

# Mobile Food Vending Application Form



Please ensure that you have read and understood all **terms and conditions** to this activity before completing this form.

## HOW TO COMPLETE THIS FORM

1. Ensure that all fields have been filled out correctly.
2. Fields on this form marked with an asterisk (\*) are mandatory and must be completed before submitting the application.

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### SECTION 1: APPLICANT DETAILS

Title	First name(s)*	Website/Other
Family name*		Email address*
Postal address*		
Suburb*		Permit Holder Title      First name(s)*
State*	Postcode*	Family name*
Contact telephone number*		

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### SECTION 2: Activity details

Please nominate which activity you are applying for\*:

Commercial Mobile Food Vending      Community Food Provision

Activity description\* (menu items and price)

Activity date*	Activity time*	Activity location*	Bump in time*	Bump out time*

Will you require an outdoor dining area in association with your activity?\*

Yes      No

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### SECTION 3: Social, economic and environmental benefit

Will there be any social, economic or environmental benefits to Parramatta?

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### SECTION 4: Supporting documentation

I have supplied the following supporting documents:

Waste management plan (for leaflet distribution only)  
Site plan with outdoor dining area if applicable (to scale)

Food handling certificate  
Public Liability

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### SECTION 5: TERMS & CONDITIONS – MOBILE FOOD VENDING - MUST READ AND SIGN

#### General

- Any organisation or person applying to conduct mobile food vending must nominate a permit holder.
- The permit holder must retain their permit at all times displayed within the vehicle and in easy access for public inspection during the approved time nominated on the permit.
- The permit holder must be onsite at all times as nominated on the permit.
- The style, layout and orientation of the mobile vending vehicle and associated activities are to be chosen according to the extent and shape of the available space, indicated on a site plan.
- Mobile food vending must be accord with the provisions of the NSW Food Act (2003), Food Regulation (2010) and Food Standards Code.
- Any mobile food vending activity must have an adequate supply of potable water.
- At least seven days prior to the activity on site, the permit holder must collect the permit at Council offices, 126 Church Street, Parramatta.
- The permit will not be issued until payment is received in full.
- These Terms and Conditions shall apply to community groups providing low cost or free meal services.
- Cancellation of a permit occurs immediately when:
  - Any of these Terms and Condition is breached;
  - Any special written condition of the permit is breached;
  - Refusal to follow the direction of an Authorised Council Officer;
  - Should Council identify any misrepresentation in the application. Cancellation of a previous permit may be taken into account in future requests by the organisation and associated individuals.
- The Local Government Act (1993) gives Council the power to assign special conditions to any permit to undertake activity in a public domain. Such conditions will be specified in written approvals and/or permit granted by Council.
- Authorised Council Officers, Community Safety Officers or emergency services may require an activity to cease at any

time. The vendor may be required to cease if it is deemed to be causing an inconvenience, harm to the public or property, a nuisance or causing offence to the public or property. The activity must comply immediately to any request to suspend, relocate or cease the activity or permit.

#### Location

- Mobile food vending must be conducted at the specific approved location nominated on the permit.
- Locations available for mobile food vending may change at any point in time, subject to various external factors.
- Locations available for mobile vendors will be assessed on a case-by-case basis.

#### Date and times

- Mobile food vending must be conducted strictly within the approved times nominated on the permit, inclusive of breaks, set up and pack down.

#### Impact on amenity

- All mobile food vending must limit adverse impact on the amenity of the location, arising from the emission of noise, smells, other vehicle movements, and the appearance of the premises.
  - Noise from food trucks or other music should be restricted to not interfere with other performers if around.

#### Access

- The permit holder must ensure that any mobile food vending does not obstruct shop access during business hours, bus stops, fire exits, street furniture, roads and residential access.
- Mobile food vending must be positioned to ensure safe and continuous access for pedestrians along any footpath or thoroughfares.
- Mobile food vendors must not interrupt, interfere with or disturb the normal flow of traffic.
- All mobile food vending vehicles must comply with parking and road regulations.

## Waste

- The nominated location and an area within 15 meters of that location must be left in a clean state, to the satisfaction of Council staff. Cleaning costs will be imposed on the applicant should they choose not to comply.
- Mobile food vending must ensure that the approved location is kept clean and tidy during and immediately after the approved permit period.
- All waste products and daily garbage must be stored in an appropriate container and permit holders must dispose responsibly of all wastes.
- All litter is to be swept, collected and disposed of in an approved litter receptacle.
- Ground coverings are required within all food serving marquees.

## Risk

- The applicant is required to submit to Council a detailed Risk Management Plan for any mobile food vending which identifies and address risks associated with the activity.
- Mobile food vending must be operated in a safe manner so as not to endanger vendor, patrons or the general public.
- The use of dangerous material including knives, flammable liquids, cleaning products and other hazardous equipment must be located at all times within the mobile vehicle to ensure that there is no hazard to public safety.
- The applicant will be held responsible for remediating any damage they or their patrons cause to public property such as marquees, landscaping, street furniture, and footpath paving to the satisfaction of Council officers.
- In the event of any incidents or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, preferably supported by photographic evidence, and submitted to Council.

Signature\*

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## SECTION 6: Declaration

I declare that the information that I have provided in this application is true and correct. If granted a Permit, I agree to comply with the conditions of use in association with that permit including by not limited to:

- a. I have read and understood the terms and conditions outlined for this activity;
- b. I will abide by the conditions outlined in the permit issued to me;
- c. I will notify City of Parramatta if my performance changes significantly;
- d. I will make my permit available for inspection by an authorised officer of Council upon request and follow any lawful direction issued by that officer;
- e. I will notify City of Parramatta of any changes to my contact details;
- f. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- g. I will agree that all permits are non-refundable. I acknowledge that information found to be false in support of this application will result in my permit being cancelled.

Applicant name\*

Signature\*

Date\*

City of Parramatta is committed to protecting your privacy. The personal information you provide on this application is being collected by City of Parramatta for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent. Unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed.

## LODGING THIS APPLICATION

You can lodge the complete application form and supporting documents:

**By email:** Please submit saved application and supporting documents to [streetactivity@cityofparramatta.nsw.gov.au](mailto:streetactivity@cityofparramatta.nsw.gov.au)

**In person:** City of Parramatta, 126 Church Street, Parramatta NSW 2150