

MOBILE FOOD VENDOR ASSESSMENT CRITERIA



KATHERINE
TOWN COUNCIL

Page intentionally blank

Assessment Criteria – Mobile Food Vendor Operator

The Katherine Town Council's *Mobile Food Vendor Policy* provides a set of clear objectives for Mobile Food Vendor operations in the municipality and identifies an appropriate operating framework and fee structure. The Policy is supported by these criteria against which all Mobile Food Vendor 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 Food Vendor operation.
- 1.6 The nature of Mobile Food Vendor 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.

2. Allocation of Sites

The Policy provides for a number of identified 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.

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 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 Food Vendors and not be in an excluded area. Where the proposed location is adjacent to existing food businesses, the operator will be consulted.
- 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 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 Food Vendor 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 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 Food Vendor permits will be available at the locations described in the Mobile Food Vendor 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 Food Vendor operations within a given area and or at a given time.
- 5.5.1 No operator shall conduct business for more than five (5) days in any seven (7) day period.
- 5.5.2 No operator shall conduct business for longer than six (6) hours within a calendar day.
- 5.5 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 to commence advertising the intended business. This advertising:
- 6.1.1 Will be the responsibility of Katherine Town Council;
- 6.1.2 Must commence within a one (1) week period of Council advising you that your application has progressed.
- 6.1.3 Must occur over a period of a two (2) weeks.
- 6.1.4 Needs to include the information contained in Appendix 1 – Advertising Requirements.
- 6.1.5 Must state a period of at least one (1) week after the final advertising date, for comment to be received by Council.

- 6.1.6 Advertising will occur once in a locally circulated newspapers with additional advertising (weekly) via Council's Social Media channels and website during the consultation period..
- 6.1.7 Council reserves the right to review and make decisions based on the information it has received, for not greater than one (1) weeks after the close of the comment period.
- 6.1.8 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.
 - 6.1.8.1 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

INTENTION TO OPERATE A MOBILE FOOD VENDOR OPERATION

Location:

Business Name:

Hours of Operation:

Food/Beverage types:

Council Officer Contact Name and Number

"Any comments should be lodged with Katherine Town Council by (insert a date at least one (1) week after closure of 2 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 FOOD VENDOR APPLICATION CHECKLIST

APPLICANT NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____

DATE OF APPLICATION: _____

Applications are assessed for compliance to Katherine Town Council's Mobile Food Vendor Policy 2021. 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 of Advertising process		(Date)
Evidence of two (2) 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: _____

