Mobile food van permit application for NT parks and reserves

By-law 13 trade and commerce

Before you apply

Prepare your supporting documents. You'll need to attach them to this application. Review the list on page 3.

All fields are required unless noted.			
Applicant details			
Full name or name of company			
Name of business		**ABN or ACN** (if applicable)	
Contact phone		**Email**	
Residential address			
Postal address (if different from residential address)			
Primary contact details			
If different from the applicant. This person will be the point of contact for compliance issues.			
Full name			
Phone			
Email			
Residential address			

NORTHERN TERRITORY GOVERNMENT

Postal address (if different from residential address)	

Mobile food operation details

What park or reserve do you want to operate in? Include up to 3 locations in case your first preference isn't available.	
1st preference	
2nd preference	
3rd preference	
Is your preferred location urban or remote? Urban parks and reserves are within a 30km radius of Alice Springs, Darwin, Palmerston and Katherine.	

How long do you need a permit for? If need a permit duration that is not covered by the options below, contact Parks and Wildlife directly.	
☐ Single event - $50	☐ 1 year - $3,000 urban or $600 remote
☐ 3 months - $800 urban or $200 remote	☐ 2 years - $4,500 urban or $1,000 remote
☐ 6 months - $1,500 urban or $400 remote	☐ 3 years - $6,000 urban or $2,000 remote

What date do you propose to start trading?	
What are your proposed days and hours of operation? Include set up and pack up times.	
Describe your mobile food business For example, is it a trailer, truck, cart or van? Include its size and weight.	

How do you plan to manage your waste? Include details about how you will dispose of waste such as packaging, food scraps, grey water or cooking oil.	
Do you plan to use a generator? If yes, provide details about the generator.	

Supporting documents

Attach the below to this application.	
Map or site plan of your proposed location. The final location will be negotiated with you following the assessment of your application.	Yes/No
Photo of your mobile food business set up	Yes/No
Copy of your menu	Yes/No
Copy of your food registration certificate	Yes/No
Risk assessment demonstrating how you will ensure safety and not obstruct patrons, staff, traffic or other activities in the park.	Yes/No
Copy of your ASIC company extract – if applying on behalf of a company	Yes/No
Evidence of public liability insurance of at least $10 million - this can be provided at a later date but you must supply it before the permit can be granted.	Yes/No
Evidence of workers compensation insurance if you will be employing people as part of your operation - this can be provided at a later date but you must supply it before the permit can be granted.	Yes/No

Declaration

I declare that the information contained in or attached to this application is accurate and correct to the best of my knowledge.

Signature		**Date**	

Submit

Email your completed form to pwpermits@nt.gov.au.

Fee

The permits office will contact you to discuss fee payment. If your application is approved, you'll also need to provide a $1,000 site deposit. This is in addition to the permit fee.

Privacy

Parks and Wildlife Commission respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.[1] You have been asked to provide personal information as part of your application to obtain a permit. You do not have to provide your personal information but if you choose not to, the department may be unable to accept or process your application, or your application may be refused.

We will only use personal information supplied by you to provide a department service or program. We may share your information:

- with Land Councils, park or reserve management boards or committees and other government departments regarding your application
- if required or authorised by law to do so
- if you have given us your consent to share your personal information for a specific purpose.

Find out more about how we handle your personal information by reading the Department's privacy policy.[2]

Contact

Parks and Wildlife Division
4th floor Goyder Centre
25 Chung Wah Terrace
Palmerston NT 0830

Postal address

PO Box 496
Palmerston NT 0831

Phone: 08 8999 4795
Fax: 08 8999 4524
Email: pwpermits@nt.gov.au

[1] https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002
[2] https://depws.nt.gov.au/consultation-publications/privacy-policy