



Selling Food at Events Application

About this form

This form is to apply for a Selling Foods at Events approval to trade at approved events in the Camden Local Government Area. This form is for application for either a yearly registration or single event registration.

How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
3. Once completed you must submit this form as indicated in the Lodgment details section (Part 9 of this form).
4. Applications must be submitted at least 21 days prior to the first event at which you intend to operate.

*Mandatory Field

Part 1: Applicant Details

| | | |
|--|----------------------|----------------------|
| Title | Given Name/s * | Family Name * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Company Name * | ABN / ACN* | |
| <input type="text"/> | <input type="text"/> | |
| Postal Address * (all correspondence will be sent to this address) | | |
| <input type="text"/> | | |
| Business Phone Number | Mobile Number * | |
| <input type="text"/> | <input type="text"/> | |
| Email Address * | <input type="text"/> | |

Part 2: Application Type *

| | | |
|---------------------------------------|----|--|
| Single Event <input type="checkbox"/> | OR | Annual Registration <input type="checkbox"/> |
| Event Date | | |
| <input type="text"/> | | |
| Event Name | | |
| <input type="text"/> | | |
| Address of Event | | |
| <input type="text"/> | | |

Part 3: Stall Details

| | |
|---|---------------------------------------|
| Type of stall e.g. vehicle, trailer, marquee (tent)* | Stall Name* |
| <input type="text"/> | <input type="text"/> |
| Do you have a current 'Selling Food from Public Roads' approval?* | Vehicle Registration (if applicable)* |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="text"/> |

Part 4: Equipment Details (Please complete all fields)

| Type of Equipment* | List* |
|---|-------|
| Cold storage equipment. E.g Providing own mobile cool room / esky with ice bricks / temporary fridges/freezers | |
| Hot storage equipment E.g 3 Burner gas cooker / 4 compartment bain-marie | |
| Floor covering E.g Rubber matting | |
| Hand washing facilities *Warm running water, soap and paper towel must be provided* | |
| Overhead protection over all cooking/preparation areas | |

Part 5: Types of Food for Sale

Please tick all applicable foods*

| Category 1 | Category 2 | Category 3 |
|--|---|--|
| <input type="checkbox"/> Drinks <input type="checkbox"/> Pre-packaged foods <input type="checkbox"/> Whole fruit and vegetable <input type="checkbox"/> Cakes/biscuits/slice/deserts with no fresh cream or custard <input type="checkbox"/> Bread/pastry <input type="checkbox"/> Jam/sauce/condiments with no samples | <input type="checkbox"/> Cut fruit or vegetables (including salad dishes) <input type="checkbox"/> Cooked meat dishes <input type="checkbox"/> Cooked vegetable dishes <input type="checkbox"/> Cakes/biscuits/slice/deserts with fresh cream or custard <input type="checkbox"/> Ice cream/gelato/soft serve <input type="checkbox"/> Jam/sauce/condiments with samples offered <input type="checkbox"/> Cold meat dishes <input type="checkbox"/> Sandwiches | <input type="checkbox"/> Raw egg dishes (including mayonnaise, aioli) <input type="checkbox"/> Non-commercial made pate <input type="checkbox"/> Sushi <input type="checkbox"/> Dishes with seafood |
| Other food for sale: <input style="width: 700px; height: 20px;" type="text"/> | | |

Part 6: Supporting Documents

Please tick applicable boxes below to confirm that you have provided copies of the documents requested. Please lodge copies with the completed application form.

- Valid Certificate of Currency from your insurer to the amount of not less than 20 million.*
- Food Safety Supervisor Certificate (FSS) (If applicable)
- Food stall layout plans/food vehicle layout plans or photos (see sample plans on last 2 pages)*

Part 7: Details of off-site food preparation area(s)

Do you Prepare food in an off-site location, which may include a home, commercial kitchen or other location?*

Yes

No

If yes, what's the address?

What approval do you have to conduct a business at home? (Please attach a copy with your application)

Complying Development Certificate

Development Application

Council Inspection Report

Part 8: Declaration

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

I acknowledge that I have read Council's 'Food Trading at Events and from Public Roads Policy.'*

The information that Council is collecting from you is personal information for the purposes of the [Privacy and Personal Information Protection Act 1998](#) ('the PPIP Act') and Council's [Privacy Management Plan](#). This Privacy Notification outlines how Council collects, uses and protects your personal information.

Purposes of collection: Your personal information is being collected to process your application or notification.

Intended recipients: The intended recipients of the personal information being collected are Council officers, NSW Food Authority and any approved contractors required to provide this service.

Supply: The supply of your personal information is required by law. If the information is not provided, Council will not be able to process your application or provide the service you have requested.

Access/correction: You have the right to access your personal information held by Council and to request the correction of any inaccurate or incomplete personal information Council holds about you. Council will consider any such application in accordance with the PPIP Act and its Privacy Management Plan.

Public register: You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIP Act and its Privacy Management Plan. Where the register is held by another authority, such as the NSW Food Authority, requests must be made directly to that authority.

Relevant agency: Council is the agency that is collecting and holding your personal information. Council's address and other contact details are detailed on this form.

Applicant Name (please print) *

Applicant Signature *

Date *

Part 9: Lodgement Details

You can lodge you application by:

EMAIL: mail@camden.nsw.gov.au

MAIL: Camden Council, PO BOX 183 CAMDEN NSW 2570

IN PERSON: 70 Central Avenue ORAN PARK

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:

PHONE: 13 22 63

WEBSITE: <https://www.camden.nsw.gov.au>

Part 10: Additional Information

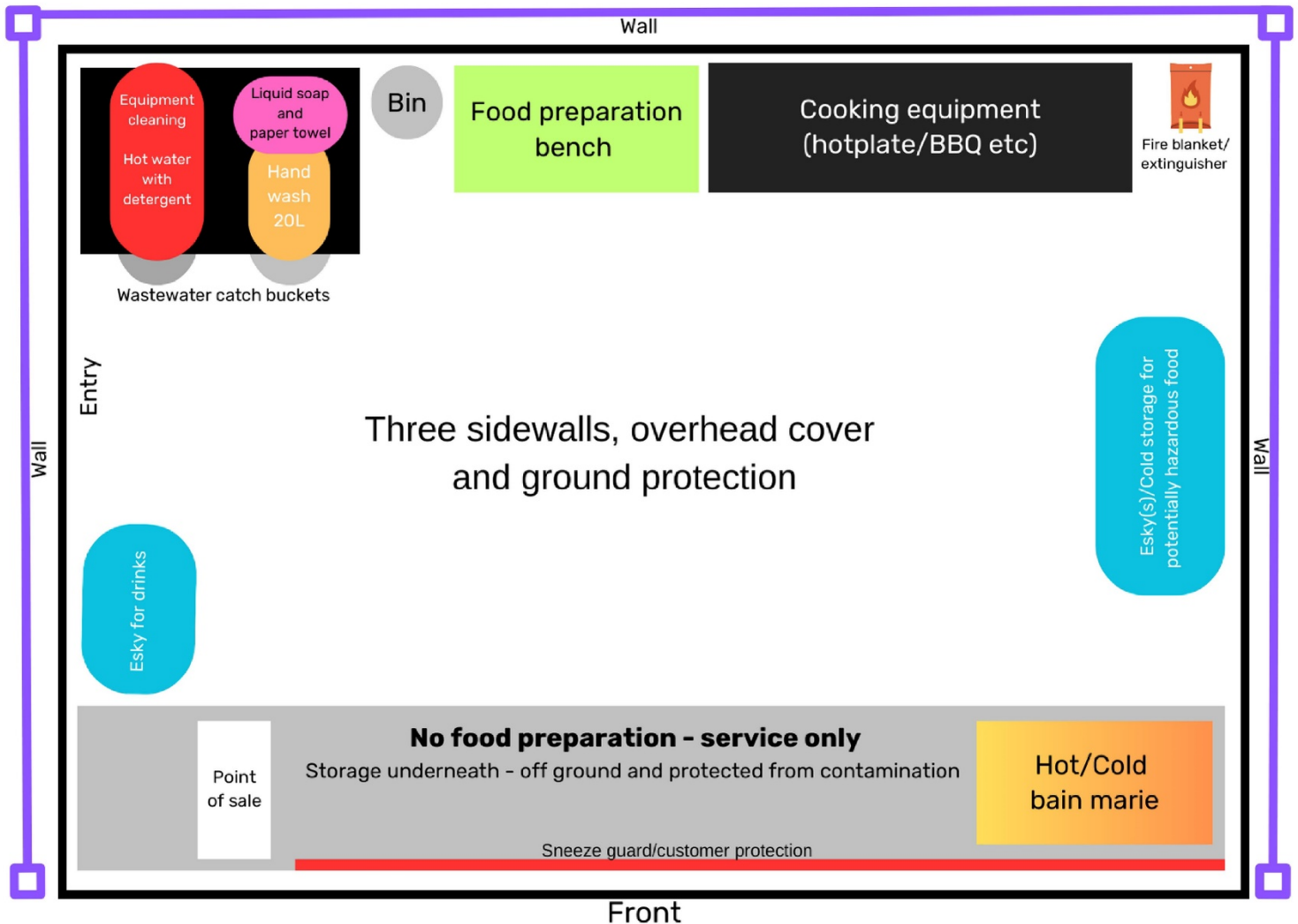
Scan the below QR code to view Councils' 'Food Trading at Events and from Public Roads Policy':



Scan the below QR code to view Councils' current fees and charges:



FACT SHEET: Temporary Food Stall Sample Layout Plan



Example of washing facilities set up



Note:
Equipment cleaning set up may not be required for all stalls - speak to Council EHO for further advice if unsure.
Handwashing image courtesy of Food Standards Australia.

FACT SHEET: Mobile food vehicle sample layout plan

