

MOBILE VENDOR CHECKLIST

RECORD NO :
FILE NO : 11.71.2.6

APPLICANT			
BUSINESS NAME		ABN	
CONTACT NAME		POSITION	
POSTAL ADDRESS			
MOBILE PHONE		ALTERNATE NUMBER	
EMAIL			

PART 1 – ALL MOBILE VENDING BUSINESSES

REQUIREMENT	DETAILS	YES	NO	N/A
Alcohol	Council approval has been obtained prior to selling or providing alcohol?	☐	☐	☐
Amenity	The amenity of the area will not be adversely affected?	☐	☐	☐
Approved Location	Is the location selected an Approved Location under Council's Mobile Vending Policy ¹ ?	☐	☐	☐
Bins	A bin will be provided for customer use?	☐	☐	☐
Burns	All equipment used for heating will be adequately screened to prevent accidental burn injuries?	☐	☐	☐
Cigarette/tobacco Products	Cigarette or tobacco products will not be sold or provided?	☐	☐	☐
Disability	A Parking area for people with disability will not be adversely affected?	☐	☐	☐
Existing Businesses	Existing Businesses will not be adversely affected?	☐	☐	☐
Insurance	Public Liability insurance of at least \$20million is in place for the Mobile Vending Business and a copy has been provided to Council?	☐	☐	☐
Licence/Registration	All relevant licences and/or registrations required in the operation of a Mobile Vending Business have been obtained?	☐	☐	☐
Mobile Vending Policy Compliance	Council's Mobile Vending Policy ¹ has been read and understood prior to Trading?	☐	☐	☐
Noise	Council approval has been obtained to use amplified noise?	☐	☐	☐
Other Charges (if applicable)	Any other fee/charge that may apply, has been paid in accordance with Council's Register of Fees and Charges ¹ ?	☐	☐	☐
Permission	Council approval (Permit ¹) has been obtained at least 21 business days before the Mobile Vending Businesses intends to start Trading? (Unless catering by invitation for an event where another Council permit/lease/licence has already been issued to the event organiser).	☐	☐	☐

Permit Application	A Mobile and Temporary Vendor Application Form ¹ has been completed, submitted and approved by Council?	☐	☐	☐
Permit Fee	A Permit fee has been paid in accordance with Council's Register of Fees and Charges ¹ ?	☐	☐	☐
Property	Council or other property will not be adversely affected?	☐	☐	☐
Public Safety	Public safety will not be adversely affected (including, but not limited to, the safety of pedestrians, road users and other Permit Holders)?	☐	☐	☐
Self-sufficient	The Mobile Vending Business is self-sufficient where there is no provision for power or water?	☐	☐	☐
Signage	Council approval has been obtained if more than one 'A frame' sign advertising sign is to be displayed?	☐	☐	☐
	'A frame' signage will be within a maximum of five metres of the Mobile Vending Businesses?	☐	☐	☐
	'A frame' signage will comply with Council's Moveable Sign By-Law ¹ ?	☐	☐	☐
The Law	All relevant legal requirements have been met (including Council By-laws)?	☐	☐	☐
Transport infrastructure	Road related infrastructure/infrastructure designed to give access to roads, footpaths and buildings (including bikes, buses and taxis) will not be adversely affected?	☐	☐	☐
Vehicles/Traffic	Vehicles/Traffic will not be adversely affected?	☐	☐	☐
Waste Material	All waste will be contained and appropriately disposed of in accordance with Council and legislative requirements?	☐	☐	☐

PART 2 – MOBILE VENDING FOOD BUSINESS

REQUIREMENT	DETAILS	YES	NO	N/A
Food Business Notification Form	A Food Business Notification Form ¹ has been completed, submitted and approved by Council?	☐	☐	☐
Inspection	A Council inspection must be undertaken before approval can be considered (an additional fee applies)?	☐	☐	☐
Food Safety	All relevant health and food safety requirements (including, but not limited to, the Hazard Analysis Critical Control Points Standards) have been met?	☐	☐	☐
Food Handler Training	All persons handling food have undertaken a food safety training course?	☐	☐	☐
Food Safety Supervisor	A qualified food Safety supervisor has been appointed who has a supervisor's certificate?	☐	☐	☐

The above is not a list all of the requirements for operating a Mobile Vending Business in the Copper Coast Council area. For further information please refer to Council's Mobile Vending Policy, available via Council's website, the relevant Permit conditions and Council's website www.coppercoast.sa.gov.au.

DECLARATION	
I declare that the information I have provided is true and correct. I have read and agree to abide by Council's Mobile Vending Policy the relevant Permit conditions. I agree to comply with any reasonable directions issued by an Officer of Council.	
SIGNATURE	DATE