

# *Council Policy*

## Roadside Trading



# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>ROADSIDE TRADING</b> <b>(USE OF PUBLIC ROAD VERGES FOR BUSINESS PURPOSES)</b>
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<b>Policy Number:</b>	COM - 20
<b>Responsible Department(s):</b>	Property Services
<b>Relevant Delegations:</b>	As per the Delegations Register and as detailed in this Policy
<b>Other Relevant Policies:</b>	Nil
<b>Relevant Procedure(s):</b>	Nil
<b>Relevant Legislation:</b>	<i>Local Government Act 1999</i>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Mobile Food Vendor Location Rules – 28 August 2018, Item 12.8, 204/18 Roadside Trading Policy – 24 April 2018, Item 12.5, 91/18
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	24 May 2022
<b>Effective From:</b>	07 June 2022
<b>Minute Reference for Adoption:</b>	Item 12.8, 124/22
<b>Next Review:</b>	No later than September 2024 or as required by legislation or changed circumstances



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## **ROADSIDE TRADING (USE OF PUBLIC ROAD VERGES FOR BUSINESS PURPOSES) POLICY**

### **1. INTRODUCTION**

**1.1.** Adelaide Hills Council recognises and supports the practice of selling some products from public roads within the Council area, and acknowledges the need for appropriate permit procedures and guidelines for these activities to ensure public safety and fair sharing of Council's road and other reserve spaces.

**1.2.** This Policy establishes how applications are to be assessed and permits issued. This permit system is intended to guide how public road verges are to be used for business purposes in ways that ensure an appropriate balance between the interests of the Council, street traders, residents of the Adelaide Hills Council, and visitors to the Adelaide Hills region.

**1.3.** This Policy does not apply to:

- permanent or all year round fruit sales outlets within private property – e.g., apples and cherries from orchards;
- stalls of any type intended to be located at one site for more than 6 months;
- outdoor dining; or,
- some casual and very short-term uses of a road verge by persons selling raffle tickets, holiday or festival appropriate flowers, home-made products, or persons seeking donations.

**1.4.** The Policy applies to the following, and similar, business activities located on Council's road verge, or on other Council land:

- temporary stalls;
- street vending stalls;
- Mobile Food Vendors
- fundraising stalls;
- busking or,
- seasonal stalls.

### **2. OBJECTIVES**

**2.1.** The objectives of this Policy are:

- To provide for public health, safety and amenity;
- To establish procedures for registration and identification of traders who trade on Council's road verges;
- To manage the legal elements of road verges being utilised for private (business) purposes; and
- To indicate those types of activities which Council do not support.

### 3. DEFINITIONS

“**Business purposes**” includes any “**business activity**”.

“**Business Activity**” means any activity that is engaged in for the primary purpose of making a profit. In general, business activities can include things like sales, operations, marketing, production, administration and developing economic opportunities. This Policy relates primarily to business activities involving selling to the general public and passing trade. While other business activities can be undertaken on roadside locations, they are unlikely to be a practical or profitable use of that land. For the purposes of this Policy, land may be used for a business purpose even if the use is not intended to make a profit.

“**Fundraising stall**” means a stall operating to raise money for a charity or not-for-profit organisation where 100% of the net proceeds of sales are directed to that charity or organisation.

“**Imported goods and produce**” means goods and farm produce not grown, dug, picked, collected, sourced or produced by the stall holder on land adjacent to the stall, and goods and farm produce, including manufactured goods, which are on-sold for a third party even if locally grown or produced.

“**Manufactured goods**” means goods produced on a large scale by manual labour and/or machinery. Manufactured goods do not include, farm produce dug, picked, collected, or sourced by the stall holder, or goods hand-made or produced by the stall holder.

“**Mobile Trading**” means the sale of items from a vehicle, where a particular item is sold to buyers from the vehicle itself.

“**Permanent stall**” means a stall which is intended to be in place indefinitely, being more than six months continuously or consecutively, or in varying periods which together total more than six months over a 12 month permit period.

“**Permit**” means a permit to use a public road for business purposes as prescribed in Section 222 of the *Local Government Act 1999*.

“**Roadside Verge**” means a road verge is described as the portion of a thoroughfare which lies between the boundary of a carriageway (road) and the adjacent property boundary line.

“**Rural Areas**” means those areas outside townships.

“**Seasonal**” means farm produce which is available during its natural season or which is available periodically, and includes the sale of manure in accordance with best practice animal keeping.

“**Small stall**” means a stall no more than four (4) square metres in area.

“**Street Vending**” means the sale of items where the vendor is present at all times and assists buyers with their purchase.

“**Temporary stall**” means a stall which is in place for a limited time only, being not more than six months continuously or consecutively, or in varying periods which together total six months or less over a 12 month permit period.

“**Township**” means any part of the area of a council that contains at least 20 residences and that is defined as a township by the council by notice in the Gazette.

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#### **4. POLICY STATEMENT**

- 4.1.** The use of public footpaths in townships and urban areas and road verges in rural areas by business and other persons selling goods should be granted only where:
- a) there is no adverse impact on pedestrian safety or other road users; and,
  - b) amenity of the locality can be preserved.
- 4.2.** Council acknowledges the tradition of temporary roadside stalls in rural areas, in particular stalls of a small scale (occupying no more than 4m<sup>2</sup>) which do not require the construction of any structure(s) and which only involve the sale of farm produce or goods (e.g. flowers, fire wood, manure).
- 4.3.** Any roadside stall selling manure will be categorised as 'temporary' provided that any signs and empty pallets, or the like, are removed when there is no manure for sale.
- 4.4.** Council supports small stall (occupying no more than 4m<sup>2</sup>) and temporary street trading in townships which:
- a) does not require the construction of any permanent or fixed structure(s) within townships and urban areas; and,
  - b) comprises charity or community service fundraising activities, or sales or promotions by businesses immediately adjacent to that section of street to be used for business purposes.
- 4.5.** No manufactured goods shall be sold at road verge stalls in rural areas.
- 4.6.** Permit holders in townships must remove all vehicles and equipment from the road verge at the end of each day or at the conclusion of business unless the permit indicates otherwise.
- 4.7.** Vehicles used to sell goods, and any stall must display a valid Permit.
- 4.8.** Only those parts of a road reserve which are considered safe for pedestrian and vehicular traffic may be utilised. Assessment of acceptable sight distance for rural roadside verge stalls will be based on the following general approach for minimum safe stopping distance (SSD) either side of the location of the stall:
- a) 60kph road = 73 metres SSD;
  - b) 80 kph = 114 metres SSD; and,
  - c) 100 kph = 165 metres SSD.
- 4.9.** A permit holder must agree to indemnify Council from all actions and damages whatsoever which may be brought against them for any wilful or negligent act.
- 4.10.** If the applicant is not the owner of the land adjacent to the proposed location of the stall, then the applicant shall obtain the written agreement of the immediately adjoining owner(s) of land.
- 4.11.** Public liability insurance for permit holders to the value of at least \$20 million to be provided to Adelaide Hills Council.

- 4.12.** Signage is to be restricted to two (2) single-sided or double-sided sign per stall, with an advertisement area of not more than 0.36 m<sup>2</sup> (e.g. 1200mm x 300mm or 600mm x 600mm) and situated immediately adjacent the stall, and comply with the safety requirements as stated above.
- 4.13.** The general approach to fees is:
- permit fees are set in Council’s Fees and Charges Register, located on the Adelaide Hills Council website at [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)
  - a permit fee will apply:
    - to the use of the road reserve within townships and urban areas to display and sell goods or for promotional and similar purposes;
    - in all areas where goods sold are imported or manufactured
    - in all areas where goods are sold from large and/or permanent stalls; subject to the exclusions noted below
  - no permit fee will apply for:
    - a small temporary or permanent stall displaying and selling manure adjacent to a residential or rural property;
    - a small temporary display selling seasonal good and produce (i.e. flowers, fruit and vegetables) adjacent to a residential or rural property;
    - one day only of the sale of manufacture or imported good or for promotional purposes (up to a maximum of 5 days per annum);
    - fundraising stalls for charitable purposes
- 4.14.** Permission, either by permit or allowance under this policy, to operate in a particular location does not extend to times when a major event occurs which includes that same location – e.g. ‘Tour Down Under’ or the ‘Lights of Lobethal’. Approval to operate during such events in the same location is to be obtained via the event organiser and Council.
- 4.15.** Permits are only allowed for use of roadside verges. Permits will not be issued for:
- road carriageways or road surface areas, including areas set aside for the movement or parking of vehicles;
  - any area where the parking or movement of vehicles is prohibited or restricted; or
  - any other location, including verges, that Council determines are unsafe.

## 5. PERMIT PROCESS AND CONDITIONS

### 5.1. Types of Roadside Trading Permits under this Policy include:

Permit type/category	Common examples
<b>Mobile food vendor</b>	<ul style="list-style-type: none"> <li>• Boxed ice cream sales from van</li> <li>• Coffee van</li> <li>• Take away food</li> <li>• Sale of farm produce from a vehicle</li> </ul>

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<b>Display and/or sale of goods on road verge</b>	<ul style="list-style-type: none"> <li>• Sale items displayed on trestle table with sale taking place in adjacent shop</li> <li>• Goods placed directly on road verge with sale taking place in adjacent shop</li> <li>• Fruit and vegetables in cart or on table on road verge with sales in adjacent shop</li> <li>• Goods displayed on trestle table or placed directly on footpath with sale taking place outside shop</li> </ul>
<b>Roadside trading</b>	<ul style="list-style-type: none"> <li>• Seasonal stall – e.g. fruit, flowers</li> <li>• Sale of rural produce from adjacent property – e.g. fruit, manure, hay, flowers</li> <li>• Permanent or semi-permanent stall – e.g. fruit, flowers</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Fundraising stall</li> </ul>

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## 5.2. **Period of Validity**

Permits will be issued for a maximum 12 month period ending on 30 June each year with the actual duration to be determined on application and after assessment completed by Council.

## 5.3. **Fees**

Fees are set and reviewed each year by Council and are listed in Council's *Fees and Charges Register* [located on the Adelaide Hills Council website at www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)

## 5.4. **Impact on vehicles or road related infrastructure**

A roadside trading business will not unduly interfere with:

- a) vehicles driven on roads;
- 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 and cycling infrastructure (including bus zones, taxi zones and bike lanes);
- e) other road related infrastructure; or
- f) infrastructure designed to give access to roads, footpaths and buildings.

## **6. MOBILE FOOD VENDOR BUSINESSES**

- 6.1.** The Council has determined pre-approved sites that mobile food businesses, that have been granted the required permits, may operate from, according to the site specific rules and the location rules. See Appendix B for pre-approved sites and their rules.
- 6.2.** A mobile food business who identifies a site where they would like to trade, may request that site to be assessed.
- 6.3.** The following conditions will be addressed in the assessment of sites:

### **6.3.1. Impact on Fixed Food Businesses**

A mobile food vending site must be such that there is reasonable distance between the mobile food vending business and fixed food businesses during the operating hours of the fixed food businesses.

### **6.3.2. Impact on local residents, businesses and road users**

Site selection will take into account the effect of the operation of the mobile food vending business on:

- a) vehicles and pedestrian traffic, footpaths, driveways, access points to buildings and parking areas for people with disabilities;
- b) the requirements relating to, and availability of, parking spaces; and
- c) residents and businesses.

### **6.3.3. Compliance with legislative requirements**

Mobile food vending businesses must not breach any relevant requirements under:

- a) the Food Act 2001;
- b) the South Australian Public Health Act 2011;
- c) the Environment Protection Act 1993;
- d) the Local Nuisance and Litter Control Act 2016;
- e) the Motor Vehicle Act 1959 and the Road Traffic Act 1961;
- f) legislation relating to electrical or gas installations or appliances; and
- g) relevant legislation relating to health, safety or the environment.

## **7. APPLICATIONS AND PERMITS**

### **7.1. Application Process**

- 7.1.1.** Application form to be completed and lodged with Council together with required information (NB: a single application may be lodged for special events)
- 7.1.2.** Application received, registered and acknowledged
- 7.1.3.** Council officer, or officers inspect the site to assess suitability of the site
- 7.1.4.** Assessment of application taking into account the following issues:

- a) appropriate location of the vehicle, table, stall or other temporary structure, having regard to the safety of other road users and pedestrians;
- b) assessment of acceptable sight distance for rural roadside verge stalls in accordance with clause 5.8;
- c) control of obstructions;
- d) location of nearby infrastructure, properties and driveway crossovers;
- e) control of visual amenity, cleanliness and litter;
- f) scale and nature of proposal;
- g) the protection of Council against any public liability claims arising out of any failure by the permit holder;
- h) and any other relevant factors.

**7.1.5.** Referral to other sections within Council, when relevant;

**7.1.6.** Where an applicant seeks a Mobile Food Vendor permit in a township, and within 200m of bricks and mortar businesses, community consultation may be required. If Public Consultation is undertaken, at the completion of the consultation period, a report for a decision will be prepared and presented to Council for resolution.

**7.1.7.** Determine any conditions which should apply; and

**7.1.8.** Application granted or refused

**7.1.9.** If the application is granted, and the determined fee paid, then the permit will be issued.

**7.1.10.** If it is determined the activity will require other approvals, such as approval under the Public and Environmental Health Act 1987 or development approval under the Planning, Development and Infrastructure Act 2016, the applicant will be advised that the application cannot proceed until the required approvals have been obtained.

## **7.2. Conditions of Permit**

**7.2.1.** The following conditions, where applicable, will apply to all Roadside Trading Permits:

1. the permit holder will comply with all relevant laws of the Commonwealth and State and any relevant Council by-law;
2. the permit holder agrees to comply with permit conditions and Council's *Roadside Trading (Use of Public Road Verges for Business Purposes) Policy*;
3. vendors must comply with all provisions of the Australian Road Rules;
4. permit holders in townships and urban areas must remove all vehicles and equipment from the public footpath or road verge at the end of each day or at the conclusion of business unless this permit indicates otherwise;

5. music or other audible means, e.g. bell, used for attracting custom is to be kept to a minimum and are not to create a nuisance. Music or bells utilised on vehicles are not to be used when the vehicle is stationary;
6. this permit must be supplied on request by an authorised officer of Adelaide Hills Council;
7. permits must be on display at all times;
8. the permit holder is required to notify Council in writing within seven (7) days of any changes of address of the business;
9. the permit is non-transferable;
10. a permit holder must indemnify Council from all actions and damages whatsoever which may be brought against them for any wilful or negligent act;
11. all permit applications that relate to the sale or distribution of any food materials, must have lodged a Mobile Food Vendor Application Form and had food preparation equipment that is intended to be used, inspected by and approved by an Adelaide Hills Council's Environmental Health Officer;
12. signage is to be restricted to one single-sided or double-sided sign per stall, with an advertisement area of not more than 0.36 square metres (e.g. 1200mm x 300mm or 600mm x 600mm) and situated immediately adjacent the stall with no approach signs allowed;
13. this permit is not valid if a major event occurs which includes the same location as approved under this permit. Approval to operate during such events in the same location must be obtained via the event organiser;
14. permits are issued subject to the principles, terms and conditions of Councils Roadside Trading (Use of Public Road Verges for Business Purposes) Policy; and,
15. any breaches of permit condition(s) or of Councils Roadside Trading (Use of Public Road Verges for Business Purposes) Policy may result in the cancellation of the permit.

**7.3. Specific Conditions for Street Vending or Mobile Food Vendors (selling food or drinks)**

**7.3.1.** The following additional conditions, will apply to the occasional street vending of food, drinks, agricultural produce or manufactured or imported goods:

1. all permit applications that relate to the sale or distribution of any food materials, must have lodged a food notification form, and had any food preparation equipment that is intended to be used inspected by and approved by an Adelaide Hills Council Environmental Health Officer.
2. unpackaged ice cream may only be sold if:
  - the permit holders name and address is conspicuously marked on the vehicle;

- in a mobile van, the vehicle is safe and displays appropriate safety signage; and,
- in a mobile van, the vehicle is not used for any other purpose.

**7.4. Specific Conditions for Street Vending or Mobile Vans (not selling food or drinks)**

**7.4.1.** The following additional conditions, will apply to occasional/ periodical non-food related Street Vending at approved areas within the Council area:

1. The permit holder must not sell any animals or birds.

**8. DELEGATION**

**8.1.** Permits may be issued by the Delegated Council Officer in accordance with this Policy.

**8.2.** The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

**9. AVAILABILITY OF THE POLICY**

**9.1.** This Policy will be available via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au).

**Appendix A – Application form  
Trading on Council Land**



# Application for Trading on Council Land

## For Business Purposes

Please complete all spaces using clearly readable block letters

Section 222 of the Local Government Act 1999 outlines that a person must not use a public road for business purposes without a permit. **“Business purposes” include the use of land even if it is not intended to make a profit.**

In order to meet the requirements of the Local Government Act 1999, Council have introduced a permit and licence system to govern the use of roadside verges by either adjacent businesses or other persons wishing to sell goods. This permit and licence system is not a right, but a privilege, to be granted only where there is no adverse impact on pedestrian and other road users safety and where the amenity of the locality can be preserved. Please complete the form below when applying to use roadside verges for business purposes.

Applicant	
I, <i>(in block letters please)</i>	.....
for and on behalf of:	.....
of <i>(address)</i>	.....
<i>(Email)</i> .....	<i>(Mobile)</i> .....
Hereby make application to the Adelaide Hills Council requesting the use of:	
Detail location	..... .....
On date/s (dd/mm/yyyy):	.....
between the hours of	.....am/pm and .....am/pm

Details of proposed activity
Please complete the ‘Activity Summary’ section of this application form and provide Council with a separate layout plan of your activities. Please give full details of your proposed activity, including:
<ul style="list-style-type: none"><li>▪ Produce/items for sale and how they will be displayed</li><li>▪ Address and area/township that you propose to be operating from (attach site map/plan)</li><li>▪ Name of person in charge of activity (if different from the applicant)</li><li>▪ Details of any vehicle being used as part of the activity (e.g. to display goods), including registration number</li><li>▪ Proposed days of business (e.g. weekends only, specific weekdays, public holidays etc)</li><li>▪ Proposed times that the activity will be undertaken</li></ul>
<b>In order for Council to consider an application</b> requesting use of the road verge, <b>the following items must be attached</b> to this form:
<ul style="list-style-type: none"><li>▪ Site map clearly indicating the specific land to be used. Note: street directory maps are only acceptable for mobile vendor applicants. All other applicants are required to submit a detailed site map.</li><li>▪ Proof of Public Liability Insurance cover to \$20million</li><li>▪ Written approval and full contact details from adjacent land owner/s for your proposed site, where the land is not situated in front of the property on which you reside or operate a business.</li><li>▪ Details of any proposed signage to be displayed (dimensions, content etc). If you are to display any signs, please include the location of these on your site plan.</li></ul>
<b>**Please note Adelaide Hills Council REQUIRES MINIMUM 7 DAYS TO ASSESS all applications**</b>

**Activity Summary**

In the space below, please provide a summary of your proposed activity. Your summary will be used as the basis for the information distributed to relevant Council departments for the purpose of assessing your application. *(If the space provided below is insufficient, please attach a separate page)*

Description of produce/items to be sold: .....

Address, area/township of proposed activity: *(attach site map/plan)* .....

Name of person in charge of activity: .....  
Description and registration of vehicles used as part of activities: .....

Date/s of activity (dd/mm/yyyy): .....

Hours of activity: .....am/pm until .....am/pm

Any other relevant details: .....  
.....  
.....  
.....

**The issuing of a permit is subject to the permit holder:**

- Agreeing to the general conditions of the permit as contained herein.
- Agreeing to any special conditions which the Adelaide Hills Council may determine from time to time.
- Agreeing to Indemnify the Adelaide Hills Council against any claim for loss, damage or injury however arising from the operation of the roadside trading area
- Agreeing to all directions that the Adelaide Hills Council may determine from time to time.
- Paying the prescribed fees as set out in the general conditions of the permit as contained herein.

I certify that the above information is true and correct and furthermore, in making this application, I acknowledge that I have read, understood and agree to be bound by the permit conditions including payment of any applicable fee.

In making this application for a permit/licence I agree, upon the Adelaide Hills Council issuing a permit to me, to:

- a) Indemnify the Adelaide Hills Council against any claim for loss, damage or injury however arising from the operation of the roadside trading area; and
- b) Not claim from the Adelaide Hills Council or any person acting on their behalf, for any loss, damage or injury however arising from any public work on the public place.

Signed: ..... Date:                    /                    /

**Appendix B – Mobile Food Vendor  
Pre-approved Sites**



# **Roadside Trading (Use of Public Road Verges for Business Purposes) Policy**

## ***Mobile Food Vending Business Pre-approved Sites***

# Mobile Food Vending Businesses



Adelaide Hills  
COUNCIL

## Location: Tregarthen Reserve

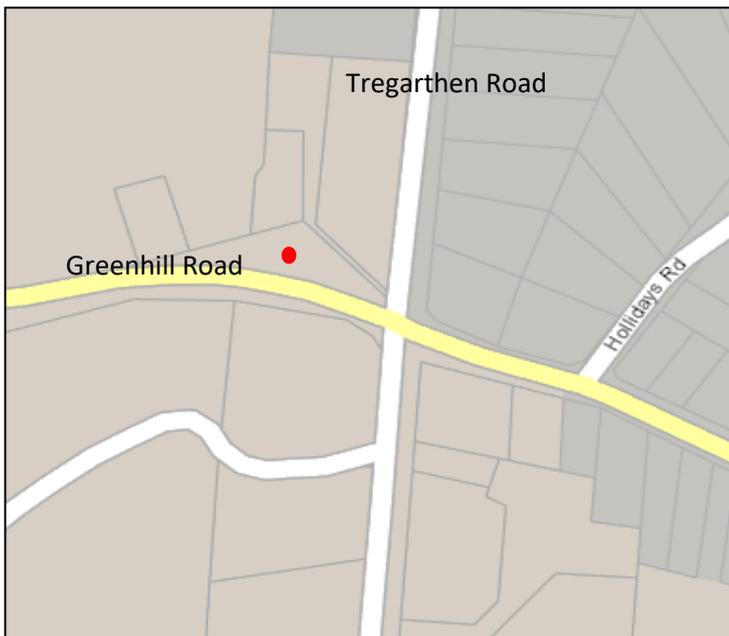
**Note:** Use of this site by MFVB's is subject to Council obtaining relevant approval (if required) from the Department of Planning, Transport and Infrastructure / Commissioner of Highways

**Address:** Corner Greenhill Road and Tregarthen Road, Summertown

**Maximum Food Trucks allowed at any one time:** Two

**Days of Operation:** Sunday to Saturday (inclusive)

**Hours of Operation:** Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

### **Site Conditions:**

Food Trucks not to operate in the Tregarthen Reserve Operating Area if carpark is at, or approaching, capacity. Foodtrucks must cease operating under these conditions and vacate the area. Food Trucks must give priority of use to vehicles wishing to use car park for Tregarthen Reserve or Summertown Community Centre purposes.



# Mobile Food Vending Businesses



## Location: Centennial Park Lenswood

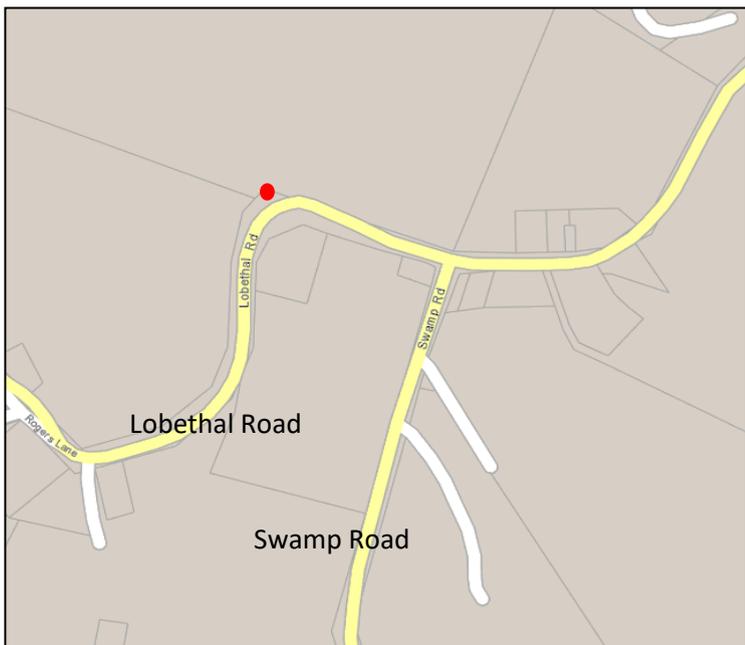
**Note:** Use of this site by MFVB's is subject to Council obtaining relevant approval (if required) from the Department of Planning, Transport and Infrastructure / Commissioner of Highways

**Address:** Lobethal Road, Lenswood (Opposite Hills Irrigation Services/Lenswood Gas Centre) Gas Centre)

**Maximum Food Trucks allowed at any one time:** One

**Days of Operation:** Sunday to Saturday (inclusive)

**Hours of Operation:** Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

**Site Conditions:** Nil



# Mobile Food Vending Businesses



**Location: Paracombe Oval**

**Address:** Paracombe Road, Paracombe

**Maximum Food Trucks allowed at any one time:** One

**Days of Operation:** Sunday to Saturday (inclusive)

**Hours of Operation:** Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

**Site Conditions:**

Food Trucks not to operate when Paracombe Hall/Oval canteen is in operation.

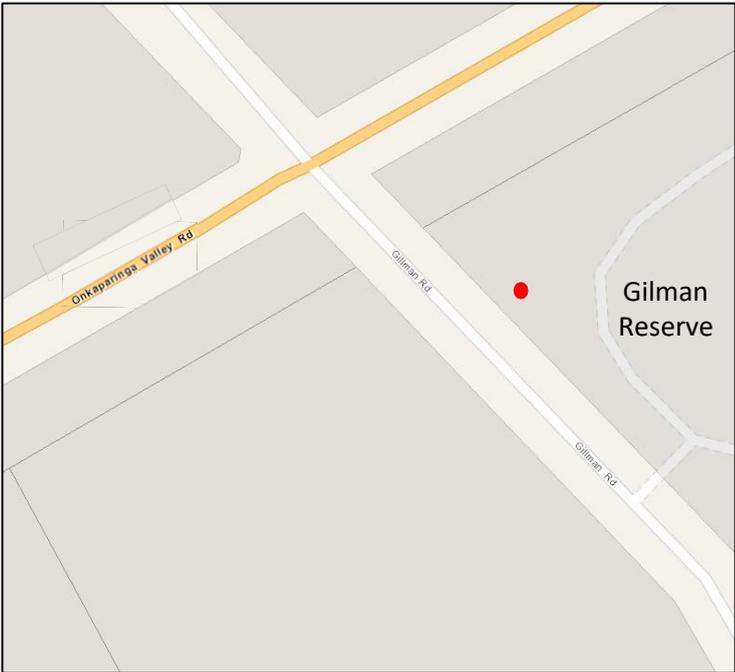


# Mobile Food Vending Businesses



**Location:** Gillman Road Parking Bay

**Address:** Gillman Road Road, Oakbank  
**Maximum Food Trucks allowed at any one time:** One  
**Days of Operation:** Sunday to Saturday (inclusive)  
**Hours of Operation:** Daylight hours only



● Food Truck Operating Location

★ Food Truck Operating Area

**Site Conditions:**

- ✓ No overnight stays to ensure location the following day
- ✓ No tables or chairs to be set up in the car park



**Appendix C – Mobile Food Vendor  
Application Form**



**Adelaide Hills**  
COUNCIL

## MOBILE FOOD VENDOR PERMIT APPLICATION

Are you applying as:	<input type="checkbox"/> A Current Mobile Food Vendor <input type="checkbox"/> A new Mobile Food Vendor applying for the first time <input type="checkbox"/> A fixed food business from the Adelaide Hills Council District
<b>APPLICANT DETAILS</b>	
Applicant Name:	
Business Trading Name:	ABN:
Applicant Mailing Address:	
Applicant/Business Telephone Number:	
Email Address:	
Public space requested	<input type="checkbox"/> Tregarthen Reserve, Summertown <input type="checkbox"/> Centennial Park, Lenswood <input type="checkbox"/> Paracombe Oval, Paracombe <input type="checkbox"/> Gillman Road Parking Bay, Oakbank <input type="checkbox"/> Other (Please specify): _____
Dates requested:	From _____ to _____ <i>*Please note Adelaide Hills Council requires minimum 7 working days to process your request</i>
Times requested:	
Vehicle Type: Vehicle Registration:	
Description of hire activity:	
Proposed Food & Beverage for sale:	
Parent Council:	
Food Business Notification Number:	
Do you hold a Food Safety Passport?	YES / NO (If no, Adelaide Hills Council may require to inspect your food business, which will incur additional fees)
Have you ever been prohibited from holding a permit? YES / NO	Name of Council: _____ Date of Issue: _____ Expiry: _____
Permit Required (please circle one)	MONTHLY / ANNUAL

Hereby make Application to Adelaide Hills Council for Mobile Food Vending to sell food and beverages to the public at any of the pre-approved trial sites contained within Council's Location Rules.

- I acknowledge and agree that the **Mobile Food Vending Business Location Rules** provide site specific rules to observe and obey at all times or fines or other penalties may apply.
- I understand and agree that if I am an approved Mobile Food Vendor I may relocate my vehicle and set-up at any time to another approved site on the **Mobile Food Vending Business Location Rules**, subject to site availability, but to ensure public safety, I must not trade between sites 'along the road' in unapproved locations, roadside or other.
- I acknowledge and agree that Council's **Mobile Food Vending Business Location Rules** is a new initiative, and is subject to change at any time, they may be added, removed or location altered dependent on the community feedback received.
- I acknowledge and agree that I am responsible for the appropriate disposal of all liquid waste and other trade waste off site.
- I acknowledge and agree that I am responsible for the removal of all rubbish and equipment from each approved side and I must not dispose of the rubbish in nearby Council bins.
- I acknowledge that a fee applies to become a registered Mobile Food Vending Business within the Adelaide Hills Council district.

**PLEASE ATTACH THE FOLLOWING ITEMS:**

- Copy of current Public Risk Insurance to a minimum of twenty million dollars (\$20,000,000) which notes Adelaide Hills Council as an interested party.
- Provide proof of notification of a food business with the local Council's Environmental Health section approving Mobile Food Vending
- Image showing your registered Mobile Food Vehicle and proposed set up (chairs/tables/umbrellas etc).
- Evidence of payment of Mobile Food Vendor Fee (non-refundable) for the term applied for. To arrange payment you may visit one of our Council Offices, or call 8408 0400, ask to speak with a customer service staff who can arrange payment please quote '**FOOD TRUCKS**'. Include your receipt number below as evidence.

**STATEMENT OF COMPLIANCE**

- I have read and understood the Adelaide Hills Council Mobile Food Truck Permit Terms and Conditions and agree to comply with the conditions, guidelines and standards set therein.

Name:	
Signature	
Date:	

**OFFICE USE ONLY**

<input type="checkbox"/>	INSURANCE RECEIVED:	YES	NO
<input type="checkbox"/>	FOOD BUSINESS NOTIFICATION NO:	_____	
<input type="checkbox"/>	FOOD SAFETY PASSPORT:	YES	NO
<input type="checkbox"/>	INSPECTION REQUIRED:	YES	NO
<input type="checkbox"/>	PERMIT:	APPROVED	DECLINED
<input type="checkbox"/>	FEE:	\$ _____	
<input type="checkbox"/>	INVOICED	YES	NO
<input type="checkbox"/>	PERMIT NUMBER:	_____	
<input type="checkbox"/>	Date Issued:	_____	