

Mobile Food Vendors Guidelines and Specifications



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1. Introduction

1.1 Purpose of the guidelines

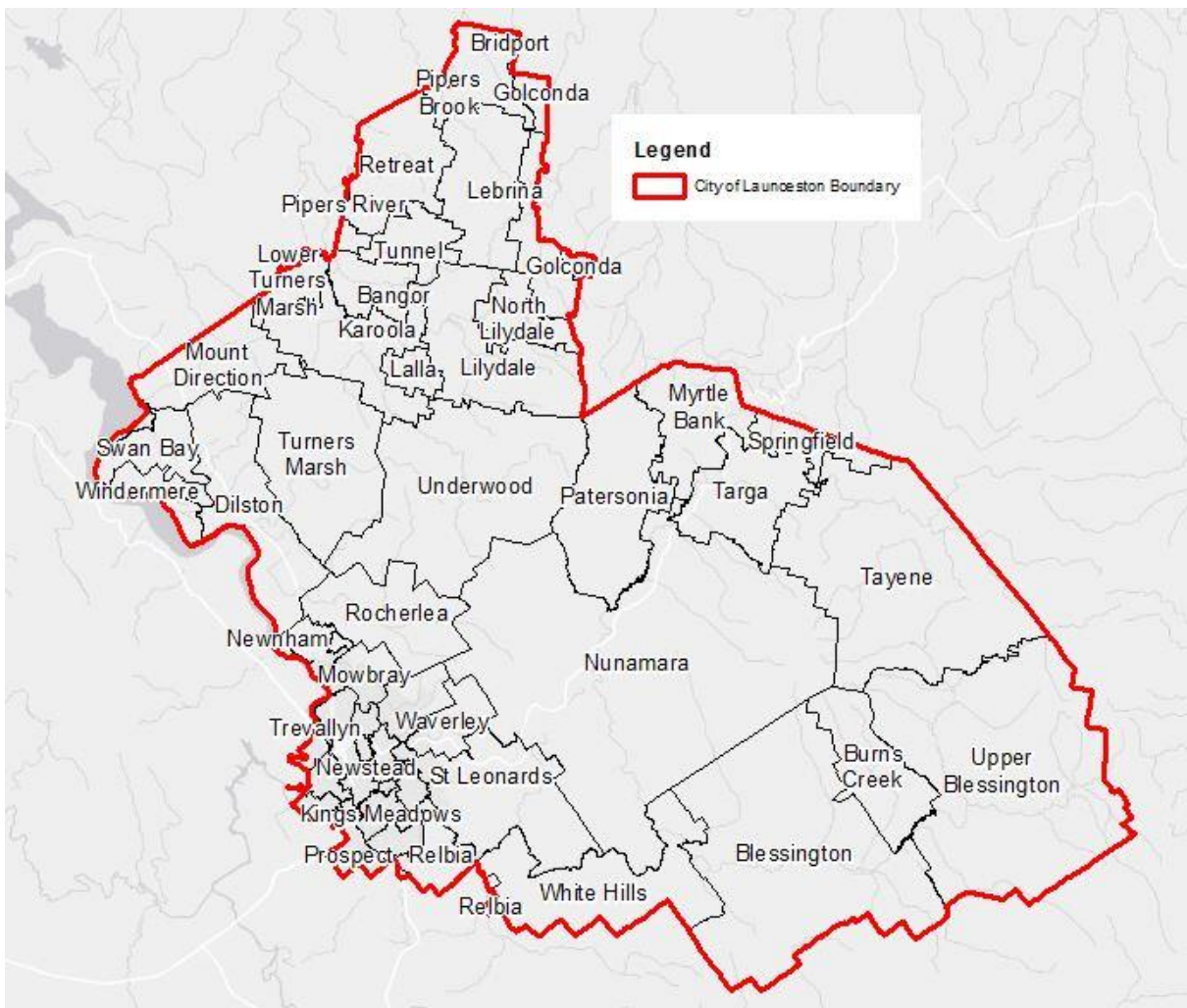
These guidelines have been developed to assist mobile food vendors in Launceston by providing a framework for assessing requests for operating on council owned and managed land in the municipal area.

These guidelines must be read in conjunction with Council's Mobile Food Vendor Policy (18-Plx-022) which can be obtained by contacting Council's Customer Service Centre on (03) 6323 3000 or accessing Council's website: www.launceston.tas.gov.au

1.2 Guideline application areas

These mobile vendor guidelines apply to all public roads, parks, car parks or other land managed by the City of Launceston.

The mobile vendor is responsible for ensuring the guidelines are always adhered to.



1.3 Definitions

(To be read in conjunction with the definitions in the Mobile Vendor Policy 18-Plx-022)

Authorised officer

A person employed by the Council in the position of General Manager Assets Network or an investigations officer.

Council

The City of Launceston.

Established business

Any business that offers products and services to its customers face-to-face in an office, store or building that the business owns or rents.

Mobile food vendor

Any business selling food, beverages and/or produce from a stationary vehicle. This includes registered vehicles (such as cars, vans or trailers) and non-registered vehicles (such as carts).

Waste bins

A receptacle provided for the disposal of single service food containers and implements for use by patrons using the licenced area.

2. Applying for a permit

2.1 Eligibility

To be eligible for a mobile food vendor permit the operator must:

- have a current Australian Business Number (ABN) or an Australian Company Number (ACN)
- have a vehicle registered in accordance with the *Vehicle and Traffic Act 1999*
- if the business is selling food and/or beverages, have a current state-wide food business registration certificate, issued by a local council under the *Food Act 2003*
- hold a current public liability insurance policy with cover of not less than \$20 million
- Indemnify Council against any liability that may arise as a direct result of the mobile food vendors trading within an approved site.

2.2 Process

Applications can be made online via the Council website, or through Customer Service via post, email, phone or in person. To be valid, an application must be accompanied with the application fee and a copy the following documentation:

- Relevant licences and registrations as listed above
- Current Public Liability insurance and Product Liability insurance
- Details of the type of products to be sold (i.e. menu)
- Details of the size of the vehicle
- Details on the intended trading locations, frequency and hours of operation.

Failure to submit all of the above details may result in the trader not receiving a permit.

2.3 Limitations

Permits are issued for a period of either 1 day, 6 months or 12 months. Permits are not automatically renewed: a new application will be required for each permit period. Mobile food vendor permits are issued for one vehicle only and are not able to be shared or transferred.

3. Locations

Once a vendor has received a mobile food vending permit, they may choose to trade from several locations throughout the city that are pre-approved for mobile vending (see Appendix A). There is a maximum space of one vendor per location unless otherwise specified.

3.1 Booking system

A booking system accessible via the Council website will enable vendors to book locations, dates and session times (subject to availability). The booking system will ensure all vendors have fair and equitable access to their preferred location/s. Bookings can be made up to two months in advance. The booking system is accessible via Council's website. Alternatively, bookings can be arranged through Customer Service via email, phone or in person.

If it is found that vendors are regularly making bookings that are not used, thus preventing other vendors from being able to book locations, then Council reserves the right to cancel the mobile food vending permit.

3.2 Time restrictions

Mobile food vendors, unless granted written approval from Council, may:

- book either one morning OR evening session per approved trading location, per day;
- not operate at the same approved trading location for more than two days per calendar week (from Sunday to Saturday).

Unless otherwise specified, two booking sessions are available per space, per day:

- Morning session - business hours 8am to 2pm
- Evening session - business hours 4pm to 10pm

Mobile food vendors may be parked at the location up to one hour before and one hour after the booked session to allow for setting up and pack down. Vendors must only sell during the booked session times and are prohibited at all other times unless otherwise specified.

4. Maintenance and management

A mobile food vendor must:

- display their valid mobile food vendor permit and applicable business registrations while operating;
- ensure that the preparation, handling and serving of food and drinks is conducted in accordance with the requirements under the *Food Act 2003*;
- trade wholly from within their vehicle;
- ensure they are legally parked at all times;
- Operate in a location where a 1500mm (minimum) wide access is available to access the serving hatch;
- keep their vehicle well presented, clean and in roadworthy condition;
- where possible use power sources that generate low or no noise and/or air pollution;
- ensure that all noise associated with trade, including customer activity and music, is kept to a minimum and cannot be heard inside an adjacent building;
- not use public address systems;
- ensure lighting complies with Australian Standards and the *Traffic Act 1925*, and does not cause a hazard to drivers;
- not receive deliveries while trading;
- not erect any free-standing sign or provide any furniture, shade structures or similar infrastructure for patrons, without prior Council approval;
- ensure that they and their customers do not hinder public access to parking, loading, taxi and bus zones, footpaths, roads, driveways and wheelchair access points;
- ensure that they and their customers do not commandeer or modify public infrastructure, including public seats, bike racks and rubbish bins;
- provide their own water and power sources;
- not run leads across pedestrian or motoring areas;
- provide separate waste receptacles for waste and recyclables, each with a capacity of not less than 50 litres, immediately adjacent to the food truck for use by patrons, and ensure the site is always kept clean of litter and rubbish;
- ensure that all containers and utensils provided to customers are certified compostable (plastic packaging is not permitted);
- remove and dispose of all waste responsibly at the conclusion of each trading period (Council rubbish bins or gardens must not be used to dispose of the vendor's waste);
- ensure no wastewater and waste liquids, including cooking oil, are discharged, and that all wastewater or liquid wastes are contained within the food truck;
- not wash down a vehicle or its interior, or any other article, on a road or on Council managed land;
- not leave the vehicle from which they conduct their business parked unattended at an approved site for a period longer than one hour; and
- follow any and all instructions issued by a duly authorised officer of Council.

5. Compliance

The operator is responsible to make good any damage caused to Council assets or infrastructure, to the satisfaction of General Manager Infrastructure and Assets, in connection with their mobile vending activity.

Where Council is required to undertake extra cleaning, rubbish removal, maintenance or replacement as a direct correlation to a vendor's activity, the mobile food vendor may be required to reimburse Council for these costs.

Council reserves the right to:

- alter, add to or remove any of these requirements or approved locations at any time, which will be communicated to the operator as soon as possible; and
- suspend or cancel a mobile food vendor permit at any time if the trading restrictions or conditions of operation are not followed, or if the trade contravenes any regulatory requirement or condition of the permit.

RELATED POLICIES & PROCEDURES:

- Mobile Food Vendors Policy (18-Plx-022)
- On Street Dining: Guidelines & Specifications (18-HLPrx-002)
- Facilities and Highways By-Law 1 of 2021
- Appendix A - Mobile Food Vendor Locations

RELATED LEGISLATION:

- Vehicle and Traffic Act 1999*
- Food Act 2003*
- Land Use Planning and Approvals Act 1993*

REFERENCES:

N/A

DOCUMENT INFORMATION

Reference number	18-Rfx-040
Version	31/10/2024
Review	31/10/2029
Key function	Land Use & Development
System	
Document type	High Level or Detail Procedure
Responsible Directorate	Infrastructure and Engineering
Approved by	Manager Infrastructure and Engineering
Action Officer	Manager Infrastructure and Engineering
Text search key words	Mobile food vendors public roads guidelines specifications

To be communicated to <i>(To be identified by Approver)</i> (Insert ✓ in relevant row)		Department/Area only
		Directorate via Director and Managers
	✓	Specific Areas: <ul style="list-style-type: none"> • Roads & Hydraulics • Parks & Recreation • Parking & Carr Villa • Environmental Services • Planning Services • Community, Tourism & Events
		Council-wide
	✓	Council Website
	Intranet	

Hard copy distribution	N/A
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APPENDIX A - MOBILE FOOD VENDOR LOCATIONS

There are currently 11 locations for mobile trading identified within Launceston, including:

1. Riverbend Park, Invermay (subject to planning approval)
2. Lindsay Street West, Invermay
3. Heritage Forest, Invermay (subject to planning approval)
4. Community Park, West Launceston (subject to planning approval)
5. High Street, East Launceston
6. Picnic Grounds, St Leonards (subject to planning approval)
7. Ravenswood Skate Park, Ravenswood
8. Machens Reserve, Kings Meadows (subject to planning approval)
9. Lilydale Falls, Lilydale (subject to planning approval)
10. The Shed, Rocherlea
11. Youngtown Regional Park, Youngtown

RIVERBEND PARK, INVERMAY

Maximum 4 vehicles. Hatched area denotes permitted parking for mobile vendor, subject to availability. Mobile vendors are only permitted to operate between the hours of 2pm and 10pm, with 1 hour before and after for set-up/pack-up. Mobile vendors are prohibited at all other times. Vendor to be provided individual pin for gate at booking. Pin will only work for the nominated time.



LINDSAY STREET WEST, INVERMAY

Maximum 2 vehicles. Hatched area denotes space in which mobile vendor can pick their parking spot, subject to availability. Mobile vendors are only permitted to operate between the hours of 2pm and 10pm, with 1 hour before and after for set-up/pack-up. Mobile vendors are prohibited at all other times.



Heritage Forest, Invermay

Maximum 1 vehicle. Hatched area denotes permitted parking for mobile vendor, subject to availability.



COMMUNITY PARK, WEST LAUNCESTON

Maximum 1 vehicle. Hatched area denotes space in which mobile vendor can pick their parking spot, subject to availability.



HIGH STREET, EAST LAUNCESTON

Maximum 4 vehicles. Hatched area denotes permitted parking for mobile vendor, subject to availability. Mobile vendors are only permitted to park between the hours of 4pm and 9pm, with 1 hour before and after for set-up/pack-up. Mobile vendors are prohibited at all other times.



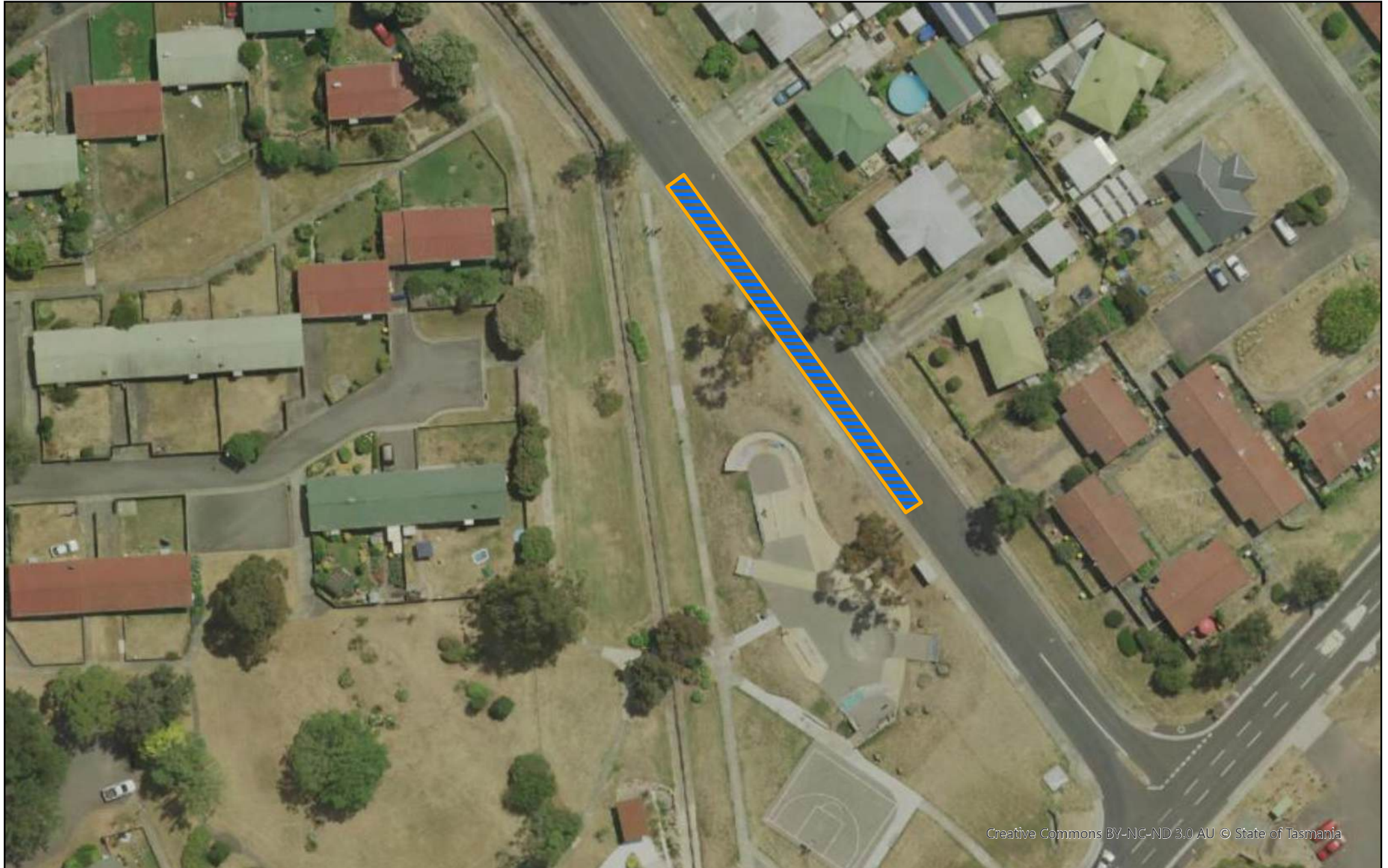
PICNIC GROUNDS, ST LEONARDS

Maximum 1 vehicle. Hatched area denotes permitted parking for mobile vendor, subject to availability.



RAVENSWOOD SKATE PARK, RAVENSWOOD

Maximum 1 vehicle. Hatched area denotes space in which mobile vendor can pick their parking spot, subject to availability.



MACHENS RESERVE, KINGS MEADOWS

Maximum 1 vehicle. Hatched area denotes space in which mobile vendor can pick their parking spot, subject to availability.



Lilydale Falls, Lilydale

Maximum 1 vehicle. Hatched area denotes permitted parking for mobile vendor, subject to availability.



The Shed, Rocherlea

Maximum 1 vehicle. Hatched area denotes space in which mobile vendor can pick their parking spot, subject to availability.



Youngtown Regional Park, Youngtown

Maximum 1 vehicle. Hatched area denotes permitted parking for mobile vendor, subject to availability.

