



Mobile Food Vendor Help Sheet and Checklist

If you seek to operate a mobile food vending business you will need to provide the following information when applying for an approval to operate. Tick when completed:

Completed Registration Form

Complete an application for Registration of Food Business and attach this checklist together with required information and submit to Council for assessment and approval. A Registration form may be downloaded via Council's web site or obtained from Customer & Business Services at Council's Customer Service Centre, 33-39 Hyde Street Bellingen.

Food Safety Supervisor Certificate

A Food Safety Supervisor has been appointed for the mobile food business.
<http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors>

Construction details

Provide a floor plan layout of the Mobile Food Vendor vehicle with the following information to be included on the plan (see example - Attachment 1A):

- Hand basin / washing up facilities
- Wall construction and finishes
- Ceiling construction and finishes including light fittings
- Details for counters, benches, shelving and other fittings
- Storage areas – cold and hot food
- Cooking appliances

Provide details of where food is being prepared by indicating as follows:

Mobile Food Van - Submit a plan of food preparation area (see Attachment 1A)

Home

- Development Consent has been granted by Council to use domestic premises for food preparation associated with a commercial business
- Notification has been submitted to the NSW Food Authority on the details of the domestic premises – Ph. 1300 552 406

Other _____

Food Transportation

Provide details of how you plan to transport food from location to location with information to include details about refrigeration, food temperature and packaging.



Food Transportation (continued)

Noise

Provide details of any proposed noise generating equipment, i.e. generator, use of amplified music, bells, whistles and the like.

Insurance

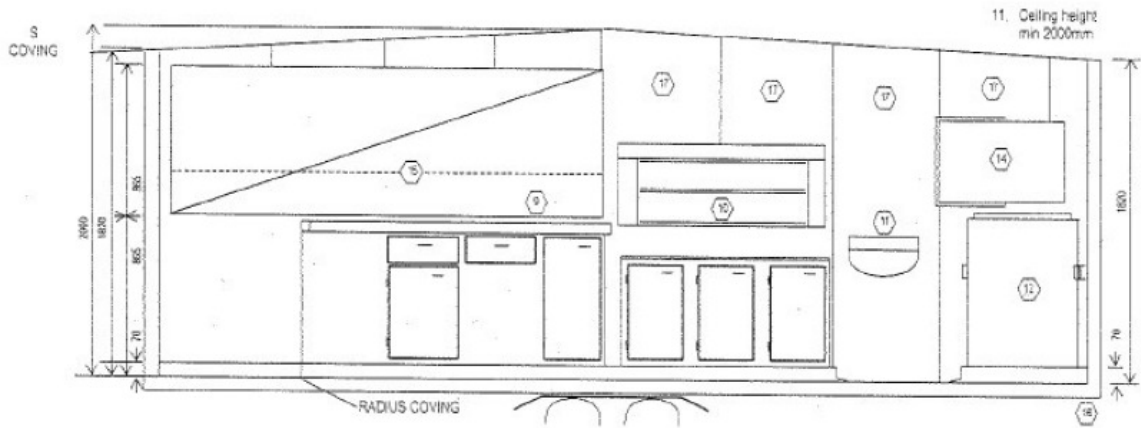
The vehicle owner / operator must submit evidence that they hold an Insurance Policy in respect to public and products liability of an amount of not less than \$20 million (for each accident or event). The Policy must cover injury, loss or damage to persons or property arising out of the activity to be carried out.

The Insurance Policy must be retained for the period for which any approval to operate is applicable.

Complete and attach the checklist and required information together with your Application for Registration of Food Business. Submit the application and applicable fee to Council's Customer Service Centre, 33-39 Hyde Street Bellingen.



ATTACHMENT 1A - Sample Mobile Food Vendor Plan



(not to scale)

ELEVATION 2

- | | | | |
|-----|--|----|----------------------|
| 1 | Stainless Steel Bench Top with Double Bowl and Water Storage Under | 10 | Bainmarie |
| 2 | Stainless Bench | 11 | Basin |
| 3 | Grille | 12 | Freezer |
| 4 | Fryer | 13 | Sky Light |
| 5 | Stainless Steel Shelf | 14 | Windows (exist) |
| 6 | Stainless Steel Canopy (refer detail) | 15 | Severy Hatch |
| 7&8 | Upright Fridge | 16 | Aluminium Wall Sheet |
| 9 | Stainless Steel Bench Top with Cupboards/Storage Under | 17 | Laminated Wall Sheet |
| | | 18 | Flooring details |

Notes: All walls to be laminated unless noted otherwise.
Full descriptive detail required to provide explanation to plans.