

Gourmet Food Trucks

Roadmap for Approval Process

Use this map to navigate the two stage approval process for obtaining your Gourmet Food Truck Approval. For more comprehensive information visit www.brisbane.qld.gov.au and search 'food trucks' or call 133 BNE (133 263).

i Make sure you have read the Brisbane Food Trucks Initiative Gourmet Food Truck Information Kit to determine if this is the right approval for your mobile food business.

🚩 Applications for a full approval to trade at premium and drive-up sites on Council land and a profile on the bnefoodtrucks.com.au website.

🚩 Applications for a profile on the bnefoodtrucks.com.au website only.

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Stage 1 Design Assessment

Prepare Step 1.

Prepare your supporting documentation including:

- Mobile food business licence
- Eat Safe certificate (or equivalent)
- Photos of vehicle, menu, food, logo, profile picture
- Vehicle dimensions

Apply Step 2.

Complete a **Design Assessment** application form online (available on Council's website).

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Stage 1 Design Assessment WEB ONLY

Prepare Step 1.

Prepare your supporting documentation including:

- Mobile food business licence
- Eat Safe certificate (or equivalent)
- Photos of vehicle, menu, food, logo, profile picture
- Vehicle dimensions

Fees Step 3.

Pay the Design Assessment fee at the completion of the online form.

Assess Step 4.

Council's Business Hotline will determine if your application has been properly made. You may be asked to provide further information.

Step 5.

Properly made applications are assessed against the mandatory requirements by the design assessment panel.

Apply Step 2.

Complete a **Design Assessment Web Only** application form online (available on Council's website).

Fees Step 3.

Pay the Design Assessment fee at the completion of the online form.

Approval Step 6.

Council will send you correspondence to advise if your design is approved or refused.

Step 7.

If your design is approved, you will be issued a reference number and you can proceed to Stage 2.

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Stage 2 Consent to Operate

Prepare Step 8.

Prepare your documentation including:

- Reference number received after Stage 1 approval
- Mobile food business licence
- Public liability insurance certificate of currency

🚐 After your approval has been finalised, you will receive a notification to complete your profile on the bnefoodtrucks.com.au website. Make sure to add your menu, contact details, bio and social media links. You must comply with the Terms and Conditions listed on the website.

Apply Step 9.

Complete a **Consent to Operate** self-assessable form online (available on Council's website).

Fees Step 10.

Pay the Application Fee and the Occupation Fee at the end of the online form.

Print Step 11.

Print your Consent to Operate certificate and approval conditions and keep it in your vehicle at all times.

Comply Step 12.

You must comply with the approval conditions at all times.

Renew Step 13.

Keep your approval up-to-date by paying the Occupation Fee and renew your approval at the end of the 12 month period.

