

Street Eats

APPLICATION FORM

This form is to be used to apply for approval to participate in the Maitland City Council Street Eats Program. The application will be assessed using the selection process and guidelines outlined in the Operating Guidelines and in line with the Local Approvals Mobile Food in Public Places Policy. Please read the Guidelines and Policy before completing your application form.

Applicants must complete and submit a Street Eats Application form with all supporting documentation prior to final approval.

STEP 1 - TELL US ABOUT YOUR BUSINESS

SECTION 1.1 - APPLICANT DETAILS

Name: Postal address:
Trading name:
ABN/CAN: Email address:
Registered address: Contact phone number:
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SECTION 1.2 - VEHICLE DETAILS

Vehicle make: Vehicle owners name:
Vehicle model: Vehicle type: Food truck Food van
Registration number: Vehicle size (length, width and height):
Address where vehicle is garaged:
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SECTION 1.3 - FOOD BUSINESS DETAILS

Please, tell us a little bit about your business, remember to consider the criteria mentioned in the Guidelines **(Competitive local business, environmental and sustainability considerations, creative and vibrant experience and quality product)**.

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Images of set up and vehicle – Please attach

Describe your menu style and some of the items you plan to include in your menu (or alternatively attach a menu).

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STEP 2 - SELECT YOUR OPERATING PREFERENCES

Vendors will be granted approval for a 12 month period from date of approval. See guidelines for a detailed description of approval types. Please indicate your selected approval type.

- Street Vending** **Cluster Group Vending** **Street Vending and Cluster Group Vending**
 Council Managed Sportsground

OPTION 1 - STREET VENDING:

If you selected the Street Vending approval type, please write down your preferred site using the Approved Location List. Please note some sites have restricted operating times and locations as per the Approved Location List.

REF#	SITE NAME	PROPOSED OPERATING TIMES AND DAYS
Eg.2	City Library	Thursday nights - 5.30pm - 9.00pm Sunday nights - 5.30pm - 9.00pm

OPTION 2 - CLUSTER GROUP VENDING:

Once approved, Council will contact you regarding your availability for upcoming Street Eats Get Togethers.

OPTION 3 - COUNCIL MANAGED SPORTSGROUNDS:

Subject to agreement (in writing) by the club, group or individual licensed to use a facility. Mobile food vending vehicles may only operate during the time approved in the user's hire agreement with Maitland City Council.



STEP 3 - ATTACH YOUR 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.

NOTE: Failure to supply the required documents will result in your application being returned.

CHECKLIST

- Certificate of Currency of Comprehensive Motor Vehicle Insurance.
- Certificate of Currency Broadform Public and Products Liability insurance to the sum of \$20,000,000, noting Council as an interested party.
- Current Maitland City Council Approval to Operate a Temporary Food Business or Mobile Food Vehicle (based within Maitland LGA) or a Notification of Temporary Food Business or Mobile Food Vehicle (based outside the Maitland LGA) or evidence that this is underway.
- Images of set up and vehicle.
- Example menu (if not described in form).
- Completed application form.

Council reserves the right to revoke an operators permit at any time if it is deemed the operator is not complying with any elements of the Operating Guidelines.

PAYMENT

Payment is required upon Council's approval to participate in the program. You will receive a request for payment following approval.

	APPROVAL TYPE	ANNUAL FEE
1	Street Vending	\$370 inc GST
2	Cluster Group Vending	\$506 inc GST
3	Street Vending and Cluster Group Vending	\$760 inc GST
4	Council Managed Sportsground	Adhoc basis

STEP 4 - APPLICANT DECLARATION

I declare that all information provided is true and correct. I agree to comply with the conditions as defined in the operating guidelines.

APPLICANT NAME:

APPLICANT SIGNATURE:

DATE:

CONTACT DETAILS

For any enquiries please contact:

Place Activation Team
Place.Activation@maitland.nsw.gov.au
02 4934 9700

