

# Approval to Operate a Mobile Food Vehicle or Temporary Food Stall – Application Instructions

Section 68, Part F - *Local Government Act 1993*

Please follow the steps below to prepare and submit your application to apply for approval to operate a Mobile Food Vehicle or Temporary Food Stall through the [NSW Planning Portal](#).

## Note:

Food businesses including charities, not-for-profits and community groups operating Mobile Food Vehicles or at Temporary Food Stalls in NSW are required to operate in accordance with the Act and the Code, however, may not require this application; it is recommended you check with Council's Environmental Health staff before lodging your application. To contact Council, call Customer Service on 1300 293 111.

## Mobile Food Vehicle (MFV)

Mobile Food Vehicles include caravans, trucks, trailers or other like vehicles from which food and produce are retailed. Examples of mobile food vehicles include coffee vans, fast food trucks and pizza trailers. Unannounced inspections of mobile food vehicles may be carried out by authorised officers at any time during the term of the approval.

Ice cream vans are mobile food vehicles that can sell food on a public street, only stopping at one fixed point for long enough to attend to an immediate customer, then proceed immediately to trade elsewhere.

## Temporary Food Stall (TFS)

Temporary Food Stalls include all structures built or designed to enable them to be dismantled and removed from site when so required. Unannounced inspections of temporary food stalls may be carried out by authorised officers at any time during the term of the approval.

## Prepare the supporting documentation

It is suggested that you prepare the supporting documentation prior to starting your application. Later in the application you will be prompted to upload any relevant documentation required to complete your application, as well as any additional information you wish to provide for council consideration. See page 3 for more information regarding applications to operate a Temporary Food Stall.

All applications to operate a **Mobile Food Vehicle (MFV)** require the following supporting documentation:

File name	Information to be provided	Category for upload (further information on categories on page 9)	<input checked="" type="checkbox"/>
Description of Works	<ul style="list-style-type: none"> <li>List all food handled/processed (e.g., menu).</li> <li>State where foods proposed for sale in this MFV are processed.</li> <li>Explain how any potentially hazardous foods are planned to be kept below 5 degrees Celsius and/or kept hot above 60 degrees Celsius.</li> <li>Examples include esky/ice, refrigerator, mobile cool room, BBQ hot plate, bain-marie.</li> <li>Outline the measures to protect displayed food from contamination.</li> <li>Examples include sneeze guards and plexiglass.</li> <li>Storage methods outlining how food is protected from contamination.</li> <li>Describe the hand washing facilities, including the location and materials. Examples include liquid soap, paper hand towel, and warm running water.</li> <li>Describe the equipment washing sink(s).</li> <li>Describe the sanitising procedure(s).</li> </ul>	Description of Works	<input type="checkbox"/>
Floor Plan	A sketch of the floor plan or a photo to demonstrate the internal layout identifying: <ul style="list-style-type: none"> <li>Handwash facilities.</li> <li>Separate equipment washing sink.</li> <li>Cold and hot display/storage if applicable.</li> <li>Food processing area (work bench).</li> <li>Food processing equipment.</li> </ul>	Site Plan	<input type="checkbox"/>
Food Safety Supervisor	Provide a copy of the Food Safety Supervisor Certificate. *Required if handling, processing, and/or storing food that is ready-to-eat, potentially hazardous, and/or is unpackaged.	Other	<input type="checkbox"/>
Vehicle Details	Provide details including: <ul style="list-style-type: none"> <li>Vehicle type (e.g., trailer, truck, caravan).</li> <li>Vehicle registration number.</li> </ul>	Other	<input type="checkbox"/>

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All applications to operate a **Temporary Food Stall (TFS)** require the following supporting documentation:

File name	Information to be provided	Category for upload (further information on categories on page 9)	<input checked="" type="checkbox"/>
Description of Works	Provide details including: <ul style="list-style-type: none"> <li>List all food handled/processed (e.g., menu).</li> <li>State where foods proposed for sale in this TFS are processed.</li> <li>Explain how any potentially hazardous foods are planned to be kept below 5°C and/or kept hot above 60°C.</li> <li>Examples include esky/ice, refrigerator, mobile cool room, BBQ hot plate, bain-marie.</li> <li>Outline the measures to protect displayed food from contamination.</li> <li>Examples include sneeze guards and plexiglass.</li> <li>Storage methods outlining how food is protected from contamination.</li> <li>Describe the hand washing facilities. Include location and materials; examples include, liquid soap, paper hand towel and warm running water.</li> <li>Describe the equipment washing sink(s).</li> <li>Describe the sanitising procedure(s).</li> </ul>	Description of Works	<input type="checkbox"/>
Floor Plan	(Example provided in Appendix A). Provide details including: <ul style="list-style-type: none"> <li>Entrance and exit</li> <li>Handwash facilities</li> <li>Separate equipment washing sink</li> <li>Coolroom/cold and hot display/storage if applicable</li> <li>Food processing area (work bench)</li> <li>Food safety precautions that are applicable to the food business, such as; floor covering eg tarp, 3 sided tent/gazebo/shelters, cable covers, first aid supplies and fire extinguisher location.</li> </ul>	Site Plan	<input type="checkbox"/>
Food Safety Supervisor	Provide a copy of the Food Safety Supervisor Certificate. *Required if handling, processing, and/or storing food that is ready-to-eat, potentially hazardous, and/or is unpackaged.	Other	<input type="checkbox"/>

## Welcome to the NSW Planning Portal – How to start your application

To access the NSW Planning Portal, you must have a NSW Planning Portal account.

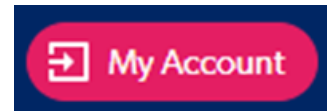
You may already have an account from a previous application. If you have created an account please [Log In](#). If you have not, please refer to the instructions below for how to create an account.

### Create an account & login

1. **Click** on the link

<https://www.planningportal.nsw.gov.au/>

2. **Select** 'My Account' in the top right-hand corner.



3. **Click** the 'Create account' to start the registration process or log in with your existing account.

4. **Select** 'Applicant for Development Applications, Complying Development Certificate, Smart Places, etc'.

5. **Answer** the prompted questions and confirm your password.

6. **Tick** to agree to the Terms and Conditions.

☒ I agree to the [Terms and Conditions](#). Our [Privacy Notice](#)

It is important to retain your login details to view your application progress and for any future applications, you may require.

### Assistance creating an account

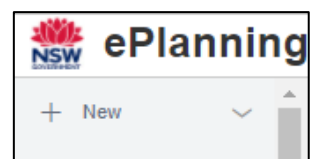
For in-depth instructions on creating an account, see the [Register for a Planning Portal Account](#) quick reference guide.

### How to start your application

1. Once logged into the NSW Planning Portal **click** on 'New' in the top left corner, then **click** 'S.68 of the Local Government Act' from the menu options.

#### Note:

Once logged in the 'Applicant details' screen is displayed. Some of the boxes will be filled in based on your registration profile, however you are able to change these if necessary.



## Applicant Details

**2. Indicate** if the applicant is a company by **selecting** 'Yes' or 'No'.

If you selected 'No', proceed to step 3.

If you answered 'Yes':

**2.1. Search** for the company by choosing a search field type from the drop-down options including operator, ACN, ABN, or Name.

**2.2. Enter** the search term in the search field and click the search icon.

**2.3. Select** a result and enter the company email and address.

If you cannot locate an appropriate result, you may select the textbox to enter the details manually.

**3. Enter** the contact details.

**4. Verify** (and adjust if needed) the application contact details including first and family name, contact number and a valid email address in the corresponding textboxes.

**5. Enter** your postal address. The system will provide suggestions based on the information entered. Select the correct postal address.

If your address is not offered, 'Save and exit' your application. Try restarting your webpage and re-entering your application.

### Note:

If there is more than one person operating the business you may complete step 6 to provide their contact details.

**6. Select** 'Add applicant' to enter further applicant details and follow the prompts to nominate the additional applicant's information.

**7. Click** 'Save and continue' to progress to the next step.

### Note:

You can also **click** 'Cancel' to exit, or 'Save and exit' to save all the information input to date and return to your dashboard. 'Save and exit' will only work if all mandatory fields have been completed.

Are you applying on behalf of a business or company? \*

☐ Yes

☐ No

**Company details**

ABN ▾ Enter here and search Search

Name

ABN ACN

Trading name

Company email \*

Address - postal \*

**Contact details**

Title

Ms ▾

First given name \*

Other given name/s

Family name \*

Contact number

Mobile phone number preferred. Format: xxxxxxxxxx

Email \*

Address - postal \*

**Additional applicants**

Add applicant

Please provide the details of the individual or company that is to be recorded as the applicant.

Are you applying on behalf of a business or company? \* [What is this?](#)

☐ Yes

☐ No

Save and exit Save and continue

## Application Details

### Application Type

**8. Select** the option, 'Section 68 application' as the type of application.

**9. Select** 'No related application' as this application does not relate to other development consent.

What is the application type? \*

- ☐ Section 68 application
- ☐ Section 68 modification application
- ☐ Section 68 review of determination

### Site Details

**10. Enter** the the applicants residential address if located in the Shoalhaven LGA by searching for the address or Lot /Section Number/Plan. If you reside outside of the Shoalhaven LGA, please enter the Shoalhaven City Council Nowra Administration address; 36 Bridge Road, Nowra 2541.

Enter address

e.g. 66 Harrington Street, Sydney NS

Enter Lot/Section Number/Plan

e.g. 4/-/DP1044304

#### Note:

If the address is registered with the NSW Planning Portal, the address details will be displayed along with a map on the right-hand side of the screen as per the example below.

**Please Note:** Your address will not appear with a red line strikethrough.

**11.** If the Lot/Section/Plan number is correct, **check** both boxes below in red.

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address *
<del>36 BRIDGE ROAD</del> <del>NOWRA 2541</del>	<input type="checkbox"/>	4/-/DP1162777	<input type="checkbox"/>

For unregistered addresses, there is no auto populate feature. **Click** the 'Address did not display?' box and enter the address, Lot/Section/Plan number and local government area name manually.

#### Hint:

If you have entered the wrong address, you can delete the address by clicking on the trash icon to the right of the 'Primary address' box.

#### Note:

The 'Land adjacent to selected lot' box is not relevant to this application.

Address did not display? ☒

Enter address \*

e.g. 66 Harrington Street, Sydney NSW 2000

Primary address? \*

☐

Please select "Land adjacent to selected lot?" checkbox if there is proposed work to be located on land adjacent to the selected lot(s) eg a driveway crossing of the footpath?

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address *
36 BRIDGE ROAD NOWRA 2541	<input type="checkbox"/>	20 / - / DP1254210	<input type="checkbox"/>



## Activity Details

**12. Select** 'Other' from the list of development types. Then select 'Use a standing vehicle or any article for the purpose of selling any article in a public place'.

**13. Provide** a brief explanation of the proposed works in the textbox provided.

For example, "Operate a mobile food vehicle" or "Operate a temporary food stall".

☒ Other [what is this?](#)

☐ Carry out an activity prescribed by the regulations or an activity of a class or description pre
 ☐ Install or operate amusement devices
 ☐ Install a domestic oil or solid fuel heating appliance, other than a portable appliance
 ☐ Operate a public car park
 ☐ Operate a caravan park or camping ground
 ☐ Operate a manufactured home estate
 ☒ Use a standing vehicle or any article for the purpose of selling any article in a public place
 ☐ Other

**14.** The estimated cost of the works is not required for the assessment of this application. Please enter "1.00" and proceed with your application.

Please provide the estimated cost of the works [★ What is this?](#)

Enter a numerical value including decimal places. Please do not include a dollar sign (\$)

## Site Access

**15. Indicate** if there are any security or site conditions (e.g., locked gates) that may impact the person undertaking the inspection. If 'Yes' is selected, please provide details.

Are there any security or site conditions which may impact on the person undertaking the inspection? eg: locked gates, animals, etc [★](#)

☒ Yes
 ☐ No

Please provide details [★](#)

**16. Select** the day/s of the week that the business will be open. Once you have selected a day, further boxes appear to include specific hours of operation. Please complete it to the best of your knowledge.

### Hours of operation

Provide the proposed hours of operation by selecting the checkbox beside the day of the week that the business will be open, and entering the corresponding hours.

☒ Monday
 ☐ Tuesday
 ☐ Wednesday

☐ Proposed to operate 24 hours per day
 ☐ Thursday
 ☐ Friday
 ☐ Saturday

☐ Sunday

09:00 AM

5:00 PM

-

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## Affiliations and Pecuniary Interests

**17. Indicate** if the applicant or owner is a staff member or Councillor of the council assessing the application.

Is the applicant or owner a staff member or councillor of the council assessing the application? \*

- ☐ Yes  
☐ No

**18. Indicate** if the applicant or owner has a relationship with any staff or Councillor of the council assessing the application.

Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application? \* [What is this?](#)

- ☐ Yes  
☐ No

**19. Click** 'Save and continue' to progress to the next step.

Save and exit

Save and continue

## Worker Details

### Contractor/Licensee & Manufacturer Details

It is not mandatory to provide contractor/licensee or manufacturer details. Please proceed with your application to step 20.

**20. Click** 'Save and continue' to progress to the next step.

Save and exit

Save and continue

## Payer Details

Once the application form is submitted to Council, an invoice for the application fee will be uploaded to the NSW Planning Portal. The application fee can be found on the Shoalhaven City Council website - [Fees & Charges](#). The application may be rejected if the fee is not paid.

**21. Indicate** if the payer is a Company, Business, Government entity or other similar body by **selecting** 'Yes' or 'No'.

Is payer a Company, Business, Government entity or other similar body ? \*

- ☐ Yes  
☐ No

If you answered 'Yes':

**Search** for the company by **choosing** an operator, ACN, ABN, or Name.

**Enter** the search term in the search field.

**Click** the 'Search'.

**Select** a result from the list provided.

**Enter** the Company email and postal address.

If you answered 'No':

**Enter** the following details of the person making the payment unless already completed correctly:

- ☐ First name
- ☐ Other given name(s)
- ☐ Family name
- ☐ Contact number
- ☐ Email address
- ☐ Billing address

ABN	Enter here and search	Search
Name		
ABN ACN		
Trading name		
Company email *		
Billing address *		
e.g. 66 Harrington Street, Sydney NSW 2000		

### Note:

Your details will be filled in based on your account set-up.

**22. Click** 'Save and continue' to progress to the next step.

Save and exit

Save and continue



## Requirements and Uploads

The list of supporting documentation needed to make this application is outlined at the beginning of this document.

### Additional formatting tips:

- Please upload files in one of the following file formats: **PDF, Word, Excel, JPEG, PNG, or ZIP**. Please ensure the ZIP file does not include any executable (.exe or .osx) file types.
- The maximum file size is 300 MB.
- The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to be within the 150-character limit.
- If you need to amend any attachments, please delete, and upload a replacement document.

**23.** To upload documents, **click** 'Upload'.

**24.** Click 'Select file(s)' to search for files saved to your computer. Alternatively, you can **drag and drop** files directly in the space provided.

**25.** After selecting the relevant file to upload, it will appear below in a table, as per the example to the right.

You will need to **categorise** each file by selecting a category from the drop-down menu on the right side of the table and **name** the file in the text box on the left side accordingly.

**26.** Click 'Attach'.

**Repeat steps 23-26 until all required documents are attached.**

**Attach Documents**

Drag and drop files here

or

Select file(s)

Name	File	Category
Arborists Report - 36 Bridge f	Arborists Report - 36 Bridge Rd, Nowra.pdf	Select..

Cancel Attach

**27.** Click 'Save and continue' to progress to the next step.

Save and exit Save and continue

## Review and Submit

**28.** Review all of the information entered in your application by expanding each of the sections. Once you have reviewed all of the information, you will be required to complete the declarations at the bottom of the page.

Declarations \*

☐ Select all

☐ I declare that all the information in the application and accompanying documents is true and correct to the best of my knowledge.

☐ I understand that the application and the accompanying information will be provided to the appropriate consent authority and relevant agency(ies) for the purposes of the assessment and determination of this application. I acknowledge that the information may be used for other Government purposes.

☐ I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

☐ I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.

☐ The consent authority may use the information and materials provided for notification, advertising purposes, and materials provided may be made available to the public for inspection. Information related to the application may also become available via NSW Planning Portal.

☐ I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information.

☐ I have read and agree to the collection and use of my personal information as outlined in the [Privacy Notice](#)

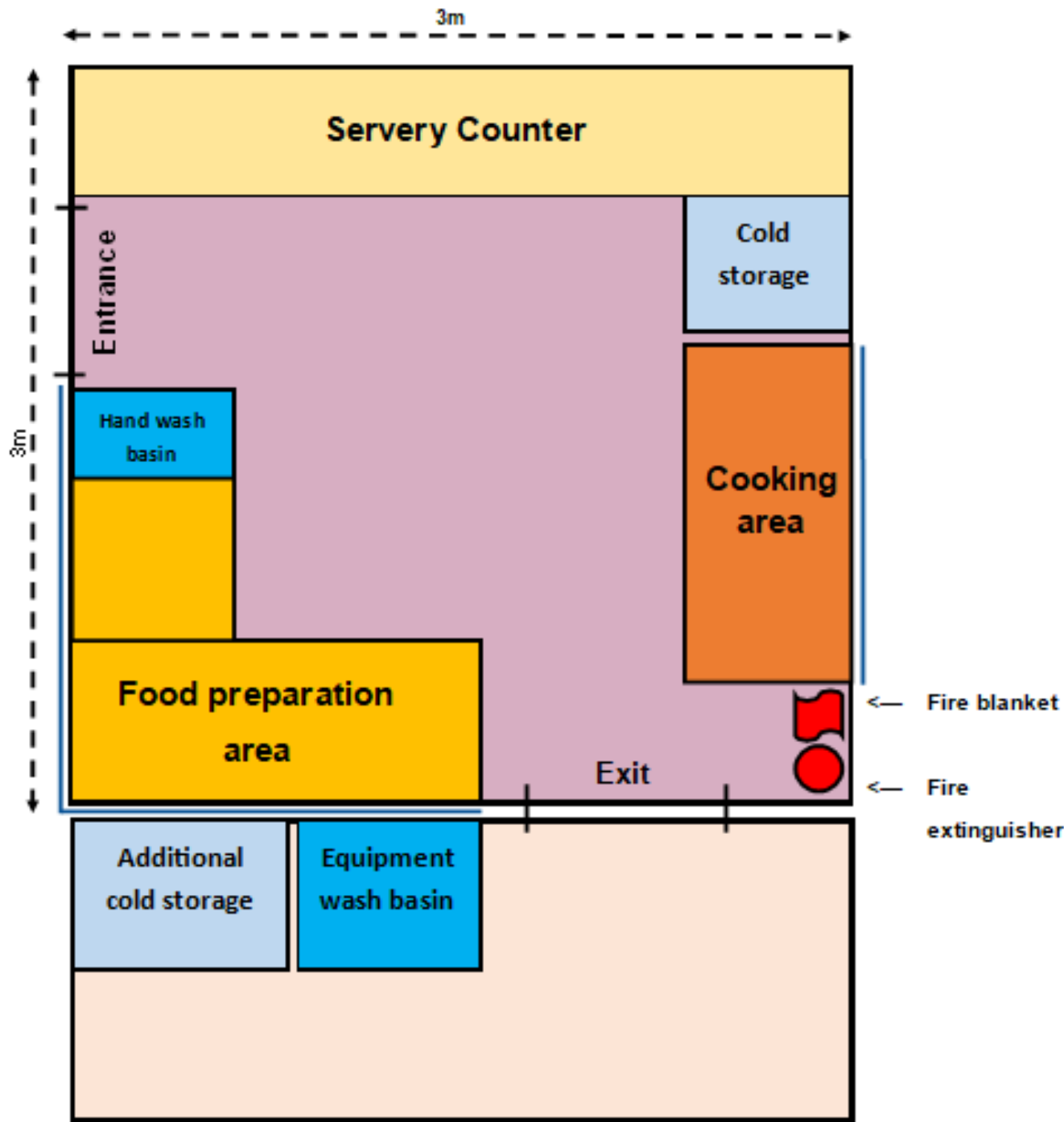
**29.** Click 'Submit'.





## Next Steps


- **Invoice** - Once processed, an invoice will be uploaded to the NSW Planning Portal.
- **Payment** - Once you have completed the invoice your application will forwarded to the Officer for assessment.
- **Determination** - Once your application has been assessed, the determination will be uploaded to the NSW Planning Portal.

# Appendix A: Example Floor Plan of Temporary Food Stall



Key:

-  Main area with suitable flooring and roof shelter i.e. Gazebo.
-  Additional storage area with suitable flooring and roof shelter.

 Suitable screen

## Accessibility



| [Help](#) | [Contact Us](#)

### If you need more information:

- Click the '[Help](#)' link at the top of the screen to access the NSW Planning Portal help pages and articles.
- ServiceNSW: Call **1300 305 695** or email [info@service.nsw.gov.au](mailto:info@service.nsw.gov.au)
- Council: Call **1300 293 111** or email [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

### ePlanning Spatial viewer accessibility

The ePlanning program wants to make its information and services available to the general public that use their services. For any accessibility questions Call **1300 305 695** or email [info@service.nsw.gov.au](mailto:info@service.nsw.gov.au)

### People with disabilities

You can increase or decrease the size of entire webpage by holding the Ctrl key and rolling the scroll wheel of the mouse forward. Rolling the scroll wheel backward will reduce the page size back again.

If you are browsing the website with a screen reader and find information in PDF format that you cannot access, please contact ServiceNSW for assistance.

### People with restricted internet access

Planning & Environment aims to keep the size of all PDF documents on the website below 10 megabytes. However, this may not always be possible in all cases. For example: large development proposals, or documents containing large images or maps.

### Assistance using the Planning Portal

If you require assistance using the Planning Portal, and you were unable to find the answer within the Help and Support section, contact ServiceNSW for assistance.

Call 1300 305 695 or email [info@service.nsw.gov.au](mailto:info@service.nsw.gov.au).

The customer service centre is open Monday to Friday between 9am and 5pm (Sydney time).

### Language Assistance

If you need help to translate this page in a language other than English, you can access a translating and interpreting service.

Call 13 14 50 and ask for an interpreter in your language and request to be connected to 1300 305 695. Local call cost from fixed phones. Calls from mobiles will be charged at applicable rates.

### Speech to Speech Relay

For Speak and Listen (Speech-to-Speech Relay), please call 1300 555 727 or use the National Relay Service.

## Contact Us

**P** 1300 293 111 (Mon-Fri – 9am-5pm)

**E** [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

In-person (Digital meeting) At our office

36 Bridge Road, Nowra (Mon-Fri – 9am-5pm)

**[shoalhaven.nsw.gov.au](http://shoalhaven.nsw.gov.au)**