

City of Ipswich

# Food Truck Friendly

Guidelines



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## OVERVIEW

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The Food Truck Friendly program has been created to:

- streamline licencing
- create more opportunities for food truck operators
- activate public spaces
- promote safety in public parks
- enrich the overall community and visitor experience.

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## OBJECTIVE

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The objective of this guide is to inform you, as food truck operators, how to:

- become licensees
- gain access and book pre-approved locations
- advise how you can recommend other locations.

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## DEFINITIONS

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*Ipswich City Council* is known as council in this guideline.

*Food Trucks* are defined as vehicles that:

- are propelled by a motor
- are fitted out (or could say designed or customised) to prepare and sell food from
- contain other goods not considered food, such as drinks (coffee and tea) and pre-packaged food for sale.

Note: Food trucks do not include vehicles that deliver food for catering or home delivery purposes e.g. pizza delivery.

*Pre-approved locations* are defined as designated locations within the Ipswich area which have been assessed and determined as appropriate for food trucks to trade. These locations are bookable by Food Truck licensees.

*Licensee* is defined as a Food Truck Licence holder.

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## LOCATIONS

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A list of current pre-approved locations are available for viewing on our website at [ipswich.qld.gov.au/foodtruck](https://ipswich.qld.gov.au/foodtruck).

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## HOW DO I RECOMMEND ANOTHER FOOD TRUCK LOCATION?

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If there are other locations that you would like council to consider, please email [foodtrucks@ipswich.qld.gov.au](mailto:foodtrucks@ipswich.qld.gov.au)

Please note council can only consider pre-approved locations that are:

- within our control e.g. not state, federal or private roads
- more than 500m from existing fixed food businesses.

If you wish to nominate a location please include the street address and images of the location.

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## HOW TO APPLY

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1. Visit [ipswich.qld.gov.au/foodtruck](https://ipswich.qld.gov.au/foodtruck) and view the:
  - Terms and Conditions
  - local law
2. Complete the [Food Truck Licence Application](#) and ensure you have the following details:
  - Business Name
  - Trading Name
  - ABN/ACN
  - Contact information for licensee
  - Copy of current Queensland mobile food licence
  - Vehicle dimensions
  - Registration number
  - Copy of Public Liability Insurance/Certificate of Currency
  - Type of cuisine
  - Images
  - Mobile food van
  - Business/trading logo
  - Current Menu.
3. Submit your Food Truck Licence application by emailing the application form and supporting documentation to [foodtrucks@ipswich.qld.gov.au](mailto:foodtrucks@ipswich.qld.gov.au) or in person at 1 Nicholas Street, Ipswich.
4. Assessment: Your application will take up to 10 business days to be assessed and once approved you will receive a confirmation email advising you of your Food Truck Licence number, enabling you to begin booking pre-approved locations.
5. Book a pre-approved location: Now you have your Food Truck Licence number, complete the pre-approved location [booking form](#).

Select your location, date and time. Remember set up and pack down is included within your booked time, so please make sure you consider this when choosing the time.

You can add up to five bookings in one request. Once you have completed a booking, you will receive a booking confirmation email. Your booking confirmation will include booking details for your reference.

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## CONTACT US

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**Email** [foodtrucks@ipswich.qld.gov.au](mailto:foodtrucks@ipswich.qld.gov.au)  
**Phone** (07) 3810 6666

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## APPLICATION PROCESS

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