

Use this form to apply for an approval to participate in the mobile food vending program for the purpose of selling food in a public place (City of Newcastle (CN) owned roads).

The [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.

The [Mobile Food Vending Guidelines](#) provide information about legislative responsibilities and food handling requirements for mobile food vendors.

Its recommended you discuss your proposed business with CN's Food Services Unit prior to submission of the form and making payment. Phone us on (02) 4974 2000.

**Note:** Please download this form to complete electronically.

### Part 1: Applicant Details

#### 1. Business Trading Name

Business Trading Name

#### 2. Business Details

Company / Trust

**OR** Sole Trader/ Partnership

Company Name

Name(s)

Contact Person

ABN

ABN

Email

Email

Phone

Phone

Postal Address

Postal Address

Contact Person

Contact Person

#### 3. Vehicle Details

Vehicle Type

Truck  Van  Trailer (towed)

Vehicle Registration

State of Registration

Expiry Date

Address where the vehicle is usually kept

#### 4. Type of mobile food vending vehicle

(refer to the [Local Approvals Policy - Mobile Food Vending Vehicles](#))

- Truck: Must not remain in any one location for more than 4 hours at one time. Used for the purposes of on-site preparation and sale of hot and cold food (considered a medium to high-risk food category)
- Van: Will be able to trade for a maximum period of one hour. After one hour the van will need to move to another location before trading again and sell low risk foods such as coffee, drinks, cakes, ice-cream, or other similar food.

### Part 2: Documents requiring submission

#### 5. Insurances

To issue the approval CN requires a copy of all the following documents:

- Public Liability Insurance (**\$20,000,000** per occurrence and noting Newcastle City Council as an interested party)\*
- Compulsory Third Party (CTP)
- Third Party Property Damage (**\$20,000,000** per occurrence)

#### \* Public Liability Insurance Note:

The applicant must submit a copy of a 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 **\$20,000,000** per occurrence and noting Newcastle City Council as an interested party.

The motor vehicle 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 insurance must be valid at all times from the date the approval operates through to the date the approval lapses.

## 6. Additional Documents

Evidence of Home Jurisdiction Council Notification (if CN is not your Home Council)

**All food businesses must notify their Home Council. Your Home Council is where the vehicle is garaged.**

Evidence of a recent Food Safety inspection.

Food Safety Supervisor Certificate (if applicable)

Floor Plan/ vehicle layout

## 7. Management Plan

Further information is required to assess your application:

Details of what foods/ drink will be sold:

Hot cooked/ reheated food

Cold prepared food

Drinks/ beverages

Pre-packaged low risk foods

Other

Where is the food being prepared?

Inside mobile food vehicle/unit

In a commercial kitchen

Address

In my residential kitchen\*

Not applicable

\*A separate approval might be required for the preparation of food as part of a home business. Please contact our Food Services Team on (02) 4974 2000 to determine whether you need an approval.

## Hygiene and Cleaning facilities

The hand washing basin is provided with:  Warm water  Soap  Single-use towel

Description of cleaning and sanitising facilities

Provide details of water supply (number of litres of portable water stored on board)

Capacity of sullage containers for wastewater

Where is the garbage disposed of?	
Do you have a trade waste permit with Hunter Water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part 3: Declaration</b>	
8. Declaration and signature	
I declare that all information given is true and correct.	
Name of person signing	
Signature	
Date	
<b>How to lodge this application</b>	
Lodgement Methods	
<p><b>Email</b></p> <p>Enter the type of application (i.e., Application for approval to use a standing vehicle or article for the purpose of selling food in a public place) in the subject line of the email'.</p> <p>Emails are to be sent to <a href="mailto:applications@ncc.nsw.gov.au">applications@ncc.nsw.gov.au</a></p> <p><b>Mail</b></p> <p>City of Newcastle PO Box 489 Newcastle NSW 2300</p> <p><b>In person</b></p> <p>At our Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302</p>	
<b>Fees</b>	
<p>Fees are charged as per CN's <a href="#">Fees and Charges</a> document.</p> <p>Your application is not considered lodged until the required fees have been paid. Payments are required within 24 hours of application lodgement, via cash, EFTPOS or Credit Card.*</p> <p>*Please note a merchant fee is payable on all credit card transactions.</p> <p>*Cheques are to made payable to City of Newcastle.</p>	

## Protecting your privacy

CN is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency.

The application and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your proposal
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the proposal
<b>Supply:</b>	The information is a statutory requirement related to the assessment of the application.
<b>Consequence of non-provision:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Storage and Security:</b>	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
<b>Access:</b>	Your information can be checked for accuracy by calling (02)4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302