# Mutual Recognition Model Form – Plan of Management

#### 2A Plan of Management for mobile food businesses

##### Applicant details

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| Section | Details |
| Applicant title | [ ]  Mr [ ]  Ms [ ]  Mrs Other:  |
| Applicant name | First name: Surname:  |
| Address  | Unit/street No: Street name: Suburb/town: State: Postcode:  |
| Contact Information | Phone: Email:  |
| Business details(if applicable) | Business name: ABN:  |
| Postal address (if different from above) | Unit/street No: Street name: Suburb/town: State: Postcode:  |

##### Food business details

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| Section | Details |
| Food equipment type | [ ]  Food truck [ ]  Food stall [ ]  Food van [ ]  Other (please specify):  |
| Vehicle details | Vehicle make: Vehicle model: Registration number: State:  |
| Food business notification | Have you notified Council of your intention to operate a food business by submitting a food business notification?[ ]  Yes (please attached proof of notification) [ ]  No |
| Description of food and beverages sold | Provide details of the products sold and/or served and attach a copy of any menus to the application.Response:   |
| Proposed hours of operation | Provide details of the proposed hours of operation associated with the business activity including days/hours and duration.Response:  |
| Proposed locations of operation | Provide details of the proposed locations in which the business operates.Response:  |

##### Business activity and impact

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| Section | Details |
| Business description | Describe in detail your business activity, including the products or services offered and how they will be served (such as takeaway, eat on site).Response:   |
| Customer interaction | How will customers access your products? Describe any seating, ordering methods or other systems.Response:   |
| Waste management | Explain how you minimise environmental impact through effective waste management including recycling. Alternatively, attach a copy of waste management plans.Response:   |
| Community impact | Describe how your business ensures minimal disturbance and impact on the public, residents and other businesses.Response:   |
| Noise control | Describe noise-generating equipment used (e.g. generators, cooking, music) and methods used for managing this noise.Response:   |
| Staff rosters and responsibilities | Provide a description of number of staff involved in operations, roles and responsibilities.Response:   |
| Utility needs | Describe any utility requirements for your business (e.g. power, water, water disposal).Response:   |
| Incident management | Explain how any incidents (e.g. injuries, complaints) will be documented and reported. Alternatively, attach a copy of emergency/incident plans.Response:   |
| Set-up/Pack-up | Explain how you will set-up, pack-up and leave the site in good condition after operation.Response:   |

##### Mobile food premises layout and dimensions

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| Section | Details |
| Details of mobile food business layout and dimensions  | Provide details of the layout and equipment used in relation to your food vehicle including dimensions. A layout plan may be provided or photos of the food premises along with details of dimensions belowResponse:    |

* 1. **Layout Plan**: Your layout plan can be hand-drawn, or computer generated, if drawn by hand, ensure it is neat, legible and to scale. Include a brief description or legend to assist with identifying specific areas and overall dimensions as well as individual area dimensions.
	2. **Photos:** If you are providing photos, ensure all sides of the food vehicle are illustrated along with key customer service areas and internal workspaces.

##### Attachment checklist

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| Section | Details |
| Required Attachments for Food Businesses (copies of originals are acceptable) | [ ]  Layout Plan, Dimensions and Photos [ ]  Public Liability Insurance Policy [ ]  Menu (if applicable)[ ]  Vehicle Registration and CTP insurance (if applicable) [ ]  Copies of Council Food Business Notifications |

##### Council assessment (office use only)

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| Section | Details |
| Application Checklist (select one) | [ ]  Applicant has provided all required details[ ]  Applicant has provided insufficient information |
| Issuing Council and Officer | Council name: Officer name:  |
| Record number | Council reference:  |