

<b>APPLICANT'S DETAILS</b> (individual's full name or company must be a legal entity)					
Company name					
Title		Given names		Surname	
Title		Given names		Surname	
<b>Note:</b> a trading name or trust cannot hold a licence					
Entity type	<input type="checkbox"/> Sole trader				
	<input type="checkbox"/> Partnership				
	ABN/ACN (mandatory)				
	<input type="checkbox"/> Copy of photo ID attached (if no ABN)				
Registered address					
Suburb			State/Territory		Postcode
Postal address (if different from above)					
Suburb			State/Territory		Postcode
Home phone			Work phone		Mobile
Email					
<b>BUSINESS DETAILS</b>					
Business/trading name					
Type of cuisine					
<b>VEHICLE DETAILS</b>					
Registration number					
Make and model					
Dimensions					
Mobile food licence number				Authorising council (i.e. Brisbane City Council)	
<input type="checkbox"/>	I am exempt from holding a mobile food licence				
<b>Note:</b> only one vehicle per application					
<b>PUBLIC LIABILITY INSURANCE</b>					
Public liability insurance is required for your activity. This insurance must be maintained throughout the time of your activity and must have a minimum cover of \$20 million. The insurance company must be licensed to operate in Australia. A current Public Liability Certificate or a cover note must be included with this application for it to be assessed.					

**ATTACHMENTS**
 Copy of current food business licence (if applicable)

 Public liability insurance – certificate of currency
**DECLARATION**

I/we acknowledge that acceptance of this application does not guarantee approval by council.

I/we acknowledge that a licence may be subject to conditions and agree to abide by the conditions of the licence as set by council.

I/we Agree to indemnify council and keep it indemnified against any claim, demand, action, suit or proceeding that may be made or brought against council, its employees, contractors and elected members for personal injury to or death of any person or loss of or damage to any property caused by, arising out of or as a consequence of the Activity

I/we acknowledge that any licence issued pursuant to this application shall be subject to the following conditions:

- a) A licence holder shall, at times, hold harmless and keep indemnified the council, its members, employees and agents from all actions, lawsuits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or supporting to be carried out under the licence or in the observance, fulfillment, non-observance or non-fulfillment of any condition of the licence.
- b) The licence holder shall ensure Public Liability Insurance Policy taken out by himself/herself to the minimum value of \$20 million dollars is kept in force for the whole of the period that the licence covers and includes the council as an interested party.

Applicant name			
Applicant signature		Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Applicant name			
Applicant signature		Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**Note:** Applicants making electronic submissions must attach PDF files. All file attachments, especially drawings, must be clear and legible. If this criteria is not met then council will not be able to commence processing the application until data clarity issues are resolved.

**PAYMENT OPTIONS**For fees and charges please refer to [ipswich.qld.gov.au/feesandcharges](http://ipswich.qld.gov.au/feesandcharges)

Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Card Number:	<input type="text"/>
Expiry Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

Payee name	
Payee address	
Contact name	
Email address	
Amount authorised	\$ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Cardholder's signature	

Cheque (make payable to Ipswich City Council), Cash, Money Order or Credit Card

**LODGEMENT**

<b>In person:</b>	<b>Post to:</b>	<b>Email:</b>
Ground Floor 1 Nicholas Street Ipswich QLD 4305	Or scan the QR code for all in person locations 	<a href="mailto:council@ipswich.qld.gov.au">council@ipswich.qld.gov.au</a>
	Ipswich City Council PO Box 191 IPSWICH QLD 4305	

**OFFICE USE ONLY**

Prepayment allocation number		Amount paid	\$ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Date paid	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Receipt number	

Ipswich City Council is collecting your personal information for the purpose of fulfilling its functions, responsibilities and activities. Please see council's [Privacy Statement](#) and [Personal Information Digest](#) for further information about how we manage personal information, to whom personal information could be disclosed and the laws that authorise or require the collection of personal information by the council. Generally, we do not disclose your personal information outside of council unless we are required by law to do so or you have given your consent. By completing and signing this form and returning it to council, we will consider that you have given us your consent to manage your personal information in the manner described in council's Privacy Statement, Information Digest and this collection notice.

Last reviewed January 2026\_A7358902

**THIS BOOKING APPROVAL IS SUBJECT TO FOLLOWING CONDITIONS:**

1. The holder has an approved Food Truck Site licence with Ipswich City Council
2. The holder must keep the temporary business site in a clean and tidy condition and must comply with notices from the local government to clean the site within the time specified within the notice
3. Vendors are to be self-sufficient and provide their own power and water
4. Vendors are responsible for all waste/ material generated during the trade period and must ensure the site is clean during and at the completion of service
5. Waste must be removed from site and disposed of lawfully and not placed in parks, street bins, or bins of nearby residents or businesses
6. Discharge of liquid waste to the ground, storm water drain, beach is prohibited
7. All goods, equipment, materials and rubbish must be removed from the temporary business site each day at the end of the approved time
8. Signage for the temporary business site must be contained within close proximity of the approved area and must not obstruct pedestrians or other traffic
9. Signage is limited to one (1) A-frame sign or similar
10. Signage must not be located on the concrete or paved section of a footpath
11. No tables, chairs, structures or goods other than signage is to be placed outside of the vehicle
12. The holder must ensure the vehicle, the subject of the approval shall, whilst in or upon a local government controlled area be used strictly and only in accordance with the provisions of the approval
13. Unless sooner revoked, this approval shall remain in force from the starting date up to and including the expiry date written on the approval
14. Upon breach of any or all of the conditions of this approval, the approval may be revoked by council, or an authorised person
15. All electrical equipment must be tested and tagged and in current test date before use
16. The holder may not transfer, assign or otherwise dispose of the approval to any other person or entity unless specifically authorised or approved by the local government
17. Nails, barriers, ropes or similar fixings must not be erected, attached or used on the local government's infrastructure
18. Activities must not cause a nuisance (e.g. dust) to neighbouring facilities, properties or other users of the area
19. The local government must be notified as soon as practicable of any loss of or damage to local government property
20. The distribution or sale of any food must comply with the *Food Act 2006*
21. Council reserves the right to change the terms and conditions at any time or withdraw the approval if council is made aware of any concerns by the community or other means regarding the conduct or holding of the activity.