 2 x Power point outlet	\$165 (inc GST)
3 or 4 x Power point outlets	\$385 (inc GST)
5 x Power point outlets	\$550 (inc GST)
10 or 15 amp point only	

If you attend an event and cause power failure to other vendors from faulty equipment you will be charged for any damages and technician call out fees.

Please advise how many outlets are required in advance. Additional power outlets will not be available on the day of the event.

Safe food handling

The proprietors of food businesses have an obligation to ensure that their food premises are kept at a standard that is compliant with relevant legislation. This includes the preparation of food that is both safe and suitable for consumption when sold.

The City is committed to assisting food businesses and their staff by providing free online Food Safety courses that can refresh the skills and

knowledge of experienced staff as well as people who are beginning in the food industry.

Visit the City's website at gosnells.wa.gov.au or scan the QR code below



Food Trader Terms and Conditions of Trade 2025/26

The following Terms and Conditions apply to all food traders who are selected to trade at any event during the City of Gosnells 2025/26 event season.

1. HEALTH AND SAFETY REQUIREMENTS

1.1. Inspection of Sites

It is the responsibility of the food trader to operate in accordance with all relevant legislative requirements including the City's local laws, the Food Act 2008 and the Australia New Zealand Food Standards Code.

The City's Environmental Health Officers may inspect food traders prior to each event day's trade. Food traders not meeting the City's minimum health and safety requirements for selling food will not be permitted to trade unless any required improvements are made to the satisfaction of the City.

1.2. Structural Safety

Stalls or temporary structures will be required to comply with safety standards and have an assessment of structural sufficiency. Traders may be asked to submit certification by a suitable, qualified person (rigger or installer with sufficient experience) for any structure that does not require a building permit.

Any guy ropes or other tie-down points shall be located away from public areas.

The City has the right to reject a traders involvement in City events due to their site being unsafe or inappropriate. We take no responsibility for damage.

1.3. Electrical Safety

All food traders are required to ensure all electrical devices installed at the event are compliant with the AS/NZS Standard 3002:2021 (Electrical Installations: Shows, Carnivals and Events) ensuring all equipment is tagged and tested to AS/NZS 3760:2022.

Any food traders that are not compliant with the above-mentioned standard will not be permitted to trade.

1.4. Fire Safety

The City requires all food traders to have the appropriate serviced fire safety equipment available in their set up when trading at City events, in case of an emergency.

1.5. Sale of Food

Food traders are required to conform to minimum safety standards. Further details regarding the sale of food and food safety may be obtained from the City's website.

All food traders must be registered with the Local Government Authority (LGA) in whose jurisdiction the business is based and must provide evidence of such registration with their application.

1.6. Accidents, Incidents and Risk Management

It is the responsibility of each food trader to promptly report any incident to the Event Officer listed in your Food Trader Information Pack, including:

- Property damage
- Illness, accident or injury
- Anti-social behaviour
- Lost children
- Any observed disruptive behaviour
- Any other issues raising concern for the health, safety or security of food traders or the public
- Hazards and near misses

1.7. Personal Safety and Security

Food traders are required to maintain an appropriate level of personal safety and security. The City will not be liable for the loss of goods, cash or personal items or damage to any goods, including loss or damage as a result of on-site power failure.

2. TRADE REQUIREMENTS

2.1. Attendance

Written acceptance of an invitation to trade at an event constitutes agreement by the food trader to attend the event on the agreed dates. If unable to attend, a food trader must notify the City a minimum of two weeks prior to the event.

Failure to attend on the agreed dates may result in the City withdrawing permission for the food trader to trade at subsequent event dates.

City staff have every right to ask you to leave if you are aggressive or not following rules.

2.2. Non-refundable Trading Fees

Only food traders selected to participate in the large events will be required to pay stallholder fees. All fees are non-refundable, except if event is cancelled by the City. In this instance the Event Stallholder Fee will be refunded.

2.3. Trading Times

All food traders must be set up and ready to trade in accordance with the times provided in the Food Trader Information Pack for each event. Food traders must trade for the duration of the event.

Food traders must supervise their structure/mobile food business for the duration of the event.

2.4. Infrastructure

All infrastructure requirements and catering equipment necessary for trade must be provided by the food trader. All infrastructure must be stable and firmly secured, to avoid the possible risk of injury. Please ensure that the infrastructure and equipment is set up and maintained in an appropriately safe and secure manner.

Food traders must confine their equipment, displays and signs to the site area and keep all pathways and thoroughfares clear and unobstructed. Any guy ropes or other tie down points shall be located away from public areas. All signage must directly relate to the products being sold. No commercial signs will be permitted.

2.5. Site Location

Site areas will not be perfectly to scale on site maps. Food trader sites may be relocated at any time and for any reason as required by the City.

2.6. Sub-Letting and Assignment

Food traders are not permitted to organise a replacement trader if they are no longer able to attend the event, and must notify the City of this a minimum of two weeks prior to the event.

2.7. Supervision of Sites

Food trader areas must be supervised at all times by an adult for the duration of the event.

2.8. Power and Lighting

All food traders must be fully self-sufficient. Power and lighting is not provided by the City with the exception of the power supply charges at Fusion Food and Culture Festival.

2.9. Public Address Systems and Hawking

Loud or amplified product promotion by food traders is not permitted. Public address systems are not to be used without the prior written approval of the City.

2.10. Disposal of Rubbish

General waste and recycling bins will be provided by the City at large events only. It is the food trader's responsibility to dispose of or remove any rubbish appropriately and ensure that the area is kept clean and tidy.

Large boxes and packaging are not to be disposed of on site. Food traders are responsible for removing these items.

2.11. Competitions

Raffle tickets may not be sold, nor competitions run at any event without any necessary statutory approvals and without the prior written consent of the City.

2.12. Samples, Testers and Promotional Flyers

Product samples or testers and promotional flyers may not be distributed at the event outside the confines of the trader's site without the prior written consent of the City.

SUCCESSFUL TRADERS

3. ACCESS

3.1. Traffic Management

The City may implement traffic management measures such as road closures or reduced speed limits at its discretion. Food traders are required to comply with all requests and instructions by City officials or their representatives with regard to traffic management.

3.2. Vehicle Access

While onsite, all vehicles must drive slowly with hazard lights on. A 10km speed limit applies at all times when driving onsite. All vehicles (excluding the mobile food businesses) must be removed from the event area during trading periods unless permission is given by the Senior Community Events Officer. No vehicles may enter the event area during trading times (excluding emergency vehicles).

3.3. Food Trader Parking

Dedicated parking space is not allocated onsite for food trader vehicles. Parking will be available near to the site.

If you park in a zone not allocated to you, your vehicle may be towed.

3.4. Set-up

Food traders will be provided detailed bump-in/bump-out instructions in the Food Vendor Information Pack. These instructions will be emailed prior to each event and must be followed by all food traders. Bump-in/bump-out instructions are subject to change and food traders will be notified of any variation by the City. If you don't arrive on time, we can turn you away.

3.5. Pack-up

Food traders must not commence pack-up until the advertised closing time of each event. This is both a safety issue and a trading requirement.

4. PROMOTIONS

The food trader consents to the City using any photographs submitted as part of the food trader's application to promote any City event.

The City may engage photographers to record activities at event days. The food trader consents to any photos of the food trader or food traders produce taken by City photographers to be used for promotional or archival purposes.

5. SALES

Although the City is committed to the successful promotion and delivery of all event days, the City does not take any responsibility for the level of sales that a food trader may achieve.

6. CANCELLATION BY THE CITY

The City reserves the right to cancel the approval for any food trader without refund and/or ban the food trader from participation in future event days if it determines that the food trader has breached any of the Terms and Conditions, or the food trader is selling goods other than those specified in its application, without the prior written approval of the City, or doesn't meet the City's health requirements.

7. LIABILITY AND INDEMNITY

The City shall not be liable for any injury, loss or damage incurred by a food trader who trades at an event day unless such injury, loss or damage is caused by the City's negligence.

8. INSURANCE

The food trader is to affect and maintain a policy of public liability insurance in an amount of not less than \$10 million for any one event.

9. AMENDMENTS

The City reserves the right to amend the Terms and Conditions and will notify food traders of any changes prior to their coming into effect.



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