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Temporary Food Business or Mobile Food Vendor Application and Registration

Section 68(1) Local Government Act 1993

Please complete **ALL** sections and when completed please return to Council.

NOTE:

1. This application form along with the applicable fees (in accordance with Council's Fees and Charges) must be received by Council at least **5 working days** prior to operating.
2. Lithgow City Council must be notified within seven (7) days of any change to these particulars.
3. Public Liability Certificate of Currency of Insurance for not less than \$20 million must be attached to this Application, with Lithgow City Council noted on the policy as an interested party. Insurance must be taken out with an Australian Prudential Regulation Authority (APRA) approved insurer.
4. The Approval to Operate, if issued, is only valid within the Lithgow Local Government Area.

Type of Application:

<input type="checkbox"/> Temporary Food Business Registration	<input type="checkbox"/> Mobile Food Vendor Registration
<input type="checkbox"/> One off event	<input type="checkbox"/> Annual
Are you a not-for-profit organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE ENSURE YOU READ THE FOLLOWING DEFINITIONS

MARKETS AND TEMPORARY EVENTS	<p>Temporary food stalls include any structure set up for an occasional event such as a fairs, festivals, markets or shows.</p> <p>Mobile structures such as coffee carts who sell at temporary events should read the 'Mobile Food Vendors' section below.</p> <p>The minimum standard for temporary food stalls is included in the NSW Food Authority's 'Guidelines for food businesses at temporary events' and includes:</p> <ul style="list-style-type: none"> Located in a dust free area. Away from toilets and garbage bins. Supplied with sufficient potable water. Is suitably constructed (ie floor, walls and ceiling). Fitted with food handling facilities for storage, cooking, hot/cold holding, preparation and serving, including handwashing facilities. <p>A copy of the above guidelines can be obtained from Lithgow City Council on request or from the NSW Food Authority webpage http://www.foodauthority.nsw.gov.au.</p>
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MOBILE FOOD VENDORS

Mobile food vendors are those vehicles used for on-site food preparation (eg hamburgers, hot dogs and kebabs), one-step food preparation (eg 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. Please refer to the NSW Food Authority '**Guidelines for mobile food vending vehicles**' <http://www.foodauthority.nsw.gov.au>.

Section 1 – Applicant Details:

Contact Name: _____

Name of Company/Partnership: _____

Postal Address: _____

ABN or ACN Number: _____

Contact Number: Business Hours: _____ After Hours: _____

Email Address: _____

Section 2 – Food Safety Supervisor Details:

Name of Supervisor: _____

Certificate Identification Number: _____

Expiry Date (as noted on certificate): _____ / _____ / _____

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 3 – 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**; and
- Lithgow City Council is noted on the Policy as an interested party.

Section 4 – Temporary Event Details (if applicable):

Stall Name: _____

Name of Event: _____

Location of Event: _____

Dates and Times of Attendance: _____

Section 5 – Food Stall Details (if applicable):

Food and/or drinks intended to be sold or provided (Tick all that apply):

<input type="checkbox"/> Food is prepared onsite at the event <i>E.g. BBQ sausage sandwiches</i>	Does any of the food need to be kept: <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> N/A
<input type="checkbox"/> Food is prepared offsite and transported <i>E.g. Baked goods</i>	Does any of the food need to be kept: <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> N/A
<input type="checkbox"/> Pre-packaged food and drink (no handling of food required) <i>E.g. Bottled or canned drinks, packets of chips</i>	Does any of the food need to be kept: <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> N/A
<input type="checkbox"/> Ready-to-eat food <i>E.g. Fruit, pies, sausage rolls</i>	Does any of the food need to be kept: <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> N/A

If storing, transporting, or preparing food that requires temperature control, how will cold food be kept at below 5°C and hot food above 60°C during:

1. Transportation to the market or event?

2. Preparation and display for sale?

Note: If preparing or storing food that requires temperature control, ensure a probe thermometer is accessible for the monitoring of temperatures.

How will you provide for:

1. Hand washing?

2. Washing/cleaning food contact surfaces and equipment?

Section 6 - Mobile Food Vehicle Details (if applicable):

Vehicle Registration No.: _____ State of Registration: _____

Vehicle Make/Model: _____

Vehicle Colour: _____

Garaged Address: _____

Proposed Location/s of Operation:

Location 1: _____

Location 2: _____

If more than two locations are proposed, please attach these on a separate sheet.

Trading Days (please tick all that apply):

- Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Trading Times: _____

Section 7 – Off-site Food Preparation Area(s) (if applicable):

*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. Each preparation area must meet food hygiene requirements. Provide written evidence from the Council where the premises are located indicating the premises have been approved for the preparation of food for sale. **Please attach letter from Home Council.***

Location 1 Details: _____

Business Name (if applicable): _____

Address: _____

Location2 Details: _____

Business Name (if applicable): _____

Address: _____

Transportation Details:

- Car Van Refrigerated Van/Truck Truck
 Other (please specify): _____

Section 8 – Indemnity

The Permit holder indemnifies and holds harmless Council against all suits, actions, proceedings, judgments, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the Mobile Food Vehicle business, whosoever arising, except to the extent that Council is negligent.

Section 9 – Declaration:

In submitting this notification, I acknowledge that I/We declare that the information provided in this form is true and correct to the best of my knowledge.

Name: _____

Signature: _____

Date: ____/____/____

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE
By completion of this form, you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.

<u>OFFICE USE ONLY</u>	
DATE RECEIVED: ____/____/____	RECEIPT NO.: _____
RECEIVED BY: _____	AMOUNT PAID: _____
RECEIPTED BY: _____	COST ACCOUNT: _____
SIGNATURE: _____	S68 APPLICATION NO.: _____
NOTES: _____	

Maintained By Dept:	ENV	Effective Date:	Review Date:
Version:	3	4 April 2023	4 April 2025