Melton City Council   
Application for Mobile Food Vehicle Permit

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| 1. Your details | | | | | | | | | | |
| Name | | |  | | | | | | | |
| Business Name (if applicable) | | |  | | ABN (if applicable) | |  | | | |
| Street address | | |  | | | | | | | |
|  | | |  | | | Postcode | |  | | |
| Mailing address | | |  | | | | | | | |
|  | | |  | | | Postcode | |  | | |
| Phone number | | |  | Mobile number | |  | | | | |
| Email address | | |  | | | | | | | |
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| 1. Mobile Food Vehicle (MFV) preferred location (select one only) | | | | | | | | | | |
|  | Navan Park - Centenary Ave Melton | | | | | | | | |  |
|  | Hannah Watts Park - High Street Melton | | | | | | | | |  |
|  | Taylors Hill Community Centre - Calder Park Drive Taylors Hill  (available from 1 Oct 2022 to 31 March 2023) | | | | | | | | |  |
|  | Bridge Road Play Space/Atherstone Athletics Facility – Bridge Rd, Cobblebank | | | | | | | | |  |
|  | Frontier Park/Woodlea Oval – Frontier Av, Aintree | | | | | | | | |  |
|  | Wiltshire Park – Wiltshire Blvd, Thornhill Park | | | | | | | | |  |
|  | Burnside Heights Recreation Reserve – Tenterfield Dr, Burnside Heights | | | | | | | | |  |
|  | Eynesbury Recreation Reserve – Avoca St, Eynesbury | | | | | | | | |  |
|  | Diggers Rest Recreation Reserve – Plumpton Rd, Diggers Rest | | | | | | | | |  |
|  | Scott St Park/Reserve – Cnr Scott St & Plover St, Melton | | | | | | | | |  |
|  | Exford Rd North BioDiversity Reserve Car Park – In front of 1221 Exford Rd, Exford | | | | | | | | |  |
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| 1. Operating days and times | | | | | | | | | | |
| Permits will be issued for the current financial year, ending 30 June.  What days and times are you applying for the Mobile Food Vehicle to be operating at the above preferred location?   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Monday | Tues | Wed | Thurs | Fri | Sat | Sun | | 6am - 11am |  |  |  |  |  |  |  | | 11am - 4pm |  |  |  |  |  |  |  | | 4pm - 9pm |  |  |  |  |  |  |  |   **Monday to Friday cost:** $152.00 per session, per financial year  **Saturday & Sunday cost:** $620.00 per session, per financial year | | | | | | | | | | |
| Description of food being sold | | | | | | | | | | |
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| 1. Information for applicants | | | | | | | | | | |
| This application form must be read in conjunction with the City of Melton Mobile Food Vehicle Policy.  Applicants must address all the relevant criteria listed under each section and provide all relevant documentation as outlined below. Incomplete applications will be returned to the applicant.  If you are applying for a new permit or a renewal, you need to complete this form and submit it at least **one month** before the expiry date of the existing permit or the commencement of the proposed activity.  **PLEASE NOTE: All permits expire on 30 June each year** | | | | | | | | | | |
| 1. Public liability insurance and other evidence requirements | | | | | | | | | | |
| Each applicant must have a **Public Liability Insurance Policy** that has a Principles Indemnity Clause. You must provide a copy of your Certificate of Currency containing the following information, as a minimum (a Certificate of Currency can be obtained from your insurer or insurance agent):   * The name of the Insurance Company * The name of the business * The name of the insured * A business description * Type of Insurance * Period of Insurance Cover * Sum insured for minimum value of $10,000,000.00 * Policy cover for Principles Indemnity * City of Melton is listed as an interested party   **In addition, every applicant must provide evidence of the following:**   * Australian Business Registration * Food Act Registration Certificate * Current VicRoads Registration * Registration with Streatrader * a detailed plan at scale 1:100 of the vehicle showing exterior and interior dimensions (A MFV should not exceed the dimensions of a standard single car space) * Current photo of the MFV * Menu of food to be sold | | | | | | | | | | |
| 1. Fees and charges | | | | | | | | | | |
| Permits will be issued for the current financial year, ending 30 June.  **Monday to Friday cost:** $150.00 per session **Saturday & Sunday cost:** $610.00 per session  Please choose one:   New Permit **(CODE 318)**  Permit Renewal **(CODE 318)**  Pro rata fee - 50% (Applications after 1 Jan) **(CODE 318)**  Your application will be assessed, and sessions will be offered to you based on availability. These sessions will be offered via email, which will outline the associated costs before payment can be made.  Bookings will not be secured until the application fee payment.  Incomplete applications will not be accepted.  **PAYMENT OPTIONS**  **Credit card**  Credit card payments can be made in person at Melton City Council offices:   * Melton Civic Centre | 232 High Street, Melton * Melton Library & Learning Hub | 31 McKenzie Street, Melton * Caroline Springs Library & Learning Hub | 193 Caroline Springs Blvd   **Cheque or money order**  Please make cheques or money orders payable to City of Melton and send to:  Amenity Protection Melton City Council PO Box 21 Melton VIC 3337 | | | | | | | | | | |
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| 1. Authorisation | | | | | | | | | | |
| I understand Council may or may not issue a permit with or without conditions and may also cancel a permit at any time. The information provided in this application is true and correct.  Signature of applicant**:**  Date:  **Privacy Statement:** The personal information requested on this form is being collected by Council for the purpose of meeting its legal obligations under the Road Safety Act1986, Environment Protection Act 1970, Summary Offences Act 1966, Local Government Act 1989, Impounding of Livestock Act 1994, Domestic Animals Act 1994, Infringements Act 2006 and associated or related legislation. The information will be kept confidential and identifying information will not be disclosed to any person for any other purpose. You may access your own information by contacting Council's City Amenity and Compliance unit on 9747 7200. | | | | | | | | | | |

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| **Mail: Civic Centre: Phone:**  Melton City Council 232 High Street 9747 7200 PO Box 21, Melton VIC 3337 **Website**  Melton VIC 3337 melton.vic.gov.au | Melton Black Logo |