

Temporary and Mobile Food Business Notification



Any temporary or mobile food business is required to notify Central Coast Council if it is intended to conduct business at any event within the Central Coast local government area. A notification fee is not charged; however, where an inspection is conducted, an inspection fee and an administration fee may be invoiced following the event.

You are required to:

- a. Submit the Notification Form. Note, no fee is required until you have been inspected.
- b. Comply with the requirements of the *NSW Food Act 2003*, *NSW Food Regulation 2015*, *Australian New Zealand Food Standards Code* and relevant guidelines,
- c. Display the Council Approval to Operate in your stall at the event, and
- d. Pay any inspection fees and an administration fee that may be invoiced after the event¹.

Note: If your food business is resident in a Council area other than Central Coast, a copy of an inspection report, i.e., the FPAR report dated within the past 12 months is required to be submitted with the notification form to avoid paying the administration fee.

Not-for-profit fundraising organisations are still required to submit a Notification Form.

The Approval to Operate issued permits the food business to be conducted only on sites that have a current development consent. Operators are encouraged to contact Council or the event organiser to determine if there is a valid development consent for the event.

For further information, please contact our Customer Service Centres on 02 4306 7900.

Return the completed form and all associated documentation to Admin Health and Compliance:

Email:	Bsadmin.compliance@centralcoast.nsw.gov.au	Ph:	02 4306 7900
Mail:	Central Coast Council, PO Box 20, Wyong, NSW 2259		

¹ Refer to our [Fees and Charges](#) schedule as listed on the Central Coast Council website for current fees.

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Licence Number	Customer Service Officer	
<input type="text"/>	<input type="text"/>	
Amount Paid	Debtor Number	Receipt Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Use this form to apply to Central Coast Council to apply for approval when you intend to operate a Temporary or Mobile Food Business within the Central Coast Council Local Government Area (LGA).

Lodge a completed notification with Council at least 21 days prior to an event. Operators who fail to submit a notification prior to an event may not be permitted to trade.

Select Notification Type:

- Initial Temporary and Mobile Food Business Notification
- Request for current Central Coast Council Approval to Operate (existing customer)

MFV Licence No. e.g. (MFV/XXX/XXXX)	<input type="text"/>
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1. Applicant Details

Contact Person (1)	<input type="text"/>
Residential Address (include City, State, Postcode)	<input type="text"/>
Email Address	<input type="text"/>
Contact Number	<input type="text"/>

Contact Person (2)	<input type="text"/>
Residential Address (include City, State, Postcode)	<input type="text"/>
Email Address	<input type="text"/>
Contact Number	<input type="text"/>

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2. Business Details

ABN / ACN	
ABN / ACN Entity Name	
Trading Name	
Postal Address (include City, State, Postcode)	

3. Notification Type

- Central Coast Council resident
- Not-for-profit organisation
- Non Central Coast Council resident (supply a copy of recent 'home' council inspection form with this notification)

Name of 'Home' Council	
Certificate / Approval Number	
Expiry Date	

4. Food Safety Supervisor Details (if required)

Food Safety Supervisor Name	
Food Safety Certificate No.	
Food Safety Certificate Issue Date	

5. Food Business Details

- Stall

Description	
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- Mobile Food Vehicle

Registration No.	
Address where vehicle is normally garaged	

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6. PROPOSED FOOD FOR HANDLING AND SALE

Types of food to be sold		
Food preparation will be	<input type="checkbox"/> within a stall / vehicle <input type="checkbox"/> within a commercial kitchen <input type="checkbox"/> at home <input type="checkbox"/> Other _____	
If food is to be prepared off site e.g., home, or commercial kitchen, what is the name and address of the facility?		
Local authority has approved use of this facility for the purposes of food?	Yes	No
Will Potentially Hazardous Foods (PHFs) be provided?	Yes	No
If yes, how will food be stored during transport?		
How will food be stored at the event?		

7. PRIVACY & PERSONAL INFORMATION

Information on this form is collected by Council for administrative and assessment purposes. It will be used by Council staff for the purpose of processing your application. This application form and any supporting documents you provide may be made available for public access under the *Government Information (Public Access) Act 2009*.

8. APPLICANT'S DECLARATION

I, the undersigned, declare that the details provided to Central Coast Council are, to the best of my knowledge, true and correct.




Signature		Date	
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CHECKLIST

Before submitting this Temporary / Mobile Food Business Notification form ensure you have:

<input type="checkbox"/>	 Completed all required fields in the form
<input type="checkbox"/>	 Attached a copy of your most recent food inspection report (Non Central Coast Council residents)
<input type="checkbox"/>	 Attached a copy of your Food Safety Supervisor Certificate (if required)