

COONAMBLE SHIRE COUNCIL

APPLICATION TO OPERATE MOBILE FOOD VENDING VEHICLE ON PUBLIC ROAD OR COUNCIL LAND FORM

Personal information collected as a result of this application will only be used for the purpose of assessing eligibility under Council's Mobile Food Vending Vehicles Policy and will not be used for any other purpose, or disclosed to any person, unless required by law to do so, or authorised to do so by the person to whom that personal information relates. Privacy will be maintained in accordance with the *NSW Privacy and Personal Information Protection Act 1998*.

USING THIS FORM: Under s. 68 Part F (7) of the Local Government Act 1997, Council requires all mobile vending vehicles to apply for approval to operate on a public road or Council owned land. Applications must be received at least 10 business days prior to the intended trading.

Mobile Food Vending Vehicles operating in conjunction with an event or event organisers should use this form if the event is occurring on a public road or council owned land.

If you are intending to operate at a Council venue, such as the Coonamble Sports Oval or Showgrounds, a booking form is also required to be filled out. Separate fees and charges are applicable to book the venue.

This form is NOT for potential vendors who wish to establish a new mobile food vending vehicle business. Contact Council for further information and advice.

APPLICANT DETAILS (Must be mobile food vending vehicle owner)

Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
First Name:				Surname:	
Street Address:					
Suburb:				Postcode:	
Postal Address: (if different to street address)					
Phone No:				Mobile:	
Email:					

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MOBILE FOOD VENDING VEHICLE DETAILS

Vehicle registration:		State registered:	
Type of vehicle:			
Insurance information (Policy number)		Insurance information (Type)	
Policy cover attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Council area/name where Food Business is registered:			

OPERATING DETAILS (where the vehicle will be parked and trading)

Street Address:		Suburb:	
Lot and DP (if known):			
Venue name (if applicable)			
Date(s) of operation:		Operating times: (start and finish)	
Are you operating as part of an event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of event:	
Do you wish to have a 12-month ongoing s. 68 Local Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No		

If you are intending to operate at a Council venue, such as the Coonamble Sports Oval or Showgrounds, a booking form is also required to be filled out. Separate fees and charges are applicable to book the venue, including for each time you visit the site.

FOOD SAFETY – FOOD SAFETY SUPERVISOR (FSS)

FSS Certificate Name:	
FSS Certificate Number:	
FSS Certificate Expiry:	
Type of Food and Drinks:	
Mobile Food Vending Vehicle: Category 1 (low risk) Category 2 (medium to high risk, separate kitchen or mobile kitchen)	<input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2

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The following is a checklist, please tick what is applicable:

CONSTRUCTION AND OPERATION	✓
The vehicle's design and layout is appropriate for the intended use	
Driving compartment is separate (recommended)	
Floors are impervious and easy to clean	
Construction and finish of wall and ceiling surfaces are satisfactory	
Cupboards and counter surfaces are satisfactory	
Design of cupboards and counters facilitates easy cleaning underneath and behind	
Openings are protected to minimise entry of dust, pets, and other contaminants	
Adequate supply of potable water is available in the vehicle <i>Note: 'adequate' means enough potable water to ensure effective hand and utensil washing</i>	
The vehicle has an accessible hand wash basin at all times	
The vehicle has liquid soap, single-use towels and warm water available at the hand wash basin(s)	
Ventilation is sufficient to remove fumes, smoke, steam and vapours	
Artificial lighting is adequate	
Waste disposal systems are satisfactory	
The vehicle and equipment are in a good state of repair and working order	
GENERAL FOOD SAFETY REQUIREMENTS	✓
Food is obtained from reputable suppliers	
Food is protected from contamination during transportation	
Food is packaged in a manner and using materials that protects it from contamination	
Potentially hazardous foods are only received at the correct temperature and within date coding	
Raw food is stored separately from prepared or ready to eat food	
The refrigerator or microwave oven is used when thawing frozen food	
Cold, ready to eat, potentially hazardous food is stored at or below 5°C	
Hot, ready to eat, potentially hazardous food is stored at or above 60°C	
Frozen food to be kept frozen stored frozen	
Raw food is handled so as not to contaminate ready to eat food. Separate utensils are used during food processing	
When cooling cooked, potentially hazardous food, it is cooled: <ul style="list-style-type: none"> • From 60°C to 21°C within two hours, and • From 21°C to 5°C within a further four hours 	
When heating potentially hazardous food, it is rapidly heated to 60°C or higher	
Potentially hazardous food is kept under temperature control	

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GENERAL FOOD SAFETY REQUIREMENTS (CONTINUED)	✓
There is a thermometer available where potentially hazardous food is handled and regular temperature checks are made	
Chemicals are kept away from food handling areas	
Food handling areas are kept free from dirt, dust, flies, pests and other contaminants	
The hand wash facility is only used for hand washing	
Administrative items and personal items are stored away from food	
FOOD HANDLER HYGIENE	✓
Staff have appropriate food safety skills and knowledge	
Food handlers have been informed of their health and hygiene obligations	
Staff who are suffering from foodborne illness are to be excluded from food handling	
Staff wear clean clothing and have hygienic habits	
Food handlers wash their hands adequately and at appropriate times	
Food handlers are not contaminating food	
CLEANING AND MAINTENANCE	✓
Floors, wall, ceiling, fixtures, fittings and equipment are maintained in a clean condition	
Re-usable eating and drinking utensils are cleaned and sanitised before each use	
Food contact surfaces of benches and equipment are sanitised before use and as required	
The vehicle and equipment are kept in a good state of repair and working order	
Containers for waste have close fitting lids and are removed at least daily or as required	
The vehicle is free from animals and pests.	
Are the appropriate Workcover requirements met (i.e., fire safety, electrical and gas)	
MANDATORY - WASTE DISPOSAL	✓
All waste is to be disposed of by the vendor at the cost of the vendor.	✓
Vendors are to check the operational and trading site, including a 20m radius from the location for any rubbish or waste generated by the operation and collect and dispose of this rubbish.	✓
Please specify how waste will be disposed of: _____ _____	✓
MANDATORY – WASTEWATER	✓
Disposal of all liquid wastes generated within the food van must be through the sewer (and grease trap where necessary).	✓
Please specify proposed location of wastewater: _____	✓

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SITE PLAN

Please attach or provide site plan below of where you intend to park and ensure that road safety requirements set out in the Mobile Food Vending Vehicles Policy are adhered to. Provide direction of vehicle to show serving window as mobile food vending vehicles cannot operate with their serving window opened onto any part of a vehicular carriageway or a cycleway.

Provide details of rubbish disposal locations and where applicable wastewater disposal.



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APPLICANT CONFIRMATION

I/We _____ authorise

(Applicant's name)

- Coonamble Shire Council to contact the Council in which the mobile food vending vehicle is registered as a food business.

I/We understand that this application, once signed, declares that I/We must adhere to all the requirements under the Coonamble Shire Council Mobile Food Vending Vehicles Policy, the Coonamble Shire Council Procedure for Mobile Food Vending, Food Act 2003 and all other relevant legislation that is applicable to the operations of my business.

I/We understand that this application is for the operation of the mobile food vending vehicle at the location listed above and does not relate to any operations not outlined in this application. Other operations will be subject to further applications.

I/We consent to Coonamble Shire Council displaying and copying this application and supporting documentation for the purpose of obtaining when necessary, public comment.

I/We certify that the copyright of such supporting documentation, is vested to me/us.

Signature: _____ Date: _____

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Application No.:		Ass. No.:		Fee	\$
Receipt No.:					
Date Received:		Initials:			
Date Approved:		Initials:			
Response sent:	Yes/No				