

# **PROCEDURE FOR MOBILE FOOD VENDING VEHICLES**

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APPLICATION TO OPERATE MOBILE FOOD VENDING VEHICLE ON PUBLIC  
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## **1 INTRODUCTION**

Mobile food vending vehicles are a great way to encourage business operators to move from place-to-place selling food and/or drinks. Mobile food vending vehicles are any means of transport whether self-propelled or not. They include road registered including vehicles and trailers.

Ensuring public health and safety is a function of local government. Council is required to administer requirements under the *Public Health Act 2010* and the *Food Act 2003*. Mobile food vending vehicles are a registered vehicle under the *Road Transport Act 2013*.

Section 68, Part F (7) of the *Local Government Act 1993* applies to the use of a standing vehicle or any article for the purpose of selling any article in a public place and outlines the need for the local council to approve.

## **2 BACKGROUND**

On 16 June 2021 Coonamble Shire Council (“Council”) adopted the Mobile Food Vending Vehicles Policy (“Policy”). The purpose of the Policy was to provide the Council’s local approval requirements for the operation of mobile food vending vehicles within the local government area. The Procedure for Mobile Food Vending Vehicles (“Procedure”) has been developed to provide a framework and assist applicants in understanding their obligations under the relevant legislations such as the *Public Health Act 2010*, the *Food Act 2003*, the *Local Government Act 1993* and the *Road Transport Act 2013*.

Nothing in this Procedure should replace any legislative requirements and compliance.

The Policy and Procedure applies to the whole for the Coonamble Shire local government area and while it focuses on mobile vending vehicle operating on council owned land or public land, there are notification requirements for mobile food vending vehicles operating on private land as exempt development under the *State Environmental Planning Policy (Exempt and Complying Development) 2008*.

### **2.1 THE MOBILE FOOD VENDING VEHICLES POLICY OBJECTIVE**

(Section 2 of the Policy)

The policy aims to:

- a. Ensure that food sold through mobile food vending vehicles are safe and fit for human consumption.
- b. Guide and assist people wanting to operate a mobile vending vehicle in the local government area.
- c. Minimise any potential adverse impacts of mobile food vending vehicles including surrounding sensitive land uses such as residential areas.
- d. Protect the safe operation of mobile food vending vehicles.

- e. Ensure that mobile food vending vehicles operate in accordance with the rules and regulations on lawful parking spaces on Council-owned roads.
- f. Protect the local environment by ensuring no increased litter or waste in or from the trading location and minimise pollution.

## 2.2 RESPONSIBILITIES

**Coonamble Shire Council** has the general responsibilities for the management of public roads and public places. Under the *Local Government Act 1993*, Council has specific powers and responsibilities to control street vending activities. The *Roads Act 1993* allows Council to have control over footway restaurants and structures on public roads. The *Local Government Act 1993* allows Council to make local approval policies to establish formal criteria for street vending approvals and led to the adoption of the Mobile Food Vending Vehicles Policy. Council has delegated authority to administer the *Food Act 2003* to ensure food safety for human consumption.

**Road and Maritime Services (RMS)**, in principle, does not favour street vending activities on classified roads for traffic flow and safety reasons. However, RMS encourage mobile food vendors to utilise rest areas on highways in accordance with the Mobile Vending in Rest Areas Policy (PN 271). Note that under RMS Mobile Vending in Rest Areas Policy outlines co-approval is required from the local council and RMS.

**NSW Police** may undertake enforcement of the road legislation in relation to street vending activities. NSW Police may also enforce COVID-19 public health orders or any public health orders that may be implemented into the future.

**Mobile Food Vending Vehicle Operator/Vendor**, in the first instance need to discuss with Council their mobile food vending proposal which is outlined in this procedure. It is the operator's responsibility to provide Council with the correct written documentation and a fully self-contained vendor not requiring power, water, or sewer services.

## 2.3 THE PROCEDURE'S PURPOSE

The Procedure has been developed to provide a framework and assist applicants in understanding their obligations under the relevant legislations such as the *Public Health Act 2010*, the *Food Act 2003*, the *Local Government Act 1993*, and the *Road Transport Act 2013*. The procedure supports the policy and describes the "how to do". The procedure helps in determining the suitability of the mobile food vending vehicle's location and operation in relation to:

- Land use zoning and permissible uses within that zone (compatibility considerations)
- Proximity to residential properties (the potential residential amenity impacts)
- Proposed hours of operation
- Consideration of other food and drink premises within its proximity
- Road, user safety and pedestrian safety
- Availability of alternative locations

- Adherence to the relevant operational requirements such as waste management, pollution control, water supply, disposal of wastewater etc.
- Compliance with relevant legislation.

### **3 GETTING STARTED**

#### **3.1 DIFFERENT CATEGORIES OF MOBILE FOOD VENDING VEHICLES**

The policy makes provision for two types of categories of mobile food vending vehicles and includes:

##### **Category 1 – Mobile Food Vending Vehicle**

The vehicle sells foods that are not potentially hazardous with the exception of processes that have a minimal food safety risk. The vehicle must meet relevant design and layout standards to ensure food safety requirements are met.

Low risk processes include frothing milk or equipment to serve soft serve icecream. Overall, the vehicle sells low risk food categories such as tea, coffee, drinks, cakes, sweets or other similar foods. They also include vehicles which sell fruits and vegetables.

##### **Category 2 – Mobile Food Vending Vehicle**

The vehicle includes the service of potentially hazardous food and excludes those low-risk processes that have a minimal food safety risk such as frothing milk. The vehicle includes, but not limited to, mobile kitchen and have access to a separate fixed food handling premise or commercial kitchen.

A separate fixed food handling premise may require a separate approval.

#### **3.2 ESTABLISHING A MOBILE FOOD VENDING VEHICLE**

(Section 6.1 of the Policy)

Applicants wishing to establish a mobile food vending vehicle where they will be based in the Coonamble Shire local government area or provide the home garaging address in this area are required to notify Council in writing of their intention to operate at a retail level.

By registering your business with Council will ensure that both you and Council can work together in ensuring the safety of food for human consumption being produced from your business.

In the instances where you are setting up a mobile food vending vehicle that requires some medium to high-risk food handling processes and/or preparing food from a

separate kitchen such as your home will require Council development approval depending on the zoning of you land and your kitchen set up.

### 3.2.1 VEHICLE SPECIFICATIONS (NEW AND EXISTING)

The vehicle specifications apply to new and existing mobile food vending vehicles:

- (i) Food vehicles must be no wider than 2.5m
- (ii) Vehicles 7.5m or greater in length may require separate Road Occupancy Permits from the RMS.

### 3.3 LOCAL APPROVALS ON PUBLIC ROADS OR PUBLIC PLACE

(Section 6.2 of the Policy)

Applicants wishing to operate, trade and/or sell on a public road or a public place require a local approval. This is referred to as a Section 68 Local Approval under the *Local Government Act 1993*.

*Local Government Act 1993*

**s. 68 What activities, generally, require the approval of Council?**

Part F Other Activities

....

(7) Use a standing vehicle or any article for the purpose of selling any article in a public place.

For the purposes of this procedure, a standing vehicle includes any food vehicle that has stopped to make a sale, or with the intention to sell.

#### 3.3.1 REQUIREMENTS OF MOBILE FOOD VENDORS ON COUNCIL OWNED ROAD OR PUBLIC PLACE

The following information applies to mobile food vendors who have an established business and depending on your home-garaging local government area, the appropriate approvals. In seeking a Section 68 Local Approval for trading and/or selling on a public road or public place, Council will be requiring the following information and an explanation has been provided to help vendors understand the importance of providing this information.

If the vendor is intending to book a council owned property such as the showgrounds or sporting oval, fees and charges may apply. Please visit Council's Fees and Charges.

##### 3.3.1.1 Location

(Section 6.7.1 of the Policy)

Mobile food vendors are permitted to operate on Council-owned roads and public places except for the excluded areas outlined in the Mobile Food Vending Vehicles Policy, i.e., within 200m radius of an operating food and drink premises or kiosk or special event selling food, unless it is in conjunction with an event, market, or sporting event.

Mobile food vendors must:

- (a) Be located within existing lawful parking spaces.
- (b) Comply with the local parking restrictions.
- (c) Comply with relevant road rules.

Mobile food vendors cannot:

- (a) Sell to any person that is standing on a roadway (this includes an active carpark and other areas where customers could be standing in active vehicle pathways).
- (b) Sell to any person that is within five (5) metres of an intersection and this includes making a sale or attempting to make a sale.
- (c) Impact on bicycle lanes, pedestrian ramps, footpaths, public street furniture, fire hydrants, telephone booths and post boxes, or the like
- (d) Impact or restrict on the access or ingress from any building.
- (e) Impact on residential properties including the potential to impact on residential amenity.
- (f) Be longer than 7.5m unless a separate Road Occupancy Permit is sought (Refer to the RMS regarding this)
- (g) Remain in any public, on road location overnight.
- (h) Provide tables or chairs, or other seating furniture.

The Mobile Food Vendor will be asked to provide a site plan drawing on their set up.

### 3.4 REQUIREMENTS FOR COMMUNITY EVENTS, SPORTING EVENTS OR MARKETS

(section 6.3.2 of the policy)

Whether an event is organised by Council or a third party, vendors are required to obtain their own approval, notify, or seek confirmation that the event approval includes approval for the vendor to operate. If Vendors are unsure if event organisers have obtained the relevant approvals, you should contact Council's Environmental Services section on (02) 6827 1900.

Events or markets organised by a third party or Council will need to comply with the above requirements if parking on public land or a public road unless there are temporary traffic management measures such as a road closure to allow for the standing of vehicles.

Vendors operating at an event or market organised by a third party on private land will need to notify the Council to ensure food safety compliance.

### 3.5 NOTIFICATION TO COUNCIL ON PRIVATE LAND

(Section 6.4 of the policy)

Council requires all mobile vending vehicles trading in accordance with the provisions of the *State Environmental Planning Policy (Exempt and Complying Development*



*Codes) 2008 ('SEPP')* on private land are to notify Council at least 2 business days prior to their intended trading. Exempt development conditions are provided in Subdivision 27A Mobile Food and Drink Outlets s. 2.54A Specified Development and 2.54 B Development Standards of the SEPP. Notification allows Council to administer its requirements from a public health and food safety perspective by checking with the local Council where the van is home garaged for evidence of the last food safety inspection if the vendor is unable to provide this and ensuring insurances are valid.

A notification form is provided.

Where the vendor is intending to operate and trade on private land outside of the provisions of the SEPP (Exempt and Complying Development Codes) 2008, an approval process is required from Council. Council would need to consider the compatibility of the:

- the land use zoning and the permissible uses within the zone
- proximity to residential properties.

There are no fees and charges to notify council if the mobile food vending vehicle is operating within the provisions of the SEPP (Exempt and Complying Development Codes) 2008 as exempt development.

### 3.6 GENERAL REQUIREMENTS

#### 3.6.1.1 Hours of operation

The use of Council owned roads and public places for the purposes of operating a mobile food vending vehicle is restricted to 6:00am to 10:00pm each day. However, consideration will be given to the compatibility of the hours of operation outside of this time depending on the location and proximity to other residential properties or businesses or if it is part of an event or market that has approval to operate with different hours. The hours of operation include the time to set up and pack up. Mobile food vending vehicles cannot remain in any on-road location overnight.

The hours of operation are restricted to prevent noise pollution as outlined under the *Protection of the Environment Operations Act 1997 ('POEO Act')*.

**Note:** For mobile food vending vehicles operating on private land as exempt development, the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* provides a requirement to operate between **7am to 7pm**.

#### 3.6.1.2 Serving

Mobile food vending vehicles cannot operate with their serving window opened onto any part of a vehicular carriageway or a cycleway.

The Mobile Food Vendor will be asked to provide a site plan drawing on their set up including the positioning of the serving window.

*3.6.1.3 Customer seating*

(Section 6.7.3 of the policy)

Mobile food vendors cannot provide tables, chairs, or other seating apparatus as part of their operation.

*3.6.1.4 Standalone items not permitted*

(Section 6.7.4 of the policy)

The placement of any standalone items such as advertising boards, stands, heaters, tables, chairs, or other apparatus, is not permitted at any time.

*3.6.1.5 Waste management and recycling*

Provisions for waste management are in alignment with the POEO Act and its provisions relating to waste and include the following:

- (a) Mobile food vendors are responsible for the waste materials generated during the trading period. Waste materials such as food packaging should be collected in bins or suitable receptacles, bagged, or contained and stored and disposed of at the cost of the operator.
- (b) All waste produced by the operation of the mobile food vendor is to be removed from the site via the mobile food vending vehicle at the end of the trading period.
- (c) The trading area includes 20 metres radius from the standing vehicle and needs to be left clean and in a tidy condition at the end of each trading interval. The vendor is required to collect rubbish produced from the operation within this 20m radius.
- (d) The trading approval holder is liable to reimburse Council for any cleaning cost incurred by Council during the duration of the trading period because of the operation of the mobile food vending vehicle.
- (e) Disposal of all liquid waste generated within the mobile food vending vehicle is to be discharged to the sewer or as approved by an authorised Council Officer. Under no circumstances is liquid waste to be discharged to the ground or in the stormwater drain.
- (f) The mobile food vendor will be asked to provide details of the liquid waste and garbage disposal arrangements at the time of application.
- (g) Council currently does not operate a recycling service for our Shire; however, food drink containers can be deposited at a local container deposit scheme also known as “return and earn” visit <https://returnandearn.org.au/>.

*3.6.1.6 Control of pollution*

Mobile food vendors are to comply with the POEO Act, which contains provisions relating to pollution, including prevention of offensive noise, smoke, odour, and wastewater discharges.

The use of the vehicle must be controlled so that any emitted noise is at a level so as not to create an “offensive noise” as defined by the POEO Act.

If Council receives any noise complaints and is substantiated by an authorised Council Officer, the Officer may direct that the use of the food vehicle/business is to be suspended or moderated to prevent nuisance until attenuation measures are completed and Council has confirmed in writing to them that the use may resume.

The operation of a mobile food vending vehicle is not to involve the use of any bell, music, or other sound device to attract customers, nor while the vehicle is stationary.

#### *3.6.1.7 Animal and pests*

All practicable measures are to be taken to prevent pests (including birds, spiders, flying insects and vermin) from entering or remaining in the vehicle. No animal is permitted to enter any vehicle, whether the vehicle is in operation or not.

#### *3.6.1.8 Water supply*

The vehicle must be provided with an adequate supply of potable water and the capacity of tanks must be appropriate for intended use and stored in food grade water storage containers and suitably protected against contamination for handwashing, cleaning equipment and for use of food preparation. Adequate supply of hot water is also required for these purposes.

#### *3.6.1.9 Wastewater*

The vehicle must be equipped with a wastewater tank of sufficient capacity to contain all stored potable water with extra capacity for the containment of other discarded liquid waste, with an outlet of sufficient diameter to facilitate easy flushing and cleaning.

Disposal of all liquid wastes generated within the food van must be through the sewer (and grease trap where necessary). The application form is to specify the disposal method and location. Under no circumstances is liquid waste to be discharged upon the ground or to a stormwater drainage system.

#### *3.6.1.10 Preparing food at home*

A separate application and approval will be required for the preparation of food as part of a home business.

#### *3.6.1.11 Use of a separate premise*

Where the operation of the mobile food vending vehicle involves the use of premises within the Coonamble shire, for the storage or preparation of food in conjunction with a mobile food vending vehicle, a development consent for such use may be required under the *Environmental Planning and Assessment Act 1979*. Any change in the permanent facilities is to be notified to Council.

#### *3.6.1.12 Maintenance*

The vehicle must be kept in clean and in a good state of repair and working order, ensuring road worthiness and that noise, fumes, smoke, foul odours and other contaminants are not generated.

#### **4 NON-COMPLIANCE**

Council's Authorised Officers may take issue penalty infringement notices, orders, clean up notices, prevention notices or court attendance notices for non-compliance with the Mobile Food Vending Vehicles Policy and all related offences. Serious pollution incidences can also be prosecuted by state agencies such as the NSW Environment Protection Authority.

#### **5 APPLICATION PROCESS**

(Section 6.6 of the policy)

Applicants who wish to operate a mobile food vending vehicle must provide sufficient information to Council as outlined above. This information has been provided in the forms linked to the procedure and policy.

A S. 68, Part F (7) approval requires the application to be submitted 10 business days prior to the intended trading.

Any applications received within the 10 business days of the intended trading date will be charged a fee to expedite the service provided as per Council's Fees and Charges, however this is no guarantee that the application will be approved. This is in accordance with s. 610D (3) of the *Local Government Act 1993*.

##### **5.1 APPLICATION PROCESS FOR EVENTS**

Council suggests to anyone looking at holding an event to plan well in advance of the intended operating date. This includes other Council departments and third-party events. It is everyone's responsibility to ensure public and food safety. Council's Environmental Services section can work with proposed organisers leading up to the event.

At a minimum, the same turnaround times for a s. 68 Part F (7) approval is to be submitted 10 business days prior to the intended trading.

#### **6 APPROVAL**

##### **6.1 APPROVAL PROCESS**

An application made under section 68 for Council approval on the public road network and Council owned land (public place) can be issued for a period of up to 12 months and be subject to conditions. This means a once off payment every 12 months.

If you are wishing to apply to operate on a public place such as the Coonamble Sportsground or Coonamble Showgrounds, a section 68 approval can be issued for a period of up to 12 months but you will still need to undergo the booking process to secure the venue ahead of time. This will be subject to fees and charges per booking in alignment with Council's fees and charges.

## 6.2 APPROVAL PROCESS FOR EVENTS

Council's preference is to deal with the event organiser for all approvals for events however acknowledges there has been a number of instances where approvals for mobile food vending vehicles has not been applied for or thought through in the initial planning stages and requires individuals to make certain that you have approval to operate.

An application made under section 68 for Council approval on the public road network and Council owned land (public place) associated for an event will be issued and subject. Council will endeavour to issue the approval or reject the application and ensure that the vendor and organiser have a copy of the approval.

## 6.3 PRIVATE LAND NOTIFICATION

In the instance that a mobile food vending vehicle is operating on private land in alignment as an "exempt development" under the SEPP, Council will endeavour to respond in writing on the acknowledgement of the notification, however there may be instances that the acknowledgement does not occur prior to the operation of the business due to Council's other competing priorities.

## 7 DEFINITIONS

The following table includes the definitions associated with this Policy. The Mobile Food Vending Vehicle Procedures provides further definitions.

<b>Term</b>	<b>Definition</b>
Category 1 – Mobile Food Vending Vehicle	<p>Mobile food vending vehicles which serve foods that are not potentially hazardous. Food vans do not require a separate fixed food handling premises.</p> <p>Preparation may involve low risk practices such as frothing milk. Refer to the Food Vending Vehicle Procedures for further information.</p>
Category 2 – Mobile Food Vending Vehicle	<p>Mobile food vending vehicles which serve foods that are potentially hazardous, with the exclusion of the low-risk practices. These vehicles can be a mobile kitchen and must have a separate fixed food handling premises that is approved for the food handling premises.</p> <p>This may include vehicle preparing hot food made to order. Refer to the Refer to the Food Vending Vehicle Procedures for further information.</p>
Council	Coonamble Shire Council
Council owned road or public road or land	Council owned road or public road or land includes all the land used for vehicle traffic and parking, as well as any footway, shoulder, kerb, and gutter.
Mobile Food Vending Vehicle	<p>Any registered vehicle used on land that is either self-drive or that can be towed down Council-owned or public roads and that is used in connection with the sale of food. They do not include push bikes, carts or any moveable or fixed structure that cannot be registered for use on a road.</p> <p>Mobile food vending vehicles are used for onsite food preparation and one step food preparation and the sale of any type of food which includes pre-packaged food. There are two categories of mobile food vending vehicles:</p> <ul style="list-style-type: none"> <li>• Category 1 – Mobile Food Vending Vehicle</li> <li>• Category 2 – Mobile Food Vending Vehicle</li> </ul>
SEPP	State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
Vendor	An operator/business owner of a mobile food vending vehicle.

### COONAMBLE SHIRE COUNCIL

## NOTIFICATION OF MOBILE FOOD VENDING VEHICLE FORM (PRIVATE LAND)

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 Vehicle 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:** Council requires all mobile vending vehicles trading in accordance with the provisions of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* on private land are to notify Council at least 2 business days prior to their intended trading.

#### APPLICANT DETAILS (Must be mobile food vending vehicle owner)

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

#### MOBILE FOOD VENDING VEHICLE DETAILS

<b>Vehicle registration:</b>		<b>State registered:</b>	
<b>Type of vehicle:</b>			
<b>Insurance information (Policy number)</b>		<b>Insurance information (Type)</b>	
<b>Council area/name where Food Business is registered:</b>			

### P. 2 - NOTIFICATION OF MOBILE FOOD VENDING VEHICLE FORM (PRIVATE LAND)

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

<b>Street Address:</b>		<b>Suburb:</b>	
<b>Lot and DP (if known):</b>			
<b>Owner of property First Name:</b>		<b>Owner of property Last Name:</b>	
<b>Signature of landowner consent:</b>			
<b>Date(s) of operation:</b>		<b>Operating times: (start and finish)</b>	

#### FOOD SAFETY – FOOD SAFETY SUPERVISOR (FSS)

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

#### NOTIFICATION 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 notification, once signed, declares that I must adhere to all the requirements under Council's Mobile Food Vending Vehicle Policy and the Council's procedure for Mobile Food Vending Vehicle, Food Act 2003, the State Environmental Planning Policy (Exempt and Complying Codes) 2008 and all other relevant legislation that is applicable to the operations of my business.

I/We understand that this notification 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 notification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### 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)

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

OFFICE USE ONLY	
Application No:	

#### 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

### P. 3 - APPLICATION MOBILE FOOD VENDING VEHICLE FORM (PUBLIC AND COUNCIL OWNED LAND)

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

<b>CONSTRUCTION AND OPERATION</b>	✓
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	
<b>GENERAL FOOD SAFETY REQUIREMENTS</b>	✓
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"> <li>• From 60°C to 21°C within two hours, and</li> <li>• From 21°C to 5°C within a further four hours</li> </ul>	
When heating potentially hazardous food, it is rapidly heated to 60°C or higher	
Potentially hazardous food is kept under temperature control	

### P. 4 - APPLICATION MOBILE FOOD VENDING VEHICLE FORM (PUBLIC AND COUNCIL OWNED LAND)

<b>GENERAL FOOD SAFETY REQUIREMENTS (CONTINUED)</b>	✓
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	
<b>FOOD HANDLER HYGIENE</b>	✓
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	
<b>CLEANING AND MAINTENANCE</b>	✓
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)	
<b>MANDATORY - WASTE DISPOSAL</b>	✓
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: _____ _____	✓
<b>MANDATORY – WASTEWATER</b>	✓
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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Application No:	

### P. 5 - APPLICATION MOBILE FOOD VENDING VEHICLE FORM (PUBLIC AND COUNCIL OWNED LAND)

#### 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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### P. 6 - APPLICATION MOBILE FOOD VENDING VEHICLE FORM (PUBLIC AND COUNCIL OWNED LAND)

#### 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: \_\_\_\_\_

#### OFFICE USE ONLY

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