



# Selling Food at Events Application

## About this form

This form is to apply for a Selling Foods at Events approval to trade at approved events in the Camden Local Government Area. This form is for application for either a yearly registration or single event registration.

## How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
3. Once completed you must submit this form as indicated in the Lodgment details section (Part 9 of this form).
4. Applications must be submitted at least 21 days prior to the first event at which you intend to operate.

## Part 1: Applicant Details\*

Title	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name *	ABN / ACN*	
<input type="text"/>	<input type="text"/>	
Postal Address * (all correspondence will be sent to this address)		
<input type="text"/>		
Business Phone Number	Mobile Number *	
<input type="text"/>	<input type="text"/>	
Email Address *	<input type="text"/>	

## Part 2: Application Type\*

<b>Single Event</b> <input type="checkbox"/>	<b>OR</b>	<b>Annual Registration</b> <input type="checkbox"/>
Event Date		
<input type="text"/>		
Event Name		
<input type="text"/>		
Address of Event		
<input type="text"/>		

## Part 3: Stall Details\*

Type of stall e.g. vehicle, trailer, marquee (tent)*	Stall Name*
<input type="text"/>	<input type="text"/>
Do you have a current 'Selling Food from Public Roads' approval?*	Vehicle Registration (if applicable)*
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

**Part 4: Equipment Details (Please complete all fields)\***

Type of Equipment	List
Cold storage equipment. E.g Providing own mobile cool room / esky with ice bricks / temporary fridges/freezers	
Hot storage equipment E.g 3 Burner gas cooker / 4 compartment bain-marie	
Floor covering E.g Rubber matting	
Hand washing facilities *Warm running water, soap and paper towel must be provided*	
Overhead protection over all cooking/preparation areas	

**Part 5: Types of Food for Sale\***

Please tick all applicable foods

Category 1	Category 2	Category 3
<input type="checkbox"/> Drinks <input type="checkbox"/> Pre-packaged foods <input type="checkbox"/> Whole fruit and vegetable <input type="checkbox"/> Cakes/biscuits/slice/deserts with no fresh cream or custard <input type="checkbox"/> Bread/pastry <input type="checkbox"/> Jam/sauce/condiments with no samples	<input type="checkbox"/> Cut fruit or vegetables (including salad dishes) <input type="checkbox"/> Cooked meat dishes <input type="checkbox"/> Cooked vegetable dishes <input type="checkbox"/> Cakes/biscuits/slice/deserts with fresh cream or custard <input type="checkbox"/> Ice cream/gelato/soft serve <input type="checkbox"/> Jam/sauce/condiments with samples offered <input type="checkbox"/> Cold meat dishes <input type="checkbox"/> Sandwiches	<input type="checkbox"/> Raw egg dishes (including mayonnaise, aioli) <input type="checkbox"/> Non-commercial made pate <input type="checkbox"/> Sushi <input type="checkbox"/> Dishes with seafood
Other food for sale: <input style="width: 700px; height: 20px;" type="text"/>		

**Part 6: 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.

- Valid Certificate of Currency from your insurer to the amount of not less than 20 million.\*
- Food Safety Supervisor Certificate (FSS) (If applicable)
- Food stall layout plans/food vehicle layout plans or photos.\*

## Part 7: Details of off-site food preparation area(s)\*

Do you Prepare food in an off-site location, which may include a home, commercial kitchen or other location?\*

Yes

No

If yes, what's the address?

What approval do you have to conduct a business at home? (Please attach a copy with your application)

Complying Development Certificate

Development Application

Council Inspection Report

## Part 8: Declaration\*

I declare that all the information I have provided is true and correct.

I acknowledge that I have read Council's 'Food Trading at Events and from Public Roads Policy.'

Applicant Name (please print) \*

Applicant Signature \*

Date \*

## Part 9: Lodgement Details

You can lodge you application by:

**EMAIL:** [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au)

**MAIL:** Camden Council, PO BOX 183 CAMDEN NSW 2570

**IN PERSON:** 70 Central Avenue ORAN PARK

**WHAT NOW:** Once your application is received, a Council Officer will contact you if further information is required. For further information regarding your application please contact us by:

**PHONE:** 13 CAMDEN (13 226 336)

**WEBSITE:** <https://www.camden.nsw.gov.au>

## Part 10: Additional Information

Scan the below QR code to view Councils'  
'Food Trading at Events and from Public Roads Policy':



Scan the below QR code to view Councils'  
current fees and charges:

