

MOBILE FOOD TRUCK, VAN OR STALL APPLICATION S68 APPROVAL – LG ACT 1993

ABOUT THIS FORM

This form is to apply for approval to operate a mobile food vending vehicle or food stall within the Armidale Regional Council Local Government Area.

How to complete this form:

1. Ensure that all fields have been filled out correctly, and note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
2. All required attachments are mandatory. Your application **will not** be accepted if these documents are not attached.
3. Once completed you can submit this form by email, mail or in person. Please refer to the “lodgement details” section for further information.
4. All fees to be paid upon acknowledgement of lodgement.
5. If you email your application and opt to pay by credit card, one of our Customer Service Team will email you the acknowledgement letter which provides a pay reference link to obtain payment.

APPLICANT DETAILS

*Title:	*Given Name/s:	*Family Name:
*Trading Name:		
*Business/Company Name:	*ABN/ACN:	
If the MFV is associated with a fixed address, please provide address:		
*Please tick one of the following: <input type="checkbox"/> Business <input type="checkbox"/> Company <input type="checkbox"/> Sole Trader		
*Postal Address:		
*Email Address:	*Contact phone number:	

MOBILE FOOD VAN DETAILS

*Vehicle Make:	*Vehicle Model:
*Vehicle registration number:	*Registration expiry date: / /
*Address where the vehicle is garaged:	

AREA/S & HOURS OF WHERE MOBILE VENDING WILL BE OPERATING

(NOTE: Street vending cannot occur along Waterfall Way or the New England Highway)

MOBILE FOOD TRUCK, VAN OR STALL APPLICATION S68 APPROVAL – LG ACT 1993

APPLICANT CHECKLIST		
<p>Please tick applicable boxes below to confirm that you have provided copies of the documents requested. Please lodge copies with the completed application form.</p> <p>This is applicable if using a commercial kitchen or other approved food handling facility</p> <p>NOTE: Failure to supply the required documents will result in your application being returned.</p> <p><input type="checkbox"/> RMS Vehicle Registration (as proof of registration)</p> <p><input type="checkbox"/> Certificate of Currency of Third Party Property Damage Insurance to the value of \$10,000,000</p> <p><input type="checkbox"/> Certificate of Currency for Public and Product Liability Insurance to the value of \$10,000,000</p> <p><input type="checkbox"/> Food Safety Supervisor Certificate</p> <p><input type="checkbox"/> I have read POL 180 – Regulatory – Street Trading Activities Locals Policy. (available on Councils website)</p> <p><input type="checkbox"/> I have read NSW Food Authority’s Guidelines for Mobile Food Vending Vehicles. (available on Councils website)</p>		
<p><input type="checkbox"/> New application</p>		
<input type="checkbox"/> Annual Inspection Fee	\$ 180 (as per Council’s fees & charges)	
Note: The application fee is non-refundable		
I declare that all the information I have provided in true and correct		
*Applicant Name (please print)	*Applicant Signature	*Date
		/ /
LODGEMENT DETAILS		
<p>You can lodge the completed application by:</p> <p>EMAIL: council@armidale.nsw.gov.au</p> <p>MAIL: PO BOX 75A Armidale NSW 2350</p> <p>IN PERSON: 135 Rusden Street Armidale</p> <p>WHAT NOW: Once your application has been lodged and the fee has been paid, a Council Officer will contact you to arrange a health & food inspection of your facility. For further information regarding your application please contact us by: TELEPHONE: 1300 136 822 or WEBSITE: armidaleregional.nsw.gov.au</p>		
PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE		
NOTE: APPLICATIONS WILL NOT BE ACCEPTED UNLESS SIGNED BY THE OWNER(S) OF THE PROPERTY		
<p>Privacy and Personal Information Protection Notice (s.10 PPIP Act 1998)</p> <p>Your information will be stored and used by Armidale Regional Council, 135 Rusden Street, Armidale.</p> <p>The purpose for collecting this information is to process your application and contact you in relation to your application. You have the right to access and amend your personal information by contacting the Public Officer.</p> <p>Your personal information is provided voluntarily. However, if you do not supply your information we will be unable to process your application</p>		
COUNCIL USE ONLY		
S68 NUMBER /	AMOUNT PAID	RECEIPT NUMBER
LODGED BY	DATE / /	