

Mobile Food Vendor Permit Application Form

Application for a permit to use a public road (approved locations only) for business purposes pursuant to section 222 of the *Local Government Act 1999* (the Act).
This form relates to the Mobile Food Vendor Operating Guidelines

Applicant details	
Name	
Business name (if applicable)	
Postal address	
Phone number	
Email	

Business details including proposed operating location, trading days and hours	
Nature of business (e.g. coffee van, ice cream)	
Location (refer to Mobile Food Operating Guidelines for approved locations)	
Trading day/s	
Trading hours	
Permit duration (maximum of 5 years)	Start date: _____ Expiry date: _____

Vehicle details (including towing vehicle, where applicable)	
Registration	
Description (photos to be included with application)	

Declaration			
In making this application, I acknowledge that I have read, understand and agree to be bound by the permit conditions and declare that the particulars provided by me are true and accurate. I understand that this permit can be cancelled for breach of a condition, in accordance with section 225 of the Act.			
Applicant's signature			
Name			
Signature		Date	

Council Authorisation (COUNCIL USE ONLY)			
Permit approved	☐	Yes	☐ No
Permit fee \$			
Special conditions (if any)			
Name			
Position			
Signature		Date	

CD:	Classification:	Position Responsible:	Date Adopted:	Review Due:
133	Public	Director Corporate Services	15 Oct 2026	4 yearly

PERMIT SUBJECT TO THE APPLICANT (PERMIT HOLDER):

- a. paying the applicable (annual, monthly or daily) permit fee as specified in Council's Fees and Charges Schedule.
- b. providing to Council the required documents specified in the Required Documents Checklist at the end of this form.
- c. complying with the general conditions of the permit and any applicable special conditions of the permit that Council may determine and specify on or attach to the permit.
- d. complying with the Mobile Food Vendor Operating Guidelines.

GENERAL CONDITIONS OF PERMIT

1. In this permit:
authorised person means an authorised person appointed by the Council pursuant to the *Local Government Act 1999*.
operating a mobile food vending business includes:
 - a. the handling and preparation of food intended for sale
 - b. the selling of food
 - c. transporting the mobile food vending business to, from and within the Council area
 - d. parking the mobile food vending business, and
 - e. setting up and dismantling the mobile food vending business.**public road** has the meaning given in the *Local Government Act 1999*.
2. The Permit Holder is authorised to conduct the Mobile Food Vending Business from the vehicle identified above on the approved locations in the Council area subject to the conditions set out in this permit.
3. The permit will operate from the date of Council approval of the permit, or the start date nominated on the application form (whichever is later) (Commencement Date) and will expire at the end of the expiry date nominated on the application form, unless cancelled earlier by the Council in accordance with the Local Government Act 1999.
4. The Permit Holder may only operate the Mobile Food Vending Business from a location that is consistent with the Mobile Food Vendors Operating Guidelines published by the Council (available at www.wattlerange.sa.gov.au).
5. This permit does not provide the Permit Holder with exclusive access to any location in the Council area from which to operate a Mobile Food Vending Business.
6. The Permit Holder must vacate the location in which the Mobile Food Vending Business has operated at the end of each trading period. The Permit Holder's vehicle must not park overnight in the approved location.
7. The Permit Holder must ensure the operation of the Mobile Food Vending Business does not unduly interfere with:
 - a. vehicles driven on the road
 - b. vehicles parking or standing on roads
 - c. a parking area for people with disabilities (within the meaning of rule 203(2) of the Australian Road Rules)
 - d. public transport or cycling infrastructure (such as bus zones, taxi zones and bike lanes)
 - e. other road related infrastructure, or
 - f. infrastructure designed to give access to roads, footpaths and buildings.
8. When operating the mobile food vending business, the Permit Holder must comply with requirements of:
 - a. the Local Government Act 1999 and the Local Government (General) Regulations 2013
 - b. the Food Act 2001
 - c. the South Australian Public Health Act 2011
 - d. the Environment Protection Act 1993
 - e. the Local Nuisance and Litter Control Act 2016
 - f. the Motor Vehicles Act 1959 and Road Traffic Act 1961
 - g. any law or legislative provision relating to electrical or gas installations or appliances, and
 - h. any other relevant law or legislative provision relating to health, safety or the environment
9. The Permit Holder must comply with all parking controls as signed.
10. The Permit Holder must ensure that all waste and litter caused by the Mobile Food Vending Business, or its customers, is removed from the location in which the Mobile Food Vending Business has operated prior to leaving that location.

11. The Permit Holder must provide their own water, power and cooking fuel for the Mobile Food Vending Business.
12. The Permit Holder shall take out and keep current a public risk insurance policy for the minimum sum of twenty million dollars (\$20,000,000) insuring the Permit Holder against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Council or the Permit Holder or both in relation to the use of the defined area. Evidence of the insurance held by the Permit Holder must be provided to the Council or an authorised person on request.
13. A breach of a condition of this permit may result in a penalty of up to \$2,500 or the cancellation of this permit.
14. This permit is not transferrable.
15. The Permit Holder agrees to comply with any direction given by any authorised person pursuant to this permit. Failure to comply with a direction will be taken as failing to comply with a condition of this Permit.
16. The permit conditions may be amended at any time by the issuing authority with or without consultation with the Permit Holder. The Permit Holder will be notified of the changes in writing.
17. Council must be notified in writing within 14 days where there has been a change to the ownership of the business or a change to the approved activity contained in this permit. A new permit will need to be issued.
18. The Permit Holder is not permitted to enclose any area with screens or similar structures or provide tables and/or chairs without written approval from Council.
19. The Permit Holder accepts total responsibility to make good any damage that occurs to Council property as a result of the operation of a mobile food vending business.
20. The Permit Holder agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the granting of such permit or by reason of the use of or access to the defined area.
21. The Permit Holder must be able to produce this permit at all times when conducting the Mobile Food Vending Business, if requested to do so by an authorised officer.

REQUIRED DOCUMENTS CHECKLIST

The following documents must be provided to Council with the permit application:

- ☐ Certificate of currency for the public liability insurance policy required under the permit conditions (NB: The policy must not be allowed to lapse during the period of the permit and must include the Wattle Range Council as an interested party).
- ☐ Proof of notification of a food business (i.e. Food Business Number (FBN)).
- ☐ Photographic images of the registered mobile food vehicles/s and proposed set up including any signage.
- ☐ A copy of the vehicle/s registration certificate/s.
- ☐ Evidence of a police clearance for the applicant.
- ☐ Mobile ice cream vendors need to supply information on any audible and/or visual devices that are proposed to be used to attract customers.

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