

TEMPORARY & MOBILE FOOD VENDOR REGISTRATION FORM

This registration form is to be used by all community groups and businesses selling food from a mobile van, truck, cart, temporary food stall, or similar outlet at an event or otherwise. To obtain an **Annual** Temporary or Mobile Food Vendor Approval.

THIS REGISTRATION FORM AND THE APPLICATION FEE (IN ACCORDANCE WITH COUNCIL'S REVENUE POLICY) MUST BE RECEIVED BY COUNCIL AT LEAST 14 DAYS PRIOR TO OPERATING

PLEASE ENSURE YOU READ THE FOLLOWING DEFINITIONS

MARKETS AND TEMPORARY EVENTS

Temporary food stalls include any structure set up for an occasional event such as a fairs, festivals, markets or shows.

Mobile structures such as coffee carts who sell at temporary events should read the 'Mobile Food Vendors' section below.

The minimum standard for temporary food stalls is included in the NSW Food Authority's '**Guidelines for food businesses at temporary events**' and includes:

- 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.

A copy of the above guidelines can be obtained from Bathurst Regional Council on request or from the NSW Food Authority webpage
<http://www.foodauthority.nsw.gov.au>.

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>.

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

Section 1 Applicant details	
Contact Name:
Company Name: (if applicable)
Postal address:
	Suburb: State: P/Code
Contact Nos:	Mobile: Work Home
	Email:
ABN/ACN:

Are you a not-for profit organisation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Section 2 Vehicle details (for mobile vendors only)	
Vehicle registration No: Vehicle colour:
Vehicle make/model:
Garaged address:
	Suburb State P/Code

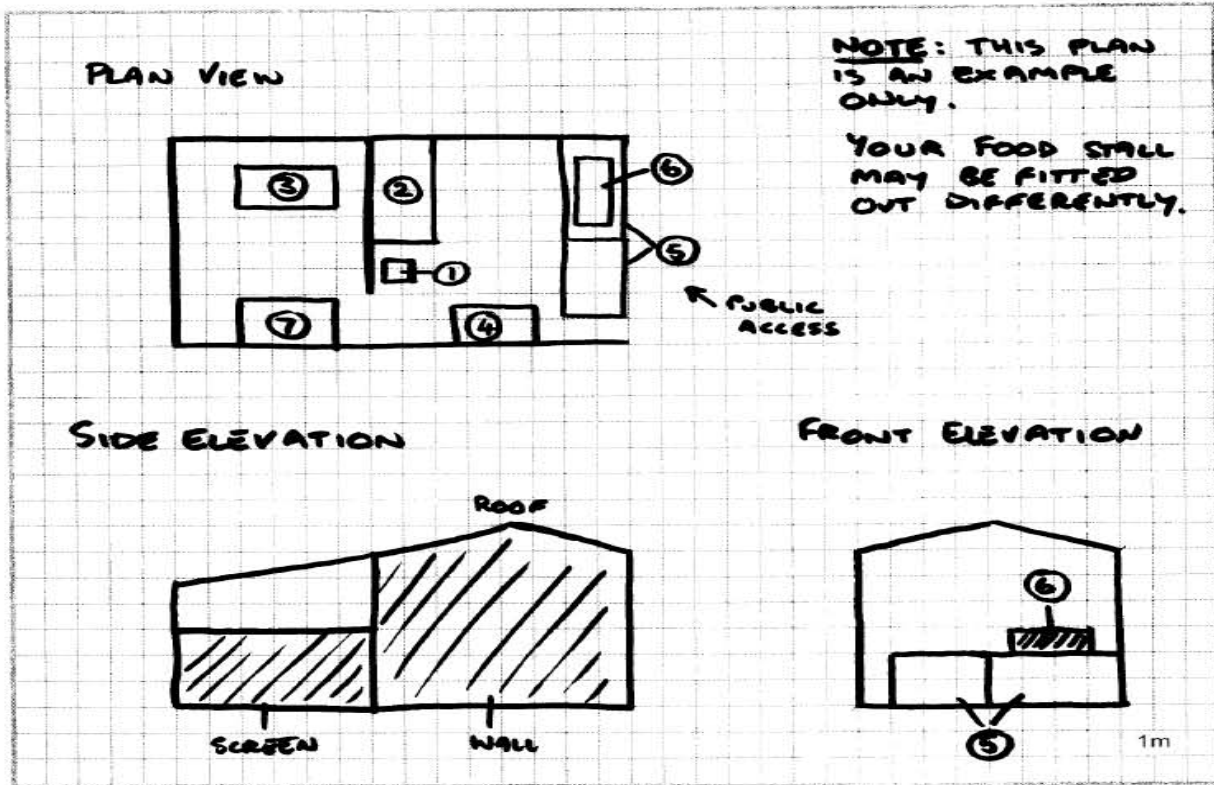
Section 3 Food Safety Supervisor	
Food Safety Supervisor name:
Certificate Identification number: Expiry date:
NOTE: A copy of the Food Safety Supervisor Certificate is to be available for perusal on demand by an authorised officer <u>AT ALL</u> times the food outlet is operating.	

Section 4 Public liability insurance – A COPY OF YOUR CURRENT INSURANCE MUST BE ATTACHED	
Council requires a copy of your <u>CURRENT</u> 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:	
<input type="checkbox"/>	the name of the insured;
<input type="checkbox"/>	the address of the insured property;
<input type="checkbox"/>	the policy number;
<input type="checkbox"/>	the insurance period (ie expiry date) of the policy;
<input type="checkbox"/>	the sum insured for <u>NOT LESS THAN</u> \$20 million; and
<input type="checkbox"/>	list Bathurst Regional Council as an interested party

Section 5 Site details	
Trading name:
Address of site(s) or Name of event(s), date and times expected to attend (if known):
Event organizer/land owner consent (Please tick)	<input type="checkbox"/>

Section 6 Set-up	
Transport	Details
<u>Temperature control</u> Explain how potentially hazardous food will be kept either cold (not more than 5°C) or hot (not less than 60°C) during transportation.
<u>Food storage</u> Explain how food will be stored during transportation.
<u>Approximate travel time to site</u>
Operating	
<u>Temperature control</u> Explain how potentially hazardous food will be kept either cold (not more than 5°C) or hot (not less than 60°C) during operation.
<u>Food storage</u> Explain how food will be stored during operation.
<u>Set-up (Please tick)</u> <input type="checkbox"/> Handwashing facilities with a supply of warm running water, liquid soap, and paper towel. <input type="checkbox"/> Suitable floor covering (not grass) <input type="checkbox"/> Overhead protection i.e. roof <input type="checkbox"/> Three sides to a marquee <input type="checkbox"/> Counter food protection/sneeze guards <input type="checkbox"/> An adequate supply of food grade sanitizer on-site <input type="checkbox"/> Digital probe and/or laser thermometer	

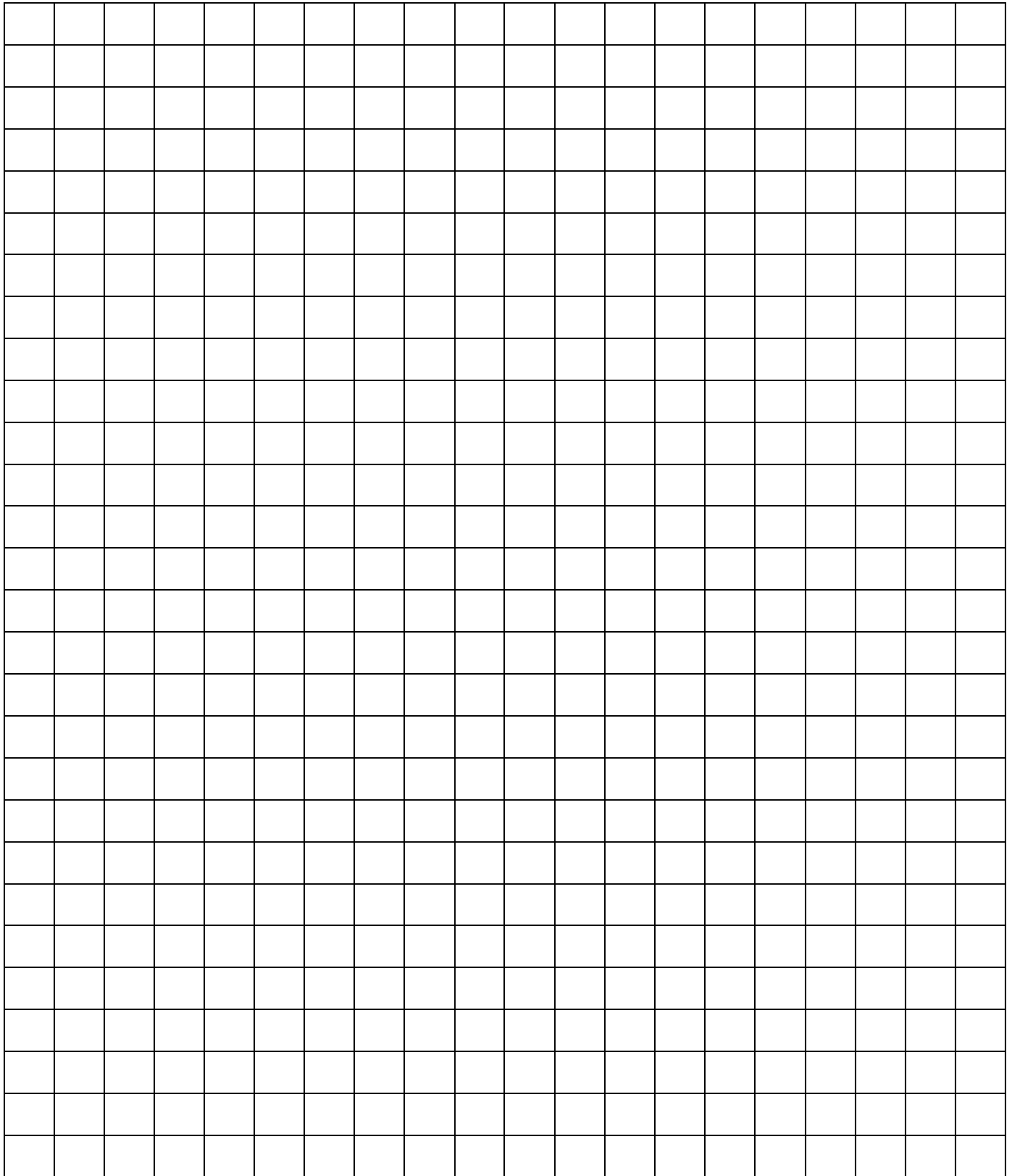
EXAMPLE



1	Hand washing	6	Hot / Cold Display
2	Food preparation area	7	Equipment Washing Facilities
3	Barbecue	8	
4	Fridge or cold storage	9	
5	Customer service benches	10	

Section 8 Food stall construction and layout

Please draw a plan of your stall on the grid below. Label each area with the corresponding numbers from the legend below. Please feel free to add any additional areas/items that you may have in your stall. An example is provided to assist you.



- | | |
|---------------------------------|----------|
| 1. Hand washing | 6. |
| 2. Food preparation area | 7. |
| 3. Fridge or cold storage | 8. |
| 4. Equipment washing facilities | 9. |
| 5. | 10. |

Section 9	List of food <i>Please provide a copy of the menu or minimum details of type of food to be sold</i>
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

Section 10	Off site food preparation area(s) Please attach letter from Home Council
<p><i>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.</i></p>	
Facility location 1:
Business Name:
Address:
	Suburb State P/Code
Facility location 2:
Business Name:
Address:
	Suburb State P/Code

Section 11	Indemnity
<p>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.</p>	

Section 12	Applicant declaration
<p>I have read, understood and will fully comply with the NSW Food Authority <i>"Guidelines for food businesses at temporary events"</i> (http://www.foodauthority.nsw.gov.au/retail/retail-business-types/markets-temporary-events/#.VVIDWmccTGg). I declare that the information provided on this form is accurate, complete and correct. I understand that this is an application and approval of this application is not guaranteed.</p>	
Name: Signature: Date:

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

Fees	OFFICE USE ONLY
Application fee	\$36.50
Receipt No Date:
Receipt Type:	069
Allocation No:	W432.32