

# Food Van Application

Local Government Act 1993 Section 68 Approval, Part 7F.

## About this form

You may use this form to apply for approval to operate a Food Van (mobile food vending vehicle) within the City of Sydney 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 when submitting this application or if submitted via email you will be contacted for payment.

### Part 1: Type of application (please tick one option)

New

Renewal - Please advise your MFV number: ► MFV/

**NOTE:** If you do not have a Mobile Food Vending number, please proceed to Part 2.

### Part 2: Applicant Details

Title  Given Name/s \*  Family Name \*

Trading Name \*

Business / Company name \*  ABN/ACN \*

If the van is associated with a fixed premise, please provide address:

Please tick one of the following \* -  Business  Company  Sole Trader

Postal Address\*

Email Address \*

Contact phone number\*

### Part 3: Vehicle Details

Vehicle make \*  Vehicle model \*

Vehicle registration number \*  Registration expiry date \*

Address where the vehicle is garaged \*

Vehicle owner's name \* (must be the same as the applicant and person/company insured)

## Part 4: Application Checklist

Please tick applicable boxes below to confirm that you have provided copies of the documents requested. Please lodge copies with the completed application form. **NOTE: Failure to supply the required documents will result in your application being returned.**

### Application checklist

- RMS Vehicle Registration (as proof of registration)
- Certificate of Currency of Third Party Property Damage Insurance to the value of \$10,000,000
- Certificate of Currency for Public and Product Liability Insurance to the value of \$10,000,000
- Operational Plan of Management
- Vehicle build and layout plans (this only applies to renewals if changes have been made to the layout)
- Suggested menu or list of foods being sold
- Health inspection report by a Council Environmental Health Officer or a qualified person or organisation.\*

\*Note: This is applicable if using a commercial kitchen or other approved food handling facility.

## Part 5: Applicant Declaration

I declare that all the information I have provided is true and correct.

Applicant Name (please print) \*

Applicant Signature\*

Date \*

## Part 6: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of registering a mobile food vending vehicle food business in the Council area, contacting the business as needed, and providing or requesting information.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is required by law. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

## Part 7: Annual Fees (all fees to be paid in full at time of lodgement)

- New application (street vending only)  
\$400 application fee
- Renewal (street vending only)  
\$400 application fee

**Note:** The application fee is not refundable

## Part 8: Lodgement Details

You can lodge the completed application by:

**EMAIL:** [applications@cityofsydney.nsw.gov.au](mailto:applications@cityofsydney.nsw.gov.au)

**MAIL:** City of Sydney  
GPO Box 1591  
Sydney NSW 2001

**DX:** 1251 Sydney

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
See our website for details of all customer service centres and opening hours:  
<http://www.cityofsydney.nsw.gov.au/customer-service>

**WHAT NOW:** Once your application is received a Council Officer will contact you if further information is required. For further information regarding your application please contact us by:

**TELEPHONE:** (02) 9265 9333 or **WEBSITE:** [cityofsydney.nsw.gov.au](http://cityofsydney.nsw.gov.au)

### Office Use only

Application number or details

#### 1. Payment

Customer Service Officer name

Receipt number

Amount

\$

Date received

**NOTE:**

The fees quoted on page 1 of this form include the \$400 application fee quoted in the City's corporate fees & charges schedule.

#### 2. Health & Building Inspection report

Health Surveyor Name (print)

Address where assessment occurred

Date assessed

Please tick applicable box below:

Approval has not been granted by the City

OR

Section 68\* Conditional Approval has been granted by the City

Valid from:

Valid to:

Application number: MFV/

Conditions of approval: