



Approval for Mobile Food Vending Vehicles/Premises

Application Form: Part 2 Layout Design & Details

Local Government Act 1993- section 68

NSW Food Act (2003) – s100

2020 / 2021

Mobile Food Vending Vehicles / Mobile Food Premises Application

Part 2 – Application “Layout Design & Details”

Document E2021/3040
Approved Version 2, Jan 2021

Approvals are generally issued within 10 working days upon receipt of a properly made application. If you need help lodging your application please contact Council on (02) 6626 7107 or pes@byron.nsw.gov.au.

If the application form is not completed properly or is not accompanied by the necessary information, processing delays may occur or the application may be returned to you.

Office Use Only

Register No: 71.....

Date Received:

Officer:

Doc No:

New Applicants Only

Please Tick

Mobile food vending vehicle *e.g. food/coffee van, trailer*

Mobile food premises *e.g. food & drink cart, bicycle*

New Applicants –

Please ensure **Form Part 1: Business Details** is completed to notify Council about the business details including applicant name and trading name of the food vending vehicle or mobile food premises.

Definitions

▪ Mobile food vending vehicle

A mobile food vending vehicle is any registerable vehicle that can be used on land that can either be self driven or be towed on public roads and is used in connection with the sale of food.

▪ Mobile food premises

Mobile food premises are carts, bicycles or similar movable means of transport, whether self propelled or not and is used in connection with the sale of food that is located other than where the mobile food premises is stored when not in use.

Current Approved Businesses Only

Food Business Registration No (if available): _____

Food Business Trading Name: _____

Please Tick

Notifying Council of substantial changes to design or layout to a food vending vehicle or mobile premises

Note: A substantial change includes changing from low risk to medium/high risk, adding new processing equipment or changing the design of shelving, benches, sinks and other fixed structures. Replacing like for like is not a substantial change.

Fees may apply, including inspection fees in accordance with Council’s Fees and Charges document.

Notifying Council of a change to the types of food sold

1. Food Types

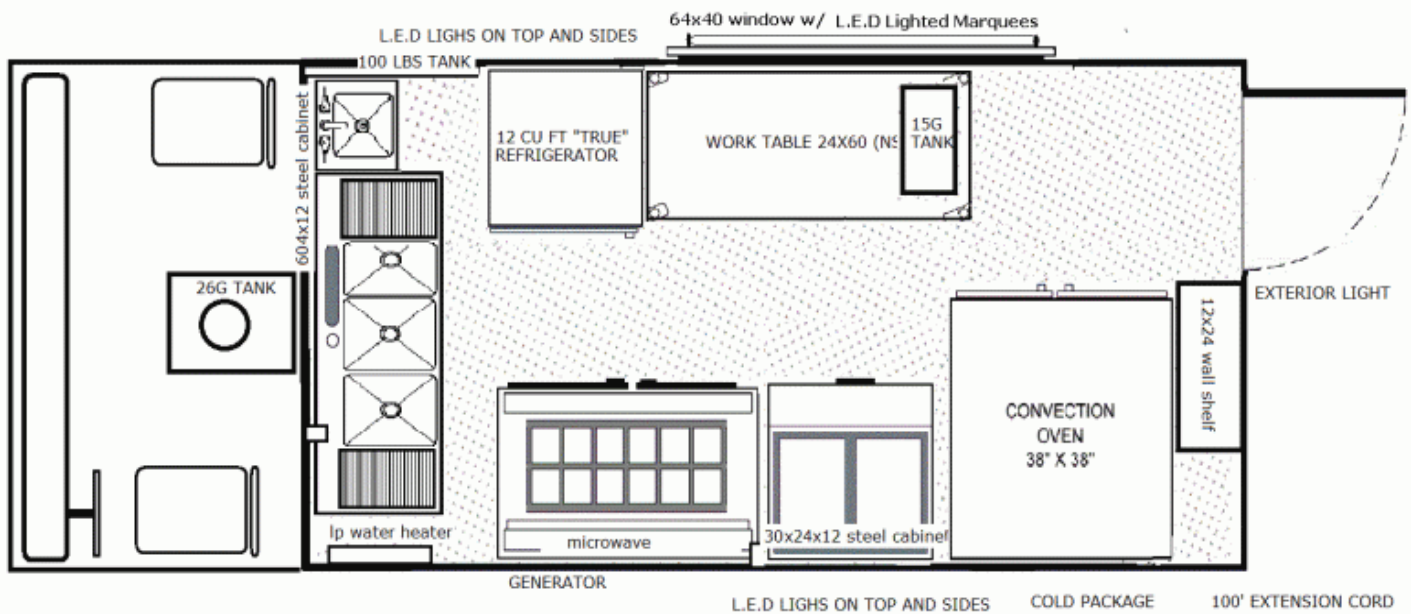
List the types of food that will be sold at the mobile vehicle/premises

E.g. coffee, sushi, burgers, hot chips, chicken salad, ice cream, jams, chutneys, etc....

A menu can be attached.

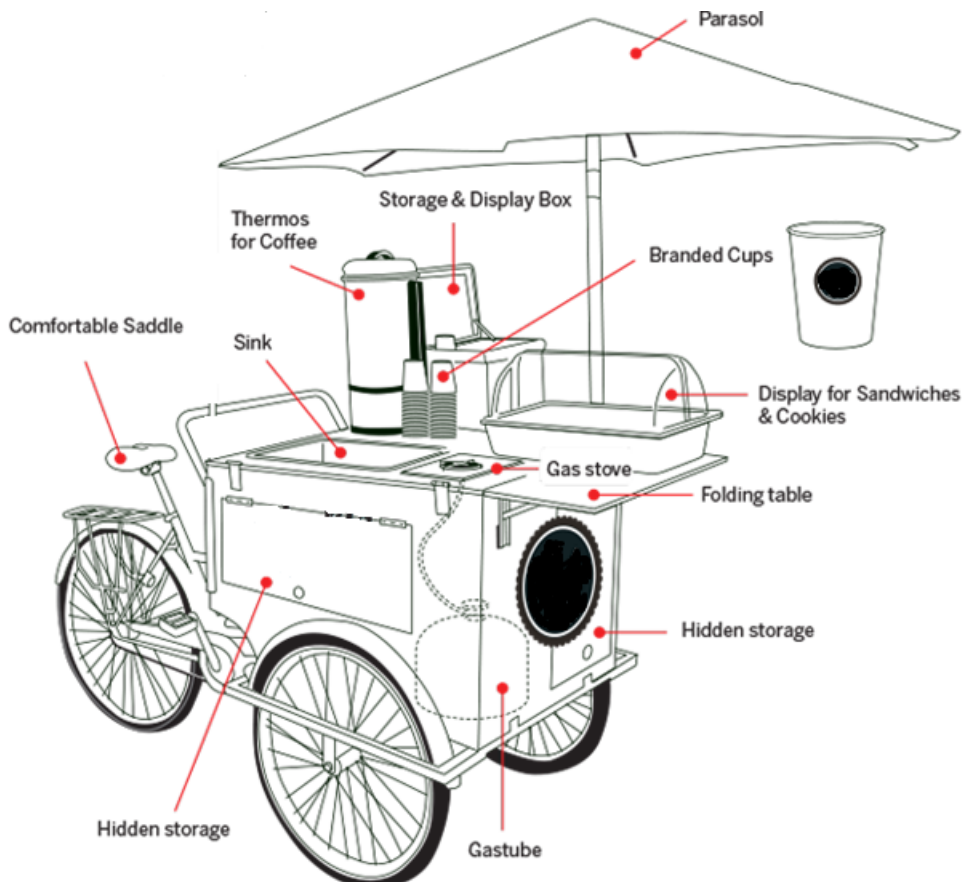
2. Mobile Food Vending Vehicle Design

Example of a mobile vehicle floor plan – photos can be submitted as part of the application



Note: structures on trailers must remain on trailer to be classified as being mobile. Structures that get removed from the trailer to remain on land will not be treated as mobile vehicles/premises.

Example of a mobile premises (e.g. cart) – photos can be submitted as part of the application



Benches, tables and other similar structures affixed with castor wheels, or refrigeration units on castor wheels are **not** considered a mobile cart.

3. a. Mobile Food Vending Vehicle/Cart Design

TICK the boxes that apply and use the space provided to provide any additional information

<input type="checkbox"/> Mobile cool room	<input type="checkbox"/> Refrigeration in vehicle/cart
<input type="checkbox"/> Esky	<input type="checkbox"/> Lighting
<input type="checkbox"/> Shelves, Counters	
<input type="checkbox"/> Oil and Fat Disposal	Oil & fat must be disposed off site. Holding tanks must be of sufficient size for activity being conducted.
<input type="checkbox"/> Cooking Equipment	All gas and electrical equipment must be checked and tagged by a qualified person.
<input type="checkbox"/> Griller How many _____ <input type="checkbox"/> Gas <input type="checkbox"/> Electric	
<input type="checkbox"/> Deep Fryer How many _____ <input type="checkbox"/> Gas <input type="checkbox"/> Electric	
<input type="checkbox"/> Top Burner How many _____ <input type="checkbox"/> Gas <input type="checkbox"/> Electric	
<input type="checkbox"/> Oven How many _____ <input type="checkbox"/> Gas <input type="checkbox"/> Electric	
<input type="checkbox"/> Washing up sinks	
<input type="checkbox"/> Single How many _____	
<input type="checkbox"/> Double bowl How many _____	
<input type="checkbox"/> Waste Water Disposal	Waste water must be disposed off site. Holding tank must be of sufficient size for activity being conducted.

3. b. Food Display

<input type="checkbox"/> Hot Box How many _____	<input type="checkbox"/> Soup Kettle How many _____
<input type="checkbox"/> Baine-Marie How many _____	<input type="checkbox"/> Cold Display How many _____
<input type="checkbox"/> Other please specify:	

3. c. Hand Wash Facility

<input type="checkbox"/> Basin large enough to wash hands, arms and face	<input type="checkbox"/> Liquid soap
<input type="checkbox"/> Single spout tap	
<input type="checkbox"/> Warm water supply e.g. 20°C to 40°C	<input type="checkbox"/> Single use paper towel (must have adequate supply)
<input type="checkbox"/> Potable water supply	<input type="checkbox"/> Bin to collect waste paper towels

3. d. Cleaning And Sanitising

<input type="checkbox"/> Access to hot water (70°C or more)	<input type="checkbox"/> Bucket and mop
<input type="checkbox"/> Detergent	<input type="checkbox"/> Broom or dust pan
<input type="checkbox"/> Sanitiser Manufacturer's directions on label must be available or displayed on bottle	<input type="checkbox"/> Cloths/wipes/sponges
<input type="checkbox"/> Supply of clean tea towels	<input type="checkbox"/> Sinks to wash up
<input type="checkbox"/> Spare items	

3. e. Other Equipment

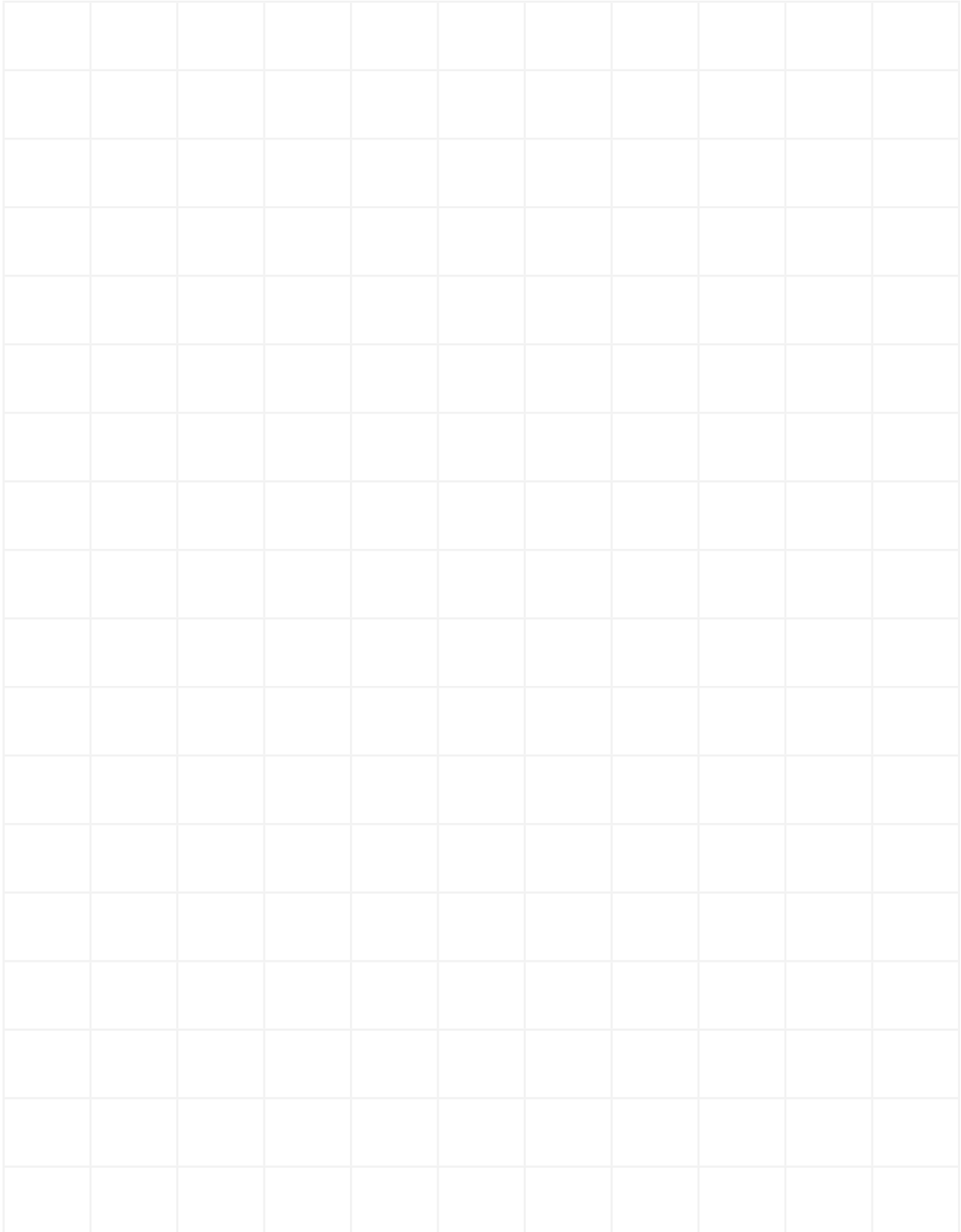
<input type="checkbox"/> Probe thermometer with sanitiser	<input type="checkbox"/> Spare utensils
<input type="checkbox"/> Gloves for food handlers	<input type="checkbox"/> First aid kit (with coloured Band-Aids)
<input type="checkbox"/> Single use utensils and plates etc.(please consider the environment and consider compostable if possible)	<input type="checkbox"/> Fire safety equipment
<input type="checkbox"/> Electrical leads tagged and tested	<input type="checkbox"/> Printed copy of Council approval certificate for public display (will be supplied when approved)
<input type="checkbox"/> Printed copy of food safety supervisor certificate/s	

4. Plan

Floor Plan Of Mobile Food Vending Vehicle / Cart

Show all structures within the vehicle / cart, including external equipment connected or associated with vehicle / cart e.g. mobile cool room, tables, griller, cooler box, bain-marie, hand wash facility, counter, display units, money handling etc...

Can supply the plan on a separate sheet. Photos can be used.

A large grid for drawing a floor plan. The grid consists of 15 columns and 20 rows of squares, providing a space for the student to draw the layout of the mobile food vending vehicle or cart.

5. Fees

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

- Class 1 vendor (low risk food e.g. coffee/drinks outlet) \$180 per vehicle/premises
- 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
 - Mobile food vending vehicle (van, trailer) \$390 per vehicle
 - Mobile food vending vehicle (truck) \$500 per vehicle
- Charity & not for profit Exempt
- Inspection fees
 - Mobile food vending vehicle/s \$180 per hour (minimum \$104 for half hour)
 - Mobile food premises \$180 per hour (minimum \$104 for half hour)

*Fees are subject to change every financial year. Refer to Council's adopted fees and charges document.

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 review of the application. Inspection fees apply and charged separately.

6. 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.
- 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 site at the temporary premises.

Signature: _____

Signature: _____

Full name: _____

Full name: _____

Date: _____

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.

- *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.

- **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.

- ***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 2482

Checklist	Office Use	
Part 1 of application 'Business Details'	<input type="checkbox"/>	
Food safety supervisor certificate if applicable	<input type="checkbox"/>	
Food types sold	<input type="checkbox"/>	
Floor plan of mobile food vending vehicle / cart	<input type="checkbox"/>	
Declaration signed	<input type="checkbox"/>	
Fee required? (for changes to risk category)	<input type="checkbox"/>	