Food Truck 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 Truck (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 mail or in person. Please refer to the Lodgement Details section for further information.
4. All fees to be paid when submitting this application.
5. If you email your application and opt to pay by credit card one of our Customer Service Team members will contact you via email with a pay reference link to obtain payment.

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

- [ ] New
- [ ] Renewal - Please advise your MFV number below:

```
MFV/ 
```

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

**Part 2: Applicant Details**

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Name/s *</th>
<th>Family Name *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Trading Name *

<table>
<thead>
<tr>
<th>Business / Company name</th>
<th>ABN/ACN *</th>
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<tbody>
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<td></td>
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</tbody>
</table>

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

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Please tick one of the following * -

- [ ] Business
- [ ] Company
- [ ] Sole Trader

Postal Address*

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Email Address * | Contact phone number *
<table>
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</table>
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**Part 3: Vehicle Details**

<table>
<thead>
<tr>
<th>Vehicle make *</th>
<th>Vehicle model *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Vehicle registration number *</th>
<th>Registration expiry date *</th>
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</table>

Address where the vehicle is garaged *

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

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"
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 (only applies to any renewal if changes have been made to the layout)

☐ Food Safety Supervisor Certificate

☐ Suggested menu or list of foods being sold

☐ Health inspection report by a Council Environmental Health Officer or qualified person or organisation.*

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

Part 5: Annual Fees  (all fees to be paid in full at time of lodgement)

☐ New application (street vending only)  ☐ Renewal (street vending only)

$600 application fee  $600 application fee

*Note: The application fee is not refundable

Part 6: Applicant Declaration

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

Applicant Name (please print) *  Applicant Signature*  Date *

Part 7: Privacy & Personal Information Protection Notice

**Purpose of Collection:** To register a mobile food vending vehicle food business in the Council area. To contact the business as needed, to provide or request information.

**Intended recipients:** Council staff and approved contractors of the City of Sydney Council.

**Supply:** Mandatory. A mobile food vending application is required for the regulation of mobile food vending vehicles. A food business must register as per legislation.

**Access/Correction:** Contact the City of Sydney Council Customer Service Team to access or correct this information.

City of Sydney Council, 456 Kent Street Sydney NSW 2000.
Part 8: Lodgement Details

You can lodge the completed application by:

**EMAIL:**  applications@cityofsydney.nsw.gov.au  **MAIL:**  
City of Sydney  
GPO Box 1591  
Sydney NSW 2001

**IN PERSON:**  
Town Hall House - Level 2, 456 Kent Street, Sydney  
See our website for details of all customer service centres and opening hours:  

**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

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Office Use only

Application number or details

1. **Payment**

   Customer Service Officer name
   
   Receipt number
   
   Amount $  
   
   Date receipted

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: