**Mobile Food Vendor -**

**Operational Plan of Management**

Local Government Act 1993 Section 68 Approval, Part 7F

This form is to provide Council with relevant details about how you plan to operate your business in accordance with the appropriate policies, including: Mobile Food Vendor – Trading in Public Places (Parks & Reserves). Please complete all sections on this form and submit with your Mobile Food Vendor application.

**Section 1. Applicant Details**

|  |  |
| --- | --- |
| Applicant name: |  |
| Business name: |  |
| ABN: |  |
| Mailing address: |  |
| Email: |  |

**Section 2. Vehicle details**

|  |  |
| --- | --- |
| Vehicle owner’s name: |  |
| Vehicle make & model: |  |
| Vehicle registration: |  |
| Registration expiry: |  |
| Address where vehicle is stored overnight: |  |

**Section 3. Operational Plan of Management**

**Location and times:**

* What locations within the Wagga Wagga local government area do you plan to operate?
* What hours do you plan to operate?

**Sustainability:**

* What steps will you take to utilise sustainable materials and practices?

**Food processes and/or preparation:**

* Is food stored at the approved fixed location or is it sourced on the day of trade?
* Outline food processes carried out on the truck e.g. meats, salads, vegetables etc.
* How is the leftover food processed?

**Noise:**

* List items on the vehicle that are a source of noise e.g. ventilators, generators etc.
* What measures that have been taken to address any noise or vibration
* What strategies are in place to address complaints or issues arising from noise generated?

**Waste:**

* List the controls to manage litter around the site e.g. bins provided, staff to walk perimeter at the end of trade, signs on truck etc.
* Does the disposal of waste occur at the approved fixed location or elsewhere?
* Who is the waste contractor?

**Ventilation and odour:**

* Is ventilation is used?
* What measures that have been taken to address any odour issues?
* What is the frequency of cleaning and what items are cleaned?
* Who carries out the cleaning?

**Water:**

* Where is the potable water sourced?
* What is the capacity of the potable water storage tanks and the waste water tanks?
* How is potable water transferred to storage tanks on the vehicle?
* How are the storage tanks cleaned?
* Where and how is the waste water disposed of?
* If required; where is the grease trap located?

**Cleansing:**

* Cleaning schedule: what, when and how.
* What are the main pieces of equipment cleaned and what is the overall cleaning process of the vehicle?
* Does minor equipment cleaning occur in the vehicle or only at the approved fix premises?
* Does the vehicle carry additional utensils for food service?

**Pest control:**

* What pest management controls are in place for the vehicle?
* What is the frequency of pest control services?

**Section 4. D**eclaration

I certify that the information provided in and supporting this form is true and correct and that I am legally authorised to sign this form for and on behalf of the organisation/company.

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| Date: |  |

**Section 5.** Submit your completed form

**EMAIL**: [council@wagga.nsw.gov.au](mailto:council@wagga.nsw.gov.au)

**MAIL**: P.O. BOX 20 WAGGA WAGGA NSW 2650

**IN PERSON:** Wagga Wagga City Council, Corner Baylis & Morrow Streets, Wagga Wagga

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

**TELEPHONE**: 1300 2 92442 / 1300 2 WAGGA