



# Application for a licence

Commercial business activity on council owned or managed land

## TO COMPLETE THIS APPLICATION

### Step 1

#### Pick a site

View and choose a static location from the list of land and water based sites on Council's website or identify a potential market/ event site held more than 4 times per annum in the one location in the application form for assessment by review panel.

ALL mobile food vendors are required to complete this application

### Step 2

#### Review guidelines and policy

View the relevant guidelines and policy

### Step 3

#### Review fees and charges

View the fees and charges

### Step 4

#### Complete application forms

Send completed application form and supporting documentation to  
commercialoperators@portstephens.nsw.gov.au

### Step 5

#### Approvals and notifications

All applications shall be assessed by an internal review panel. All applicants will be notified via email regarding success of application.

## SUPPORTING DOCUMENTS

The following documents should be included with this application:

- Copy of organisation's detailed Management Plan
- Copy of organisation's Business Plan – including projected income and expenditure
- Copy of audited financials (applies to businesses in operation for longer than 12 months on the date of application)
- Copy of organisation's public liability Insurance of \$20million noting Port Stephens Council as an interested party, and the Minister administering the Crown Lands Act 1989 where applicable. Additional insurance evidence to be provided where applicable (i.e. Workers compensation, Marine hull insurance, Vehicle insurance)
- Copy of organisation's comprehensive Risk Management Plan including safe work procedures and risk assessments
- Copy of current senior first aid and CPR certificate
- Certificates of Accreditation are to be submitted for:
  - Business Registration and ABN Certification
  - Operator Qualifications and Certification from the relevant Peak Body
- Food approvals (e.g. Food Safety Supervisor certificate, inspection report etc)
- Traffic Plan
- Police Check
- Copy of other authority approvals e.g. Lands, NPWS, Waterways and Marine Parks Authority, Liquor and Gaming and Racing.
- Copy of references / past experience in the industry
- A Working with Children Check is to be provided by all employers and employees who will be actively participating (i.e. instructing) in the stated activity with clients under the age of 18
- All documents held on site as required by the WHS Act 2011 will be made available

## Section 1

### APPLICANT DETAILS

This application is the organisation, company or individual taking responsibility for management of the commercial operation and must be the holder of the public liability insurance.

Business	<input type="text"/>	ABN	<input type="text"/>
Contact	<input type="text"/>	Position	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

#### Activity type

- ☐ Land based
- ☐ Water based
- ☐ Ongoing market (more than 4 times a year)
- ☐ Temporary market (less than 4 times a year) Refer to [Events application](#)
- ☐ Temporary event Refer to [Events application](#)
- ☐ Mobile food/retail operator or vehicle If YES – proceed to **Section 2**

#### Licence period

- ☐ Temporary licence (12 months)
- ☐ General licence (5 Years)

## Section 2

### MOBILE FOODS/RETAIL VENDORS

Mobile food/retail vendors  
(requested operational areas – refer to [Mobile Food Vehicle Guideline](#))

- |  |   |
|--|---|
| <input type="checkbox"/> Operating on council land               | <input type="checkbox"/> Public roads                 |
| <input type="checkbox"/> Private land                            | <input type="checkbox"/> Road Maritime Services sites |
| <input type="checkbox"/> Operating as part of an event or market |   |

Are you registered in another council area? ☐ Yes Identification number

☐ No You **MUST** complete **Section 3**

If Yes, council name

\*\*\*Please attach "home council inspection report on council letter head".

### Section 3

### FOOD

Will food be served/catered or sold as part of your operation? ☐ Yes ☐ No – proceed to **Section 4**

**Note: if food is being served/ catered or sold, a Waste Management Plan must be attached to your application**

If selling food, you will need to have acquired approvals from Council's Environmental Health section refer to **Guidelines for food health and safety**. If a market holder, you will need to complete the **Food Event Notification Form** as a part of your application.

Business registered with the NSW Food Authority? ☐ Yes – registration no: \_\_\_\_\_ ☐ No ☐ N/A

Food safety supervisor required? ☐ Yes – certificate no: \_\_\_\_\_ No ☐ N/A ☐

Type of food to be sold from vehicle?

Food sold	Preparation details
	<input type="checkbox"/> Pre-packaged <input type="checkbox"/> Unpackaged <input type="checkbox"/> Prepared within vehicle <input type="checkbox"/> Prepared at home
	<input type="checkbox"/> Pre-packaged <input type="checkbox"/> Unpackaged <input type="checkbox"/> Prepared within vehicle <input type="checkbox"/> Prepared at home
	<input type="checkbox"/> Pre-packaged <input type="checkbox"/> Unpackaged <input type="checkbox"/> Prepared within vehicle <input type="checkbox"/> Prepared at home
	<input type="checkbox"/> Pre-packaged <input type="checkbox"/> Unpackaged <input type="checkbox"/> Prepared within vehicle <input type="checkbox"/> Prepared at home
	<input type="checkbox"/> Pre-packaged <input type="checkbox"/> Unpackaged <input type="checkbox"/> Prepared within vehicle <input type="checkbox"/> Prepared at home

### Section 4

### PUBLIC LIABILITY INSURANCE

A minimum of \$20,000,000 Public Liability Insurance is required. A Certificate of Currency must be submitted with your application noting Port Stephens Council as an interested party and the minister administering the Crown Lands Act 1989 where applicable.

A copy of the Certificate of Currency has been attached to the application

☐ Yes

☐ No – if no, please specify when your Certificate of Currency will be provided

### Section 5

### DESCRIPTION OF BUSINESS

Briefly describe the business, type of set up, type of audience you are hoping to attract and the estimated amount of clients that you expect will participate.

**Section 6****SITE DETAILS AND INFORMATION**

Please provide site location, day/s of the week, month/s and times for each location for the next 12 months in order of preference

Site 1	<input type="text"/>
Days	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Months	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec
Times	<input type="text"/>
Site 2	<input type="text"/>
Days	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Months	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec
Times	<input type="text"/>
Site 3	<input type="text"/>
Days	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Months	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec
Times	<input type="text"/>

**Section 7****ELECTRICAL ACCESS**

Does your operation require power? ☐ Yes ☐ No – proceed to **Section 8**

If yes there are 3 options for power usage on site.

**Option 1** – The commercial operator takes full responsibility for the electrical connection and all associated risks and liabilities. An [Electrical Equipment Register](#) is required with your application.

**Option 2** – The commercial operator will utilise generators for power in substitute of an electrical connection and use of council power.

**Option 3** – The commercial operator requires an electrical connection and agrees to the associated fees and charges under the [Commercial Operators Policy](#) and council [Fees and Charges 2019/20](#).

Please specify which option you prefer.

Option 1	<input type="checkbox"/>	Complete the <a href="#">Electrical Equipment Register</a>
Option 2	<input type="checkbox"/>	You must complete <b>Section 8</b>
Option 3	<input type="checkbox"/>	Please complete table below

Will you require access to field lighting? ☐ Yes ☐ No

Please provide details of electrical equipment that will be used: **Option 3 ONLY**

Equipment type	Wattage, power draw/load requirements (ie: 10-15 amp or 3 phase)	Test and tag date expiry

## Section 8

## NOISE

Will any amplified noise be used at event? ☐ Yes ☐ No – proceed to **Section 9**

**Note: if you are using generators for power supply, please complete table below.**

Detail the amplified music, announcements, generators, loud activities and/or sound at event

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Nature of sound (band, PA, generator etc)

Source	Fuel type	dB – decibels	Duration of use (time of day)

## Section 9

## AMENITIES

Will you require access to amenities as part of your operation? ☐ Yes ☐ No – proceed to **Section 10**

If yes please list which amenities are required as a part of your operation:

Please complete the **Key form** and submit with application. Please note the use of amenities may require approval from relevant sports council and all fees relating to keys must be paid prior to being issued.

## Section 10

## WASTE MANAGEMENT

Most council parks and reserves have waste facilities available however, these may not be sufficient for your event. Council can organise additional waste and recycling bins for your event on request.

**Note: For large events, a Waste Management Plan will be requested.**

Will you require additional waste services as part of your operation? ☐ Yes ☐ No – proceed to **Section 11**

If yes and based on the size of the commercial operation, market or event, the commercial operator will be required to organise additional waste and recycling services for a fee. All waste service requirements are to be coordinated through Waste Services on an ongoing weekly frequency via email

[waste@portstephens.nsw.gov.au](mailto:waste@portstephens.nsw.gov.au) or phone 02 4988 0134

## Section 11

## VEHICLE ACCESS

Will vehicles require access to council land? ☐ Yes ☐ No – proceed to **Section 12**

Reason access is required:

Type of vehicle – ☐ Car ☐ Van ☐ Trailer ☐ Cart ☐ Truck

Registration number \_\_\_\_\_

State of registration \_\_\_\_\_

Registration expiry date \_\_\_\_\_

## Section 12 TRAFFIC MANAGEMENT

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A copy of the operations traffic management plan is attached? ☐ Yes ☐ No – proceed to **Section 13**

Please note all mobile food/retailers, markets and events must provide a traffic plan for their operation.

## Section 13 ALCOHOL

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Will alcohol be consumed, sold or served as part of your operation? ☐ Yes ☐ No – proceed to **Section 14**

If yes, please provide details including times, boundaries and management. Please note that additional approvals for the consumption of alcohol will be required via the Port Stephens Council Local Area Command and the Office of Liquor, Gaming and Racing.

## Section 14 AMUSEMENTS

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Are you proposing to have amusements? ☐ Yes ☐ No – proceed to **Section 15**

Please note some mechanical amusement devices and inflatables with a platform height above 3 meters may require you as the operation applicant to provide copies of insurance, registration and work cover certificates. These documents should be sourced from the amusement hire company and provided to support your application. Details of amusement:

## Section 15

## PROMOTION AND SIGNAGE

Please provide details of all proposed promotional marketing such as social media links, websites, leaflets, on site signage, banners etc. Council will make an assessment of the suitability of signage as part of the application review process.

## Section 16

## NOT FOR PROFIT

Are you not for profit or have charitable status ☐ Yes ☐ No – proceed to **Section 17**

Do you have an incorporation or association number? ☐ No ☐ Yes – if so, please provide below

Do you have gift recipient charitable status? ☐ No ☐ Yes – if so, please provide below

Where is your service or activity based?

Who is your target audience?

Are you working with partners to deliver your service? ☐ No ☐ Yes – if so, please provide details below

Are you charging a fee for participation in your service? ☐ No ☐ Yes – if so, how much?

Do you operate under the guidance of a management committee? ☐ No ☐ Yes



## Section 17

## SITE PLAN

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Please attach site plan identifying:

- emergency access
- marquee/infrastructure locations
- any approved food /alcohol sale areas
- site exits/entrances
- fire extinguishers
- electrical equipment location
- first aid posts and lost children/property
- spectator areas
- first aid
- amenities
- waste facilities
- amusement location
- electrical connection points
- temporary food stall applications

## Section 18

## APPLICATION ATTACHMENTS

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Please ensure you have completed and attached relevant documentation for this application:

- certificate of currency
- business/management plan
- risk assessment
- site plan
- traffic plan
- qualification certificates
- waste management plan
- first aid qualification
- food approvals
- working with children check
- additional insurances
- police check
- authority approvals incl. alcohol, gaming and racing approval etc.

## Section 19

## REFERENCES

Please provide 2 references for council to contact as part of the review process

### Reference 1

Name	<input type="text"/>	Position	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

### Reference 2

Name	<input type="text"/>	Position	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

## Section 20

## DECLARATION

I declare that I am authorised person to apply for this licence and that all information in this application is true and correct. I have read the guidelines and accepted the conditions for this operation. I agree to comply with all permit conditions, local laws and all relevant legislation. I declare that details provided are accurate and this operation will be organised and managed as described unless otherwise by Port Stephens Council and/or its authorities.

I understand that this commercial operation application does not constitute approval to operate.

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

## PRIVACY

Port Stephens Council is collecting your personal information for the purpose of assessing your expression of interest for use of council land. The collection of this information is authorised under the Local Government Act 1993. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system.