

**APPLICATION TO OPERATE MOBILE FOOD VENDING VEHICLE
OR
TEMPORARY FOOD STALL
SECTION 68 LOCAL GOVERNMENT ACT 1993**

This form is to be used by businesses selling food from a Mobile Van, Truck, Cart, Temporary food stall or similar outlet –

1. Mobile vending vehicle – (Complete sections A to G)

2. Temporary food stall – (Complete sections 1 to 9)

Fees applicable from 1 July to 30 June of the current financial year – in accordance with Council's fees and charges

PLEASE ENSURE YOU READ THE FOLLOWING DEFINITIONS

MOBILE FOOD VENDORS

Mobile food vendors are those vehicles used for on-site food preparation (e.g. hamburgers, hot dogs and kebabs), one-step food preparation (e.g. popcorn, fairy floss coffee and squeezing juices) and the sale of any type of food including pre-packaged food. There are minimum requirements for mobile food vending vehicles selling only prepackaged, low risk food. It does not include food vending machines or food transport vehicles.

Mobile food vendors are considered retail food businesses, as they sell food to the public and need to comply with a range of requirements.

A copy of the above guidelines can be obtained from Mid-Western Regional Council on request or from the NSW Food Authority '**Guidelines for mobile food vending vehicles**'

<http://www.foodauthority.nsw.gov.au>

MARKETS AND TEMPORARY EVENTS

Temporary food stalls include any structure set up for an occasional event such as a fair, festival, markets or shows. Mobile structures such as coffee carts who sell at temporary events should read the 'Mobile Food Vendors' section below.

The minimum standard for temporary food stalls is included in the NSW Food Authority's '**Guidelines for food businesses at temporary events**'.

A copy of the above guidelines can be obtained from Mid-Western Regional Council on request or from the NSW Food Authority webpage <http://www.foodauthority.nsw.gov.au>

MOBILE FOOD VENDORS TO COMPLETE THE FOLLOWING SECTIONS

Section A - APPLICANT'S DETAILS

Title	Given Name(s)	Family Name
Company Name		
Postal Address		
Suburb	State	P/Code
Business Phone Number	Mobile Phone Number	
Email Address		

Section B – FOOD SAFETY SUPERVISOR - A copy of your current certificate must be attached

Food Safety Supervisor Name	
Certificate Identification Number	Expiry Date
NOTE: A copy of the Food Safety Supervisor Certificate is to be available for perusal on demand by an authorised officer at all times the food outlet is operating	

Section C – VEHICLE DETAILS

Vehicle Registration Number	Vehicle colour	
Vehicle Make/Model		
Garaged address		
Suburb	State	P/Code

Section D – PUBLIC LIABILITY INSURANCE – A copy of your current insurance must be attached

Council requires a copy of your CURRENT Certificate of Currency confirming your public liability insurance to accompany this application. Use the following checklist to ensure the following details are clearly shown on the policy provided:

- the name of the insured;
- the address of the insured property;
- the policy number;
- the insurance period (ie expiry date) of the policy;
- the sum insured for NOT LESS THAN \$20 million

Section E – LIST OF FOODS

Section F – OFF SITE PREPARATION AREA		
<p>A copy of registration with the NSW Food Authority or Local Government Council must be attached. <i>Please provide details of the location(s) of any off-site food preparation areas and/or food storage including partial preparation such as chopping and cutting of ingredients must be listed below.</i></p>		
Local Government Area		
Facility location address		
Suburb	State	P/Code
Council Food Business Registration Number		

Section G – DECLARATION		
<p>I/We have read and fully understand and agree to comply with Council’s Mobile Vending and Street Trading Policy I/We have notified the owner about this application. I/We understand that my/our licence may be revoked by Council for any breach of these conditions. I/We are authorised to sign on behalf of the applicant organisation.</p>		
Name (print names)	Signature	Date
Name (print names)	Signature	Date

TEMPORARY EVENT/MARKET OPERATORS TO COMPLETE THE FOLLOWING SECTION

1 - APPLICANT'S DETAILS -		
Title	Given Name(s)	Family Name
Company Name		
Postal Address		
Suburb	State	P/Code
Business Phone Number	Mobile Phone Number	
Email Address		

2 – FOOD SAFETY SUPERVISOR - A copy of your current certificate <u>must be attached</u>	
Food Safety Supervisor Name	
Certificate Identification Number	Expiry Date
NOTE: A copy of the Food Safety Supervisor Certificate is to be available for perusal on demand by an authorised office at all times the food outlet is operating	

3 – PUBLIC LIABILITY INSURANCE – A copy of your current insurance <u>must be attached</u>
Council requires a copy of your <u>CURRENT</u> Certificate of Currency confirming your public liability insurance to accompany this application. Use the following checklist to ensure the following details are clearly shown on the policy provided: <ul style="list-style-type: none"> <input type="checkbox"/> the name of the insured; <input type="checkbox"/> the address of the insured property; <input type="checkbox"/> the policy number; <input type="checkbox"/> the insurance period (ie expiry date) of the policy; <input type="checkbox"/> the sum insured for <u>NOT LESS THAN \$20 million</u>

4 – TYPE OF EQUIPMENT	LIST
Refrigeration/storage units – ice bricks/ice <i>If cool room is not provided by organiser you must provide your own refrigeration (powered refrigeration is preferred)</i>	
Type of floor covering (where stall is not on impervious surface) Provision of enclosed 3 sides (where site or environmental conditions pose contamination risk)	
Overhead protection over all cooking/preparation areas including BBQ's	
Counter food protection/sneeze guards	
Handwashing facilities – liquid soap and paper towel to be provided	
Type of cooking/heating equipment	

TYPE OF EQUIPMENT <i>(continued)</i>	LIST
<u>Temperature Control</u> Explain how potentially hazardous food will be kept either cold (not more than 5°C) or hot (not less than 60°C) a) During transportation to the event b) During storage, display and sale at the event	
<u>Food Storage</u> - Explain how food will be stored a) Prior to transport to event/transport to event; and b) During the event	
<u>WHS</u> – Portable Fire Extinguisher and Blanket	
<u>WHS</u> – Gas bottles max 9kg size	
<u>WHS</u> – All electrical equipment tested and tagged per workcover requirements	

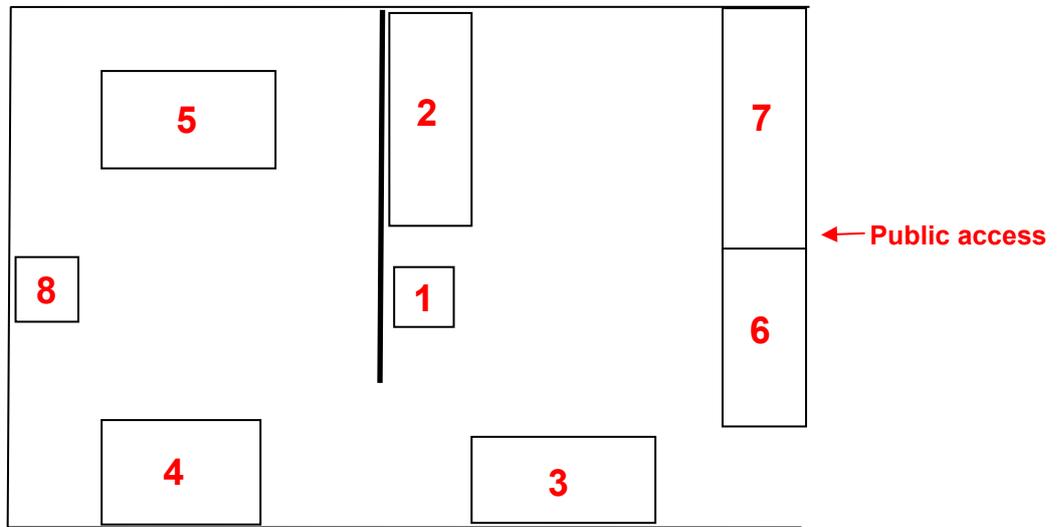
5 – LIST OF FOODS
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6 – OFF SITE PREPARATION AREA		
A copy of registration with the NSW Food Authority or Local Government Council must be attached. <i>Please provide details of the location(s) of any off-site food preparation areas and/or food storage including partial preparation such as chopping and cutting of ingredients must be listed below.</i>		
Local Government Area		
Facility location address		
Suburb	State	P/Code
Council Food Business Registration Number		

7 – TEMPORARY EVENT DETAILS	
Stall Name	
Name of Event(s) and dates if known	

EXAMPLE

NOTE: This plan is an example only. Your food stall may be fitted out differently



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|---------------------------------|--|
| 1. Handwashing facilities | 6. Customer service benches |
| 2. Food preparation area | 7. Hot and Cold display with food protection |
| 3. Cold food storage | 8. Portable fire extinguisher and fire blanket |
| 4. Equipment washing facilities | |
| 5. Cooking equipment | |

