

This form	Use this form to apply for an approval to participate in the mobile food vending trail for the purpose of selling food in a public place.
Policy	Draft – Local Approvals Policy Mobile Food Vending Vehicles. Provides details on criteria for trucks and vans operating under the approval, locations for operation, parking, proximity to existing premises. Ask us for a copy or download it from our web site, www.newcastle.nsw.gov.au
Guideline	The mobile food vending guidelines provide information about legislative responsibilities and food handling requirements for mobile food vendors. Ask us for a copy or download it from the NSW Food Authority's web site, www.foodauthority.nsw.gov.au
Before you start	We recommend you discuss your proposed business with Council's Food Services Unit prior to submission of the form and making payment. Phone us on (02) 4974 2526.

Part 1: Application and site details

1. Your name, address etc We will post our reply to this address	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other..... Family name (or company) Given names (or ACN) Postal address.....Post Code Phone(...).....Alternative phone (...)..... Fax (...)..... E-mail <i>Only if a company:</i> Contact person Position
2. Vehicle Details	Vehicle Registration Vehicle Type: State of Registration Expiry Date..... Address of where vehicle is kept.....Post Code
3. Type of mobile food vending vehicle (refer to policy)	<input type="checkbox"/> Truck: Used for the purposes of on-site preparation and sale of hot and cold food (considered a medium to high risk food category). Must not remain in any one location for more than 4 hours at one time. <input type="checkbox"/> Van: Used for the purposes of selling tea, coffee, drinks, cakes, sweets or other similar food (low risk food category). Can make intermittent stops of up to 15 minutes at any one time.

Part 2: Documents requiring submission

4. Insurances	In order to issue the approval Council requires a copy of all the following documents: <ul style="list-style-type: none"> Food Business Update; for copy of form go to: www.newcastle.nsw.gov.au Public Liability Insurance Compulsory Third Party Register Vehicle Insurance - Third Party Property Damage Business registration Business Management Plan Inspection report from home council? (if applicable)
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Insurance

- The applicant must submit a copy of a broadform public liability insurance indemnifying the applicant against any actions, suits, claims, demands or proceedings for death or injury to any third party or parties or loss of/or damage to any property with an indemnity amount of not less than \$10,000,000 per occurrence and noting Council as an interested party. The Insurance must be valid at all times from the date the approval operated through to the date the approval lapses.
- The applicant must submit copies of valid insurance policies that protect the applicant:
 - a) Against any injury to any third party or parties under Compulsory Third Party Insurance as required by the NSW Motor Accidents Act 1988; and
 - b) Against loss of / or damage to any property whatsoever caused by the use of the vehicle when being driven by the Licensee, an employee of the Licensee, an independent contractor or any other person (including a person not employed by the Licensee). The policy shall have a limit of indemnity of not less than \$20,000,000 and shall be extended to include "CTP Gap Coverage Endorsement" cover. The policy shall note the interest of the Council as an insured. The insurance must be valid at all times from the date the approval operates through to the date the approval lapses.

5. Management Plan

Further information is required assess your application:

- i. Description of food for sale (hot / cold, packaged or unpacked)

- ii. Is any food preparation required before trade and if so where will the food be prepared?

- iii. Floor Plan / vehicle layout

- iv. The hand washing basin provided with:
 - warm water
 - soap
 - single use towel
- v. Description of cleaning and sanitising facilities:
- vi. Provide details on water supply (number of litres of portable water stored on board) and capacity of sullage containers for waste water.

- vii. Waste management:

Where is the garbage disposed of? _____

Trade waste permit with Hunter Water? _____

Part 3: Declaration

4. Your declaration

I declare that all the information given is true and correct.

Signature Date

Privacy provisions

The information you provided will be recorded by Newcastle City Council, PO Box 489, Newcastle 2300 and used for the purposes of update your business profile. The information is intended for use by the Council as the consent authority and any other relevant government agency who may be required this information. Details of this update will also be kept in a register by the Council that can be viewed by the public at any time. Please contact Council if the information you have provided is incorrect or changes.

How to lodge

Address to:

The General Manager
Newcastle City Council

and send it to us by any of the following methods:

Mail: PO Box 489
Newcastle 2300

Courier or personal delivery:

Ground Floor
282 King Street, Newcastle

How to contact us:

Phone: (02) 4974 2525
Fax: (02) 4974 2501
E-mail: mail@ncc.nsw.gov.au
Web: www.newcastle.nsw.gov.au

We are open for business from 8.30 am to 5.00 pm, Mondays to Fridays. Payments are accepted between 8.30am to 4pm.

If you wish to discuss a proposal with one of our professional officers, it is essential that you arrange an appointment.

Coming in to see us?

Our Customer Enquiry Centre is located on the ground floor of the City of Newcastle Administration Centre, 282 King Street, Newcastle. Disabled access is available.

Bus: Alight at Civic.

Parking: -On street paid parking nearby. Disabled parking in Burwood Street.

Office use only

Account number: T7 OP10-3425-1001-43534

Fee Type	Amount	Receipt No

Amount: Please refer to the Councils Fee's and charges

Accepted / Check byDate

Registered by Date