

# Mobile Food Vending Vehicle Guidelines



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## INTRODUCTION

Mobile Food Vending Vehicles have the ability to trade at times and places where there are no other affordable food options, or in areas that may be underutilised and in need of activation.

The purpose of these guidelines is to provide a framework of operation that encourages the creation of a new economy within the Shoalhaven City Council Local Government Area. The intention is to provide information regarding criteria requirements for obtaining Council approval within the context of the *“Management of Mobile Food Vehicles on Council Owned or Managed Land (including Roads) Local Approvals Policy”*.

## SCOPE

These guidelines apply to the Shoalhaven City Council Local Government Area.

For further information please refer to the “*Management of Mobile Food Vending Vehicles on Council Owned or Managed Land Local Approvals Policy*”.

## APPROVALS

All Mobile Food Vending Vehicles require approval issued by Shoalhaven City Council prior to operating in public places. All approvals are issued for a maximum period of 12 months, or lesser time period, as stated in the approval and must be renewed prior to the expiry date.

There are 2 categories of approvals which are summarised as follows;

### **Category 1**

*Food Itinerant*

*Refer to Council Policy 12/122*

Service of food that is not potentially hazardous, or that involves low risk practices such as frothing milk and can trade on the street for such a period of time necessary to engage in the actual serving of a customer. Once the customer/s have been served they are required to move on. An example would be Mr Whippy or Home ice-cream.

### **Category 2**

*Food Van*

*Refer to Council Policy Management of Mobile Food Vending Vehicles on Council owned or Managed Land*

Allows the operator to occupy any one position on a public road or car park for up to a maximum of 5 hours between 7am to 7pm

## FEES

The fees are detailed in Council’s *Schedule of Fees and Charges* on Shoalhaven City Council’s Web Page and are subject to change. All approvals are issued for 12 months. Fees must be paid on application and when the approval is renewed.

## NUMBER OF APPROVALS

Food Itinerant has no maximum number of approvals that can be issued. Applications for Category 2 Food Vans will be issued from 1 May – 31 May of each year, operating from 1 July – 30 June each year.

## VEHICLE DIMENSIONS

The vehicle must not exceed 6m metres long and 2.5 metres wide.

## LOCATIONS

Shoalhaven City Council has developed guidelines around Mobile Food Vending Vehicles within the Local Government Area.

All MFV Operators are prohibited from conducting trade within 1km of an existing takeaway food or drink premises open for business that is serving same or similar food and/or drink types. This minimum distance is measured by road (shortest route from shop to MFV vehicle set up point).

The definitions of mobile vending and trading locations are outlined below.

### Street vending

All approved vehicles are permitted to operate on Council-owned roads within existing lawful car parking spaces and must comply with the local car parking restrictions of that parking space. For further details refer to the *Management of Mobile Food Vending Vehicles Local Approvals Policy*.

## APPLICATION PROCESS

You must fill out a Category 2 Mobile Food Vending Vehicle Application form with all supporting documentation and fees to Council for review prior to final approval.

Council will not refund or transfer fees if the business is sold or transferred, or should the MFV Operator change their mind.

## SUPPORTING DOCUMENTATION

### 1. BUSINESS PLAN

- a. A detailed documented outlining your set of business goals, objectives, target market information and financial forecasts that you are aiming to achieve over the period of approval.

### 2. OPERATIONAL PLAN OF MANAGEMENT:

- a. You must create a detailed plan for your business outlining how you will manage food safety and operational issues. The plan is a simple document that describes the steps required to ensure that the food you sell is safe to eat. It must include details on how

you will identify and manage food safety, and any environmental impacts such as noise, litter, wastewater disposal and odour.

### 3. PROOF OF:

- a. Certificate of Currency for Third Party Property Damage Insurance to the value of \$20,000,000; and
- b. Certificate of Currency for Public and Product Liability Insurance to the value of \$20,000,000 which also indemnifies Shoalhaven City Council and the applicant/operator.
- c. Permit issued by Environmental Services

### 4. HEALTH & SAFETY APPROVALS

- a. Show appropriate and applicable registration or licences from the NSW Food Authority and approvals from Shoalwater if a trade waste permit is required.
- b. Ensure you and your staff are trained in responsible food safety and hygiene standards. You may need to have an accredited Food Safety Supervisor on site.
- c. Fire fighting equipment such as Portable Fire Extinguishers and blankets may be required in accordance with AS2444-2001
- d. Ensure Gas Bottles and fittings comply with AS2030.1 - 2009

## NOTIFICATION OF APPROVAL

Approvals will be issued subject to conditions including, but not limited to, compliance within the *Management of Mobile Food Vending Vehicles Local Approvals Policy*. Approvals will take effect from the date as stated on the approval and will expire 12 months after the date of the approval.

All approvals will be issued a permit which must be displayed in a location clearly visible to customers at all times whilst in operation.

Please refer to Council's *Local Approvals Policy for the Management of Mobile Food Vending Vehicles* regarding further information on approvals.

## RESPONSIBILITIES

The implementation of these guidelines is the responsibility of the Property Unit, City Rangers and the Environmental Health Unit.

Officers monitor and respond to public enquiries or complaints in relation to Mobile Food Vending Vehicles in the Shoalhaven. They manage day to day operations and make recommendations to mobile food vending vehicle operators.

Council's staff will enforce conditions of approval to ensure all food truck operators are compliant.

Council's Environmental Services Section will issue all environmental & health approvals and carry out inspections prior to approval. They are also responsible for random spot checks of all mobile food vehicles to ensure that all vehicles are compliant and adhering to the criteria of their approval.

## REVIEW

The Director Asset & Works will review these guidelines every 2 years or sooner if required.

Next review date: 1 July 2018

TRIM Reference:52631e

# CHECK LIST

## Getting started

- Review this guide and all relevant information available
- Choose the category type you'd like to apply for
- Consider what sort of concept your business will have and the design of your vehicle
- Complete your business plan
- Arrange a preliminary meeting with Council if needed
- Fill in the Mobile Food Vending Vehicles Application Form and attach copies of the following documents:
  - Certificates of insurances
  - Vehicle registration
  - Trade Waste Permit from Shoalwater (if applicable)
  - Menu
  - Operational Plan of management
  - Vehicle build and layout plans
  - Business Plan
- Arrange an inspection of the vehicle by Council's Health Officer
- Arrange payment of fees

## After your application is approved

- Arrange a meeting with Council to receive:
  - Your Approval notice
  - Your approval permit for your vehicle
  - Any regulation, compliance and safety training that maybe applicable
- Make sure you've read and understand all conditions of your approval
- Notify the NSW Food Authority and ensure you and your staff undertake food safety training
- Attach the approval permit to your vehicle in a place where it can be easily seen by customers and officers
- Ensure that you have the Operational Plan of Management in your vehicle at all times