APPLICATION FOR FOOD TRADE SITE
2027 FESTIVAL

Saturday 27th of February 2027
Village Green, Heywood, Victoria 3304
Hours of operation: 10am – 10pm

Dear **Food stall vendor**,

Please find enclosed an application form for a food trade site at the Heywood Wood, Wine & Roses Festival to be held on Saturday 27th of February 2027.

Each site is approximately 6 metres wide by 4 metres deep. Site fees for the 2025 festival have been set at the following rates:

Food Trade Sites:	$150.00
Powered Sites:	$10.00 additional charge (limited power available)

Each stall will be issued with one complimentary pass, and ONE additional pass is available for $5.00. If required, additional passes are available at a cost of $25 per person.

The Festival Gates open at 7am, we would prefer the food stall vendors trade until at least 9.00 pm

For setup purposes, it would be appreciated if stallholders could set up on the Friday beforehand as there is plenty of security at the festival site during the night.

As there are a limited number of sites available, the attached application form and site fee/s must be returned before 20th of December 2026 to secure your site at the festival.

Please send through proof of insurance and registration to trade within the Glenelg Shire Council with the completed application form with payment.

Please ensure all necessary documents are up to date and located safely within your food trading vehicle on the day.

No refund on site fee.

Yours faithfully

Coreen Barclay
Stallholder CoOrdinator
Phone/fax (03) 5527 2034
Mobile 0428 342 287
Email: markets3304@gmail.com

APPLICATION FOR FOOD TRADE SITE
2027 FESTIVAL

Saturday 27th of February 2027
Village Green, Heywood, Victoria 3304
Hours of operation: 10am – 10pm

Business Name: _____

THIS NAME WILL BE REGISTERED BY THE ORGANISERS AND SHOULD BE QUOTED ON ARRIVAL FOR ASSISTANCE IN SITE ALLOCATION

Contact Person: _____

Address: _____

Town/Suburb: _____ Postcode**:** _____

Contact Phone No: _____ **Mobile phone:** _____

Email Address: _____

Product Type: (a full description of all products being sold &/or service/s provided)

_____

_____

Site size required: Standard (6m x 4m) Yes / No (other – please circle NO and give EXACT measurements needed below)

Other – please specify area needed (frontage x depth) _____

Number of sites required _____

Extra passes - One at $5 _____ Number at $25 each _____

Other Requirements: (Tick if applicable)

Require Power (limited) ☐ Operating at night ☐

Erecting own tent/gazebo ☐ Vehicle to be kept on site ☐

Other Comments: _____

_____

GENERAL INFORMATION

- Site Size:- All sites will be a standard size of 6 meters frontage x 4 meters deep unless otherwise specified on the application form.

- Food Stalls: - $150 per unpowered site. Applications close Friday 20th December 2025.

- Powered Sites (food & retail):- $10.00 additional charge (limited powered sites available)

- Gate Passes:- One festival pass will be issued to the stallholder applicant. Stallholders may purchase **one only** extra pass for $5.00, any additional passes required will be charged at $25.00 each.

- As site numbers are limited and to ensure you obtain a site, the application form and site fees must be received before the due date via the following methods.
  - Snail Mail (Post) completed documentation along with the cheque made out to Heywood Wood Wine Roses Inc, to PO Box 82, Heywood VIC 3304
  - Email completed documentation to markets3304@gmail.com and…
  - Direct Deposit payment to Heywood Wood Wine Roses Inc
    633-108 Account no 134406453 you must reference your business name
  - Please complete and return the compulsory Fire Brigade documents and return with application and stallholder fee.
  - Refer to check list provided in the final page of the package.
  - You are also required to register on foodtrader, https://foodtrader.vic.gov.au

- Site numbers and receipts will be posted / emailed approximately 2 weeks prior to the festival date.

- Please enter the festival site via gate 2 / Hunter Street east (south side of IGA).

- For setup purposes, it would be appreciated if stallholders could set up on the Friday before the event as there is plenty of security at the festival site during the night.

- For those who can't setup the day before to the event, the festival site gates will open at 7am on the morning of the festival.

- All sites are to be setup by 9.30am. Sites are to remain open from 9.30am until late.

- All vehicles that are not contained totally within the site and are not an integral part of the display or stall, must be relocated to an approved parking area outside the town green prior to 9.30am. There is free parking at the Recreation reserve.

- All food stallholders must have a working fire extinguisher on their site.

- All equipment must meet the Victorian Energy Safe requirements.

- All power leads need to be in good working order and be tagged.

- Any stallholder who is responsible for the safety switches being tripped, will have their power supply disconnected.

- The following items are banned from sale at the festival. There is no exception to this list: -
  - Any firearm, replica firearm or toy guns of any description. (This includes water pistols and cap guns).
  - Any knife or bladed weapon that is banned by state laws.
  - Stink bombs and cans of silly string.
  - Any other prohibited weapons / items that are banned by state laws.
  - Please Note: Local police may be contacted if any breaches of state laws are detected by festival staff or security staff.

- No Dogs are allowed within the festival site. All Pets are excluded from the festival grounds due to Health and Safety regulations.

- No push bikes, roller blades, roller skates or skateboards are permitted on the village green during the event.

I have read the general information sheet and agree to abide by the conditions outlined.

Signed _____ Date _____

Office Use Only:

Amount Received: $_____ Date Paid: _____

Site Number(s) _____ Receipt Number _____

ACCOMMODATION LIST:

Should you be planning to stay overnight or longer, a list of available accommodation is listed. Any enquiries regarding accommodation should be directed to the accommodation providers directly.

Heywood Hotel	47 Edgar Street, Heywood	Ph. (03) 5527 9149
Heywood Motor Inn	42 Portland road, Heywood	Ph. (03) 5527 1703
Pinewood Caravan Park	2 Bell Street, Heywood	Ph. (03) 5527 1370
Melaleuca Motel	23 Bentinck Street, Portland	Ph (03) 5523 3397
Whalers Rest Motor Inn	8-12 Henty Hwy, Portland	Ph (03) 5523 4077
Admella Motel	5 Otway Court, Portland	Ph (03) 5523 3347
Mariner Motel	196 Percy Street, Portland	Ph (03) 5523 2877

Free camping & parking is also available at the Heywood Recreation Reserve,
in which gate 3 connects directly to the area.

CFA PERMIT APPLICANT'S USER GUIDE

CFA Permits Explained

There **two types** of permit:

1. **Fire Danger Period** permit - A permit that is valid for use during the declared **Fire Danger Period** but **NOT on Total Fire Ban Days.**

Who can apply for a Fire Danger Period (Schedule 14) Permit?

There are no limitations on who may apply for a permit for use during the Fire Danger Period.

2. **Total Fire Ban Day** permit - A permit valid for days of **Total Fire Ban** only.

Who can apply for a Total Fire Ban (Section 40) Permit?

Only the following may apply to be considered for a permit for a day ofTotal Fire Ban:

- Community organisations
- Charitable organisations
- Fundraising organisations
- Statutory corporations
- Councils
- Industrial or trade operations

Applications for a Total Fire Ban day permit can only be considered for **specified purposes.**

Specified purposes:

- Carrying out necessary work/ business activity
- Public Entertainment
- Religious or cultural purposes

What type of activity requires a permit for using fire in the open air?

The below table provides a guide only. Please contact your CFA District Office to discuss any aspects that you cannot determine from this guide or if your activity is not listed. A list of CFA District Office contacts is attached. The list and an interactive map are also available on the CFA Website www.cfa.vic.gov.au

Activity	Fire Danger Period	Total Fire Ban
Blacksmithing	Permit Required	Will not be granted
Blasting / use of fuses	Permit Required	Permit Required
Burning off grass, stubble, weeds	Refer to CFA's *'Can I or Can't I?'* brochure	Will not be granted
Catering	Refer to CFA's *'Can I or Can't I?'* brochure	Refer to CFA's *'Can I or Can't I?'* brochure
Diesel or gas powered steam cleaner	Refer to CFA District Office	Permit Required
Fire Training	Refer to CFA District Office	Will not be granted
Gas flare off	Refer to CFA District Office	Permit Required
Gas powered bird scaring devices	Permit Required	Will not be granted
Heating and spreading of bitumen	Refer to CFA's *'Can I or Can't I?'* brochure	Permit Required
Hot air ballooning	Permit Required	Permit Required
Public fireworks	Permit Required	Permit Required
Sawdust burner operation	Refer to CFA District Office	Permit Required
Use of blow lamps or gas torches	Permit Required	Permit Required
Welding, cutting, soldering and grinding	Refer to CFA's *'Can I or Can't I?'* brochure	Permit Required
Working with bees	Refer to CFA's *'Can I or Can't I?'* brochure	Permit Required
Other	Refer to CFA District Office	Refer to CFA District Office

How do I apply for a FIRE DANGER PERIOD permit and/or TOTAL FIRE BAN day permit?

1. Fill out the Schedule 14 (FDP) and/ or Section 40 (TFB) application form, explaining why it is necessary for you to use fire in the open air during the Fire Danger Period or on a day of Total Fire Ban.
2. Return your form, with all sections fully completed, to the local CFA District Office.
3. If you are applying for a permit to allow you to operate throughout the *Country Area of Victoria*,* send your form back to CFA Headquarters PO Box 701 Mt Waverly Vic 3149.
4. Lodge your form with CFA early. Permit management processes and inspections, if required, may take some time. Regular applicants should aim to lodge their forms by September each year.
5. CFA will notify you of its decision in due course. Permit applications may not be assessed until close to the time the work is to be conducted. This is so the weather and local conditions can be assessed. CFA's operational activity may also delay permit application processing.

*The *Country Area of Victoria* may include outer metropolitan Melbourne suburbs but does not include the MFB Fire District, any forest, national park or protected public land. If you are not sure about the location you may need a permit for, please check the boundary on the orange key maps at the front of a Melways or contact CFA Headquarters on (03) 9262 8444.

IMPORTANT NOTES

a) Tell us if you are using your permit

If you have been issued a permit by CFA, please ensure you ring the District Office relevant to where you are going to operate, on each occasion you intend to use the permit. A contact list will be sent to you if a permit is granted.

b) If you are burning off

If you have been issued a planned burn or 'burn-off' permit by either CFA, or a Municipal Fire Prevention Officer, you need to give the Emergency Services Telecommunications Authority (ESTA) prior notification by phoning 1800 668 511. Notifying ESTA about planned burns prevents unnecessary fire brigade response. Callers reporting an actual fire can then verify that the fire is a planned burn. If this can't be verified a fire brigade will be responded.

c) Formal information you need to know

- Permits are **not** automatically granted. CFA may assess your application and determine not to issue a permit.
- If granted, the permit holder must abide by all conditions that are set out in the permit.
- Applicants should be aware that CFA may revoke any permit issued if deemed necessary.
- Applicants should be aware that being granted a permit does not release them from liability or potential prosecution.

COUNTRY FIRE AUTHORITY ACT 1958

APPLICATION FOR A SCHEDULE 14 PERMIT TO USE FIRE DURING
THE FIRE DANGER PERIOD

Note - A permit to use fire during a Fire danger period does **not** allow you to use fire on a day of Total Fire Ban. You may apply for a permit for a day of **Total Fire Ban** in accordance with Section 40 of the *Country Fire Authority Act 1958.*

TO: THE CHIEF OFFICER

The applicant hereby applies for a Schedule 14 permit under Section 38 of the *Country Fire Authority Act 1958.* The applicant supplies the following information in support of the application:

Applicant Details		
1. Applicant: (name of Company, Statutory Corporation, Municipal Council, or individual and where relevant , the applicant's ABN/ACN/ARBN)		
2. Authorised representative: The person who will have oversight of the work conducted using the permit		
3. Job title of authorised representative:		
4. Address of applicant: Must be a physical address	Street Address Town/Suburb: Postcode:	
5. Telephone: Must be 24 hour availability		

Description of Work	
6. Type of work to be carried out (Please tick): ☐ Burning off grass, stubble, weeds or vegetation D Blacksmithing ☐ Fire training ☐ Public Fireworks (please provide Worksafe license number) ☐ Gas powered bird scaring devices ☐ Hot air ballooning D Catering ☐ Other	If other, please describe:
7. W h a t will fuel the fire?: (eg) ▪ Solid fuel Flammable liquid ▪ Gas Electricity ▪ Oils and/or fats	Please describe:

8. Location at which the work will be done If multiple locations, please list each one. If you are a state-wide operator, please write 'state-wide'.	
9. Period for which permit sought	
10. Explain why the use of fire in the open air during the Fire Danger Period is necessary:	

Permit Conditions/Restrictions and Applicant's Acknowledgments	**Please confirm acceptance**
11. The applicant acknowledges that conditions and restrictions will apply //a Permit is granted. The applicant agrees to abide by these conditions and restrictions and is aware that any permit granted may be revoked.	☐
12. The applicant acknowledges that: • failure to comply with each of the conditions and restrictions contained in any permit issued is an offence under section 38(3) of the *Country Fire Authority Act 1958;* and • compliance with the permit conditions that will not of itself release the applicant from liability (civil or criminal) for any damage sustained by another person as a result of any fire lit by the applicant pursuant to the permit (as provided in section 38(4) of the *Country Fire Authority Act 1958)*	☐
13. The applicant acknowledges that if a permit is issued, the permit will only apply in that area defined as the *Country Area of V/ctorla(see* note) and Is not valid in the Metropolitan Fire District or within any National Parks, on Protected Public Land or within any fire protected area under the *Forest Act 1958.* **NOTE:** Parts of Greater Melbourne fall within the *Country Area of Victoria.* Please check the boundary on the orange key maps at the front of a Melways street directory or contact CFA on (03) 9262 8444 if you require more information.	☐ ☐
14. The applicant acknowledges that the Country Fire Authority will assess this application, and may determine not to issue a permit.	

15. Applicant signature **Individual**..... **Company, Statutory Corporation or Municipal Council** Signed by a director or authorised officer of the Applicant: Signature Full name Address	**Date:**

This Application may be lodged with:
THE CHIEF OFFICER
THE COUNTRY FIRE AUTHORITY
PO Box 701
MT WAVERLEY VIC 3149

COUNTRY FIRE AUTHORITY ACT 1958

APPLICATION FOR A PERMIT UNDER SECTION 40 TO USE FIRE ON A DAY OF

TOTAL FIRE BAN

Note - You will need to apply for this permit to use fire on a day of **Total Fire Ban** even if you have a obtained a permit under Section 38 of the *Country Fire Authority Act* 1958 and Schedule 14 of the *Country Fire Authority* Regulations 2004 to use fire during a **Fire Danger Period.**

TO: THE CHIEF OFFICER

The applicant hereby applies for a permit under Section 40 of the *Country Fire Authority Act 1958.* The applicant supplies the following information in support of the application:

Applicant Detalls		
1. Applicant: (name of Company, Statutory Corporation, Municipal Council, or individual and where relevant, the applicant's ABN/ACN/ARBN)		
2. Authorised representative: The person who will have oversight of the work conducted using the permit		
3. Job title of authorised representative:		
4. Address of applicant: Must be a physical address	Street Address	
	Town/Suburb:	
	Postcode:	
5. Telephone Must be 24 hour availability		

Description of Work	
6. Type of work to be carried out: (tick)	**If 'other', please describe:**
☐Welding, cutting or grinding	
☐Diesel or gas powered steam cleaner	
☐Heating & spreading of bitumen	
☐Blow lamps, gas torches	
☐Carry out blasting	
☐Gas flare-off	
☐Industrial heat testing	
☐Destroying medical waste	
☐Working with bees	
☐Catering	
☐Public fireworks (please provide Worksafe license number)	
☐Sawdust burner	
☐Hot air ballooning	
☐Other	

7. W hat will fuel the fire?: {eg) ▪ Flammable liquid Gas ▪ Electricity ▪ Oils and/or fats	Please describe:
8. Location at which the work will be done If multiple locations, please list each one. If you are a state-wide operator, please write 'state-wide'.	
9. Period for which permit sought	
10. Explain why the use of fire In the open air on a day of Total Fire Ban is necessary	

Permit conditions and Applicant's acknowledgments	**Please confirm acceptance**
11. The applicant acknowledges that conditions will apply *Ila* Permit Is granted. The applicant agrees to abide by these conditions and Is aware that any permit granted may be revoked.	☐
12. The applicant acknowledges that failure to comply with every condition contained In any permit Issued is an offence under section 40(9) of the *Country Fire Authority Act 1958.*	☐
13. The applicant acknowledges that if a permit Is Issued, the permit will only apply In **that area defined as the *Country Area of Victoria* and Is not valid In the Metropolitan Fire District or within any National Parks or Protected Public Land or within any fire protected area under the *Forest Act 1958.*** **NOTE:** Parts of Greater Melbourne fall within the *Country Area of Victoria.* Please check the boundary on the orange key maps at the front of a Melways street directory or contact CFA on (03) 9262 8444 if you require more information.	☐ ☐
14. The applicant acknowledges that the Country Fire Authority will assess this a licatlon, and ma determine not to Issue a ermit.	

15. Applicant signature **Individual...** ..... **Company, Statutory Corporation or Municipal Council** Signed by a director or authorised officer of the Applicant: Signature Full name Address	**Date**

This Application may be lodged with:
THE CHIEF OFFICER
COUNTRY FIRE AUTHORITY
PO Box 701
MT WAVERLEY VIC 314

DOCUMENTATION CHECK LIST FOR FOOD STALLHOLDERS

- **Fire Brigade documents**
- **Copy of Food Handlers Certificate**
- **Copy of Public Liability Insurance**
- **Copy of Acceptance of Mobile Food Van Gas Installation (if applicable)**
- **Copy of Certificate of Renewal of Registration of Food Premises**
- **Registered on FoodTrader website**