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DX 21406 | **ABN** 16 744 377 876

Application for a permit

Commercial business activity on private land or under a licensed event or market

TO COMPLETE THIS APPLICATION

Step 1

Pick a site

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 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 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 (eg workers compensation, marine hull insurance, vehicle insurance)
- Certificates of Accreditation are to be submitted for:
 - Business registration and ABN certification
 - Operator qualifications and certification from the relevant peak body
- Food approvals (eg food Safety Supervisor certificate, inspection report)
- Copy of other authority approvals eg Lands, NPWS, Waterways and Marine Parks Authority, Liquor and Gaming and Racing.
- A Working with Children Check is to be provided by all employers and employees who will be actively participating (eg instructing) in the stated activity with clients under the age of 18

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

- 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](#))

- Operating on council land
- Private land
- Operating as part of an event or market
- Public roads
- Road Maritime Services sites

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 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**ELECTRICAL ACCESS**

Does your operation require power? Yes No – proceed to **Section 7**

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 Complete the **Electrical Equipment Register**
Option 2 You must complete **Section 7**
Option 3 Please complete table below

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 7**NOISE**

Will any amplified noise be used at event? Yes No – proceed to **Section 8**

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

Nature of sound (band, PA, generator etc)

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

Section 8

VEHICLE ACCESS

Will vehicles require access to council land? Yes No – proceed to **Section 9**

Reason access is required:

Type of vehicle – Car Van Trailer Cart Truck

Registration number _____

State of registration _____

Registration expiry date _____

Section 9

ALCOHOL

Will alcohol be consumed, sold or served as part of your operation? Yes No – proceed to **Section 10**

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 10

PROMOTION AND SIGNAGE

Please provide details of all proposed promotional marketing: 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 11

NOT FOR PROFIT

Are you not for profit or have charitable status Yes No – proceed to **12**

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 details 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 12

APPLICATION ATTACHMENTS

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

- certificate of currency
- qualification certificates
- additional insurances
- home council approval if relevant
- food approvals
- working with children check
- authority approvals incl. alcohol, gaming and racing approval etc.

Section 13

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 14

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.