

3. Name of individual(s) making application

Complete attachment 1 if multiple individuals

Individual 1					Individual 2				
<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other:
Last / Family name :					Last / Family name :				
First / Given name(s):					First / Given name(s):				
Phone:		Mobile:			Phone:		Mobile:		
Business Email:									
Business Postal Address:									
For service of legal documents									
ABN:									
(Use attachment 1 for additional individuals)									

4. Company / Incorporated Association details

e.g. Ben's Buns Pty Ltd. Note: a trading name or trust is not a legal entity

Name of Company / Incorporated Association:

Registered Address:

Address where business is registered to receive legal documents e.g. with ASIC. A PO Box cannot be a registered office address for the business

Postal Address (if different from above):

Email:

ABN / ACN:

Director of Company / Incorporated Association

(Complete attachment 1 if multiple directors)

Director / Committee Member					Director / Committee Member				
<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other:
Last / Family name :					Last / Family name :				
First / Given name(s):					First / Given name(s):				
Phone:		Mobile:			Phone:		Mobile:		
(Use attachment 1 for additional directors/committee members)									

5. Food Safety Supervisor (FSS)

The Food Act 2003 (NSW) requires certain food businesses to have at least one trained Food Safety Supervisor (FSS).

The FSS requirement applies to food businesses that process and sell (prepare and serve) food that is –

- ready-to-eat
- potentially hazardous (i.e. needs temperature control)
- NOT sold and served in the supplier's original package.

A FSS will require a certificate issued by the NSW Food Authority. For more information, please refer to -

<http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors>.

FSS certificate required?

Please tick

- No – Business is exempt e.g. solely coffee vendor, selling packaged food or food that doesn't require temperature control, not for profit organisation.
- Yes – Please complete details below and attach copy of certificate
- Yes – FSS certificate not available yet (Please complete details below and provide the FSS certificate to Council within 30 days)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	If you have more than one FSS, please use the additional details section in Attachment 1 to supply name & contact information.
First / Given name(s):				Last / Family name:
Phone / Mobile:				E-mail:
FSS Number (if available):				FSS Certificate Expiry Date (if available):

(Use attachment 1 for additional FSS)

6. Origin of Food

Is food being prepared at a location other than the mobile food vehicle/premises? Yes No

If yes, name and address of other premises:

A copy of Registration Certificate or permit of approved kitchen must be supplied

7. Charities

Charity & not for profit organisations (please tick if applicable)

If you are a charity or a not for profit business, a copy of your registration with the Australian Charities and Not For Profits Commission must accompany the form.

Charities and not-for-profits are exempt from many of the provisions contained within the Food Act 2003, but are still required to comply with the food safety standards.

Approval fees do not apply. However inspection fees may apply.

8. Application Lodgement and Fees

FEES for mobile food vending vehicle/premises approvals 2020/21 financial year* –

- | | | |
|---|----------------------------|---|
| i. Class 1 vendor (low risk food e.g. coffee/drinks outlet) | \$180 per vehicle/premises | |
| ii. Annual Class 2 vendor (medium to high risk food i.e. potentially hazardous food requiring temperature control) | | |
| ▪ Mobile food premises (e.g. cart, bicycle) | \$220 per vehicle | *Fees are subject to change every financial year. Refer to Council's adopted fees and charges document. |
| ▪ Mobile food vending vehicle (van, trailer) | \$390 per vehicle | |
| ▪ Mobile food vending vehicle (truck*) | \$500 per vehicle | |
| *Common 3 axle rigid trucks or above as prescribed by the National Heavy Vehicle Mass and Dimensions Limits standard. | | |
| iii. Charity & not for profit | Exempt | |

Note:

Prior to the issue of an approval, an inspection of the mobile food vending vehicle/premises is required. Inspections are conducted at the Council office in Mullumbimby. The assessing officer will make contact to arrange an inspection as part of the assessment of the application. Inspection fees apply.

Inspection fees charged separately - \$180 p/hour or \$104 minimum for half hour.

Payment of application form

- In person** – Cash, cheque, money order, EFTPOS, MasterCard or Visa. Present form to Council's Customer Service Centre between 8.30am and 4.30pm.
- By email** – Please complete and return with "Authority for Credit Card Details" (Attachment 2) to pes@byron.nsw.gov.au.
- Mail** – Enclose a cheque, "Authority for Credit Card Details" (Attachment 2) or money order payable to Byron Shire Council and mail to **Byron Shire Council, PO Box 270, Mullumbimby NSW 2482.**

9. Additional Information

- i. The approval fee for a mobile food vending vehicle or premises does not include inspection fees associated with the vehicle/premises. Inspection fees are invoiced separately and are charged in accordance with Council's adopted fees and charges.
- ii. Mobile food vending vehicles or premises that are operated on Council land or public spaces must hold a valid Certificate of Currency while the food business is operating that indemnifies Byron Shire Council as an interested party to \$20 million for potential public and product liability resulting from the conduct of the food business.
- iii. Other approvals may be required for the legal operation of the mobile food vending vehicle/premises. A mobile food vending vehicle/premises approval does not validate or replace the need to acquire other approvals associated with the running of the business.

10. Declaration

I declare that:

- All information provided including that on any attachments, to the best of my knowledge, are true and correct¹.
- I understand my obligations under the Local Government Act 1993² and the Food Act 2003³ and have read the terms and conditions as stated in the application form.
- I understand that the issuing of the approval is subject to a satisfactory inspection.
- I understand that I am not approved to operate the food businesses until an approval has been issued and displayed on the mobile food vending vehicle/premises.

Signature: _____

Full name: _____

Date: _____

Signature: _____

Full name: _____

Date: _____

Privacy statement:

Your personal information is collected and recorded in accordance with the Privacy and Personal Information Protection Act 1998. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.

- ¹ Local Government Act 1993 s665 False or misleading information (1) A person who, in or in connection with an application under this Act, makes any statement that the person knows to be false or misleading in a material particular is guilty of an offence. Maximum penalty: 20 penalty units.

- ² Local Government Act 1993 s98 Other conditions (1) An approval may be granted subject to a condition that a specified aspect of the activity that is ancillary to the core purpose of the activity is to be carried out to the satisfaction of the council or a person specified by the council (2) An approval is subject to any condition prescribed by the regulations as a condition of the approval.

- ³ Food Act 2003 s42 A person must not, in connection with a requirement or direction under this Act, provide any information or produce any document that the person knows is false or misleading in a material particular.

How to lodge your application

- For email submission, send to pes@byron.nsw.gov.au
- For postal submission, send to PO Box 219, MULLUMBIMBY NSW 2482



Attachment 1

Directors / Members of the Management Committee or Food Safety Supervisor (FSS) Details

Additional information for individuals, directors or food safety supervisor (fss).

Individuals / Company Directors / Incorporated Association Management Committee Members / Food Safety Supervisor (FSS) Details

Entity Type	Title	Surname	Given Name(s)	Contact No.
<input type="checkbox"/> Individual <input type="checkbox"/> Director of Company <input type="checkbox"/> Committee Member <input type="checkbox"/> FSS				
<input type="checkbox"/> Individual <input type="checkbox"/> Director of Company <input type="checkbox"/> Committee Member <input type="checkbox"/> FSS				
<input type="checkbox"/> Individual <input type="checkbox"/> Director of Company <input type="checkbox"/> Committee Member <input type="checkbox"/> FSS				
<input type="checkbox"/> Individual <input type="checkbox"/> Director of Company <input type="checkbox"/> Committee Member <input type="checkbox"/> FSS				
<input type="checkbox"/> Individual <input type="checkbox"/> Director of Company <input type="checkbox"/> Committee Member <input type="checkbox"/> FSS				

Checklist

Comments

Applicant and business details including contact information (ABN Lookup or CITEC transcript)	<input type="checkbox"/>	
Owners Consent if applicable	<input type="checkbox"/>	
Origin of Food Details incl. certificate if applicable	<input type="checkbox"/>	
Food Safety Supervisor Cert if applicable	<input type="checkbox"/>	
For charity or not for profit – Copy of registration with the Australian Charities and Not For Profits Commission	<input type="checkbox"/>	
For events on public land – Certificate of currency (insurance to \$20 million for public/product liability)	<input type="checkbox"/>	
Declaration signed	<input type="checkbox"/>	
Correct Payment of fee or Auth for credit card details	<input type="checkbox"/>	
Part 2 of application 'Design & Detail' if applicable	<input type="checkbox"/>	



Attachment 2

Authority for Credit Card Details

I.....the undersigned, authorise Byron Shire Council to charge the amount indicated below to the following credit card for a temporary premises approval.

Amount	\$																		
Contact Name																			
Address																			
Contact number																			
Alternative number																			
I wish to pay by	<input type="checkbox"/> MasterCard								Expiry date:										
	<input type="checkbox"/> Visa								CCV code:										
Card Number					-					-					-				

I authorise a credit card fee of 0.42% to be added to the above amount

Name:	Signature:	Date:
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