

MOBILE FOOD VAN / STREET FOOD ASSESSMENT CRITERIA



KATHERINE
TOWN COUNCIL

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Assessment Criteria – Mobile Van / Street Food Operator

The Katherine Town Council's *Mobile Van / Street Food Policy* provides a set of clear objectives for Mobile Van / Street Food operations in the municipality and identifies an appropriate operating framework and fee structure. The Policy is supported by these criteria against which all Mobile Van / Street Food permit applications (including applications for permit renewal) will be assessed.

The criteria are as follows:

1. Business

- 1.1 The business must provide for the sale of food and/or non-alcoholic drink only. Pop Up bars are not permitted.
- 1.2 The business operation must be fully self-sustaining, i.e. own power and water.
- 1.3 The applicant must have a registered business name, an ABN and be registered with the Northern Territory Department of Health.
- 1.4 The applicant must have (or provide on confirmation of Council's intention to grant a permit) public and product liability insurance for the amount of at least \$10 million.
- 1.5 The applicant must demonstrate a local community and business need for the proposed Mobile Van / Street Food operation.
- 1.6 The nature of Mobile Van / Street Food is to be based on the use of **mobile vans or vehicles**. The applicant must demonstrate that the business complies with the intent and aims of this policy.
- 1.7 If the applicant is a not-for-profit or charitable organisation, the applicant must demonstrate its bona fides.

2. Allocation of Sites

The Policy provides for a total of five (5) dedicated locations in the municipality. Each location can support more than one operator, subject to the hours of operation. Preservation of neighbourhood amenity will be a priority consideration for street food vending activities in residential areas. Additional sites may be allocated on a case by case basis.

The Katherine Town Council will seek expressions of interest for Mobile Van / Street Food vending on an annual basis (from December to February). Requests for special events and programs will be considered on a case by case basis.

Permits are issued as casual permits only for a maximum period of twelve (12) months which is reflected in the permit fees charged by Council. Where two or more applications are received for the same site, allocation of the permit will be made in accordance with the procedure detailed in this criteria.

Where a site is unoccupied, allocation will be issued on a "first come first serve basis".

Where a site is occupied and no other applications have been received, allocation will be reissued to the existing occupant for a further period, if so requested.

Where a site is occupied and additional applications have been received for the same site, allocations will be conducted by a selection panel process. The selection panel will be composed of officers from Katherine Town Council and applications will be assessed against the criteria contained in sections (1), (4), (5), (6) and (7) of this document and the following underpinning values of the policy;

- Diversity
- Innovation
- Quality
- Sustainability
- Value

3. Location

- 3.1 The proposed operating site(s) must be suitable for the purpose of Mobile Van / Street Food and not be in an excluded area. Where the proposed location is adjacent to existing food businesses, the applicant must provide evidence of consultation.
- 3.2 The proposed facility and activities **must not** compromise public safety, cause obstruction, or impede the flow and use of the area by pedestrians, road users, emergency response personnel, maintenance crews, patrons and staff of surrounding businesses, occupants of and visitors to surrounding residential properties, and other street activities.
- 3.3 Exemptions may be made to access to parking spaces for operations that support and promote the night time economy in the central business district.

4. Amenity and Appearance

- 4.1 All applications must include a detailed site plan of the proposed operation, including the vehicle or food vending facility, the proposed area(s) of operation and any power and water requirements (including the use of generators).
- 4.2 The proposed Mobile Van / Street Food operation **must not**:
 - compromise pedestrian and traffic flow or obstruct access to parking, taxis, and bus and loading zones;
 - obstruct access to public space facilities such as bike paths, drinking fountains, BBQs, toilets, park and street furniture, rubbish bins, telephones and post boxes;
 - operate on a footpath with a width less than 3.2 metres;
 - operate within 1.8 metres of a building front and within 600mm from the kerb line;
 - operate adjacent to construction zones, disabled parking spaces and bus, taxi and loading zones;
 - operate on a footpath;

- operate in a manner that causes undue distraction to vehicular traffic; and
- modify, cover, remove, or relocate trees and shrubs and other public property (such as park furniture, public art, signs, and bins).

5. Operating Days & Times

- 5.1 The proposed days and times of operation must be conducive to the enhancement of the area through the provision of food and or beverage services. The proposed days and times of operation must not compromise:
- the safety of public space users;
 - other street and public space activities and uses;
 - neighbourhood amenity;
 - acceptable noise levels; and
 - ingress and egress to surrounding sites and premises.
- 5.2 A limited number of Mobile Van / Street Food permits will be available at the locations described in the Mobile Van / Street Food Policy.
- 5.3 Permits will not be issued in instances where the Katherine Town Council determines that the granting of a permit may result in the oversupply of Mobile Van / Street Food operations within a given area and or at a given time.
- 5.4 Hours of Operation include set up and take down times. Hours are described below.

Weekdays (Monday to Friday)	6.00 am to 9.00am	5.00 pm to 9.00 pm
Weekends/Public Holidays	6.00 am – 9.00 pm	

- 5.5.1 No operator shall conduct business for more than three (3) days in any seven (7) day period.
- 5.5.2 No operator shall conduct business for longer than four (4) hours within a calendar day.
- 5.7 Special events running for longer hours or over multiple days will be exempt from the above of hours of operation, when the operator is engaged as part of the event.

6. Prior Advertising & Marketing

- 6.1 After initially assessing your application for adherence to Council's requirements, you will be notified of the need for you to commence advertising your intended business. This advertising:
- 6.1.1 Must commence within a two (2) week period of Council advising you that your application has progressed.
- 6.1.2 Must occur over a period of four (4) weeks.
- 6.1.3 Needs to include the information contained in Appendix 1 – Advertising Requirements.
- 6.1.4 Must state a period of at least one (1) week after the final advertising date, for comment to be received by Council.

- 6.1.5 Advertising should occur in locally circulated newspapers.
- 6.1.6 Applicants that have further advertised via local social media platforms, will be favourably looked upon.
- 6.1.7 Council reserves the right to review and make decisions based on the information it has received, for not greater than two (2) weeks after the close of the comment period.
- 6.1.8 Evidence of your four (4) weeks of advertising must be submitted to Council in order for your application to be further assessed.
- 6.1.9 Council reserve the right to reject your application based on comments received from members of the public/other business operators, that it believes are valid.
 - 6.1.9.1 In this event, Council will provide written notification to the applicant, outlining the reason(s) for Council's decision. However, Council will not provide details that would cause either personal or commercial prejudice or confer unfair commercial advantage or disadvantage to any person or business.

7. Onsite Advertising & Signage

- 7.1 All proposed outdoor advertising must comply as below:
 - 7.1.1.1 Permit holders will be allowed one (1) moveable sandwich board or A-frame (two faces joined at the top by hinges) no larger than 1m² or one (1) flat single or double-sided board, in a free-standing frame, no larger than 1m².
 - 7.1.1.2 Signage must be constructed of a durable material and be maintained in good condition.
 - 7.1.1.3 Signs that Council considers offensive by virtue of their design or message will not be allowed.
 - 7.1.1.4 Signs that resemble regulatory, traffic or warning signs will not be allowed.
 - 7.1.1.5 Sign placement must not obscure a vehicle driver's view or hinder pedestrian usage of a path or walkway.
 - 7.1.1.6 Illuminated signs are not permitted.
 - 7.1.1.7 Signage can only be displayed during hours of operation.
- 7.2 All applications must include detailed plans or diagrams of proposed advertising for assessment of the above.

8. Cleaning, Maintenance, Waste Management & Sustainability

- 8.1 All applications must demonstrate that all food handling activities will be compliant with the *Food Act* and the *Food Standards Code*.
- 8.2 All applications must include a waste management procedure. (Waste generated by food preparation activities is not to be disposed of in Katherine Town Council waste receptacles or drains).
- 8.3 All operations must be fully self-contained, providing their own resources for power and water.

ADVERTISING REQUIREMENTS

At a minimum, your advertising must include the following information.

INTENTION TO OPERATE A MOBILE FOOD VAN / STREET FOOD OPERATION

Location:

Business Name:

Hours of Operation:

Food/Beverage types:

Contact Number: (others may have questions about your proposal and a conversation could avoid any misunderstandings)

Your ad should also state: *"Any comments should be lodged with Katherine Town Council by (insert a date at least one (1) week after closure of 4 weeks advertising) on records@ktc.nt.gov.au , by phone 8972 5500 or in person at the Katherine Civic Centre, Stuart Highway.*



KATHERINE TOWN COUNCIL MOBILE VAN / STREET FOOD APPLICATION CHECKLIST

APPLICANT NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____

DATE OF APPLICATION: _____

Applications are assessed for compliance to Katherine Town Council's Mobile Van / Street Food Vendor Policy 2020. Please refer to the policy at www.katherine.nt.gov.au for details.

ITEM	*YES / NO	COMMENTS
Initial Assessment of Application Against KTC Policy		Name of Assessor
Applicant Advised of Outcome		(Date)
Applicant Advised to Advertise		(Date) Remind to provide advertising evidence
Evidence of Four Weeks Advertising		Where / when / attach copies of ads
Objection(s) Received		Who / attach copies
Objection(s) Assessed by KTC Officer		Notes and Council Officer who assessed
PERMIT APPROVED		Date
Applicant Advised of Permit Issuing		Date
Copy of DOH Food Licence received		Attach copy
Copy of Public Liability Insurance received		(Min coverage - \$10,000,000) Attach copy
Payment Received		Receipt No.
PERMIT NO.		Record number
RENEWAL DATE		Record Date
Permit provided to Applicant		Emailed/collected

Additional Comments: _____

For Office Use Only)

Permit Paperwork Filed		Doc ID number
Applicant Advised of Permit Rejection		Written explanation to be drafted and approved by XCS for sending to applicant.

Application Process Completed by:

Name: _____ **Dated:** _____ **Signed:** _____

