



POLICY NO.	CPPH1
POLICY TITLE	Mobile Food Vending Vehicle Guidelines
STATUS	Council Policy
SERVICE	Public Health and Safety
DOCUMENT ID	543181

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## 1. PURPOSE

The purpose of these Guidelines is to provide a framework for the operation of mobile food vending vehicles in the Hunters Hill LGA.

The Guidelines aim to encourage mobile food vending vehicle businesses to operate in Hunters Hill whilst complying with relevant legislation and existing Council policies.

## 2. SCOPE

These Guidelines apply to mobile food vending vehicles within the Hunters Hill local government area.

The following applies:

- Mobile food vending is not permitted on NSW State controlled roads.
- Application for trading at proposed sites must satisfy the following:
  - Does not restrict any vehicular or pedestrian access to or from the land or entry to any building on the land;
  - Does not obstruct the operation of, or access to, any utility services on the land or on adjacent land;
  - Does not result in any damage to public property on the land or on adjacent land;
  - The site is not within 200m of a fixed food premises;
  - The site does not have an existing food retail facility (e.g. canteen); and
  - Complies with the other requirements of this document.
- Council owned/controlled roads and car parks, will be considered subject to the relevant approval from Council.
- Council parks/sportsgrounds available for the location of mobile food vending vehicles are as follows:
  - Boronia Park
  - Weil Park
  - Buffalo Creek
  - Clarkes Point
  - Gladesville Reserve
- These Guidelines does not circumvent the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and amendments.

### 3. BACKGROUND

There is a trend to encourage mobile food vending vehicles, particularly food trucks, to sell goods in public places independently of organised events. Food Trucks activate spaces, can bring people together and provide a range of food choices in areas with limited options.

Hunter's Hill Council supports the operation of mobile food vending vehicles to encourage diversity in food options. The operation of mobile food vending vehicles supports the outcomes of Hunters Hill Community Strategic Plan.

### 4. OBJECTIVES

The objectives of the Mobile Food Vending Guidelines are to actively encourage mobile food vending vehicles and ensure:

- The operation of Mobile Food Vending Vehicles is in accordance with the Australian Road Rules.
- Mobile Food Vending Vehicles operate within approved off-street trading sites in public places. Ensure that all food sold through a Mobile Food Vending Vehicle is safe and fit for human consumption.
- That the Mobile Food Vending Vehicle is fitted out in accordance with the NSW Food Authorities "Guideline for Mobile Food Vending Vehicles.
- Guidance for people wishing to operate a Mobile Food Vending Vehicle within the LGA.
- The safe operation of Mobile Food Vending Vehicles for staff, patrons and the public.
- That all waste is disposed of appropriately.
- That the operation of Mobile Food Vending Vehicles does not negatively impact surrounding areas and sensitive land uses.

### 5. EXEMPTIONS

Exemptions under the Guidelines:

- If you are wishing to trade on land that is privately owned, please contact Council to discuss any specific requirements.
- Exemptions to the Guidelines for Council approved or operated events are stipulated in Section 20.

### 6. TYPES OF MOBILE FOOD VENDING VEHICLES

In line with other council areas Hunters Hill recognises two types of mobile food vending vehicles.

#### Food Vans (Category 1)

- **Menu Items** – Food and drinks that do not require a kitchen or further preparation, the exception being the frothing of milk for coffee, the preparation of a milkshake or the serving of frozen dairy products. Food may be pre-packaged, or served directly from its package/container and does not require re-heating (that is, potentially hazardous food that is already hot). The vehicle must meet the required design standards to ensure food safety requirements are met. Examples of food types include tea, coffee, milkshakes, pre-packaged ice cream, soft serve ice cream, pre-heated and pre-packaged pies and sausage rolls, pre-made and pre-packaged sandwiches.
- **Stopping time** – On street sites: Each Mobile Food Van is able to trade for a maximum of 60 minutes (1 hour) in any one location within a 24 hour period on Council owned roads (see Appendix 1 for a list of excluded roads / areas) and as per the regulatory street sign posting. Parking requirements must be adhered to at all times.  
**Off street sites:** Food Vans can park and trade in specifically marked areas within nominated parks and reserves/or other areas for up to 6 hours within any 24 hour period.
- **Trading conditions** – Food vans are permitted to undertake street trading in all areas apart from the excluded zones outlined in Appendix 1. No items are permitted to be placed outside of the vehicles, this includes seating and signage.

## Food Trucks (Category 2)

- **Menu Items** – There are no restrictions to the menu for an approved food truck vehicle. Potentially hazardous foods may be prepared, cooked and sold from the vehicle. The vehicle can be a mobile kitchen; however, the operator must have access to an approved fixed premises or commercial kitchen (for large scale food preparation and storage). Food types can include pasta, stir fries, sandwiches, burgers, fries, deserts, etc.
- **Stopping time:** For more information regarding stopping times at specific locations, please refer to Section 12.
- **Trading conditions** - Food trucks can trade in locations with the exception of those outlined in Appendix 1 of these Guidelines. Items such as seating, waste bins, signage, and menus can be placed outside of the food truck within a 5m radius.
- **Management Plans** – are to be submitted with any application. The minimum points that the Management Plans should consider are:
  - i. Food processes and/or preparation
  - ii. Noise
  - iii. Waste
  - iv. Ventilation and odour
  - v. Water (both potable for use and disposal of waste water)
  - vi. Cleaning of vehicle both inside and out
  - vii. Pest control
- **Vehicle Dimensions:** The vehicle shall be no larger than 11m long and / or 2.5m wide.

## 7. TRADING

To trade on public land, the food van business must:

- Make an application for a Food Van approval using Application for approval to operate mobile food vending vehicle.
- Comply with Hunters Hill Mobile Food Vending Vehicle Guidelines;
- Comply with Guidelines for Mobile Food Vending Vehicles published by the NSW Food Authority;
- Comply with the Food Act 2003 (NSW).

## 8. APPROVAL (1)

- These Guidelines applies to approval for an activity as per Section 68 of *the Local Government Act 1993*. Provided within the table associated with Section 68, it states:

*Use a standing vehicle or any article for the purpose of selling any article in a public place.*

- It is an offence under the *Local Government Act 1993* to operate a Mobile Food Vending Vehicle or sell food from a mobile food vehicle in a public area without prior approval from Hunters Hill Council.
- Mobile Food Vending Vehicles will be issued with an approval that includes conditions of operation which are to be complied with at all times.
- Approvals will take effect from the date stated on the approval and shall remain current for a period of 12 months, or any other time as stated on the approval not greater than 12 months.
- Prior to expiration of the approval period, the applicant may apply for an extension to the approval for an additional 12 month period. Such extensions to an approval can only be granted once. At the conclusion of a second 12 month period, a new application is required to be submitted to Council for consideration.
- Applicants may withdraw an application as per Section 88 of *the Local Government Act 1993* at any time prior to its determination, by giving the Council notice to that effect signed by the applicant.
- Applicants may apply to have an approval amended as per Section 106 of the *Local Government Act 1993*.

Council reserves the right to revoke any approval as per Section 109 of the *Local Government Act 1993*. In particular, an approval may be revoked if there is failure to comply with a requirement made by, or under the *Local Government Act 1993*, or for any failure to comply with a condition of the approval.

- An application for approval to operate a mobile food vending vehicle under Section 68 of the Local Government Act 1993 must be made to Council prior to being allowed to operate in the LGA.
- The application must be made by completing the Mobile Food Vending Application Form, which can be found on Council's website (<http://www.huntershill.nsw.gov.au>).
- Each mobile food vending vehicle is required to have a separate application and approval.
- The application must be accompanied by the latest inspection report from their home jurisdiction for the mobile food vending vehicle (should the home Council not be Hunters Hill Council).
- For Category 1 vehicles, a copy of the latest inspection report for their preparation kitchen and/or food storage area is to be provided. If all food is purchased pre-made/wrapped then a list of suppliers is to be provided.
- For a Category 2 vehicle, the latest inspection report for the commercial kitchen is to be supplied with the application.
- The application is to be accompanied by a Plan of Management that is specific to that vehicle.

**Note:** The applicant should allow at least 4 weeks for Council to process an application.

## 9. FEES

- Food Vans (Category 1) will be exempt from the payment of fees.
- Any application to operate a Food Truck (Category 2) within the LGA shall be accompanied by the prescribed fee, which can be found in Council's Fees and Charges Schedule on Council's website.
- Any application for extension or amendment to an approval shall be accompanied by the prescribed fee, which can be found in Council's Fees and Charges Schedule on Council's website.
- The fee is payable to Council at the time the application is made. Applications not accompanied by the prescribed fee will not be processed and may be refused after five working days should payment not be made.
- Incomplete applications may also be rejected if additional information is not supplied within the timeframe specified by Council. The assessment component of the fee will not be refunded.

## 10. FITOUT

- The fitout of the Mobile Food Vending Vehicle is required to satisfy the requirements of the NSW Food Authority "Guidelines for Mobile Food Vending Vehicles" and Food Standards Australia and New Zealand "3.2.3 Food Premises and Equipment".

## 11. INSPECTION OF VEHICLES

- The operation of any Mobile Food Vending Vehicle is subject to a satisfactory food hygiene and safety inspection from their home jurisdiction, which has been conducted within the 12 months prior to the application being made.
- If a food hygiene inspection has not been undertaken within the 12 months prior to the application being made or if the home jurisdiction is Hunters Hill Council, an appointment must be made with Hunters Hill Council for an inspection.
- Random inspections of Mobile Food Vending Vehicles may be conducted by Council Officers during trading times. Any fees associated with these inspections will be charged to the business in accordance with Council's Schedule of Fees and Charges.
- Failure to facilitate an inspection or pay the associated fees within the specified time will result in immediate revocation of any approval.

## 12. APPROVALS (2)

- Approvals will be issued by Council on a per vehicle basis and are not transferrable between vehicles. Furthermore, the ownership of an approval (Section 68) is also not transferrable. In this regard, any new owner of a mobile food vending vehicle must lodge a new application with associated paperwork specific to their business and pay the appropriate fee, prior to any approval being issued to the new owner. Trade from the vehicle is prohibited until this process has been completed.

- A certificate of approval will be provided to all approved mobile food vending vehicles once the application is finalised. The approval certificate will include the category type as well as conditions of approval.
- The approval certificate, as well as the conditions, must be kept within the mobile food vending vehicle and be made available to Council Officers on request.
- Any change of address of the commercial kitchen or modification made to the truck, must be notified to Council in writing.
- Applications for the renewal of approvals must be lodged with Council at least 4 weeks prior to the expiration of the current approval.
- Failure to adhere to any condition of approval and/or legislative requirement may result in modification, suspension or revocation of the approval in addition to prosecution or the issue of fines.
- If an operator has ceased trading, or does not trade for a period of longer than 6 months, Council will reserve the right to revoke their approval.

## 13. LOCATION AND TRADING CONDITIONS

### On-street vending

#### Category 1 – Food Vans

- Mobile food vans can operate on streets throughout the LGA except for the exclusion zones outlined in Appendix 1.
- The hours between which a Category 1 vehicle may operate (street vending) is 7:00am to 7:00pm daily.
- Vans must be parked legally and can trade for no more than 60 minutes in any one location per 24 hour period.
- Vans may trade onto the footpath area adjoining where they are parked.
- Vans must not park on the actual footpath or across driveways.
- Food vans are not permitted to trade within 200m of a fixed and permanent food outlet.

#### Category 2 – Food Trucks

- The proprietor of a food truck must nominate a space within the LGA that they propose to trade and this will be considered on its merits (i.e. on a case by case basis). The proposed area must comply with the relevant regulatory standards.
- The hours between which a Category 2 vehicle may operate (street vending) is 7:00am to 7:00pm daily (if carried out on land within or immediately adjacent to a residential zone)\*. Any proposed trade past 7.00pm may require approval from the Council.
- Trucks may only park in designated spots that are identified with corresponding signage.
- Trucks may trade onto the footpath area adjoining where they are parked.
- Trucks must not park on the actual footpath or across driveways.
- Trucks are not permitted to trade within 200m of a fixed and permanent food outlet.

\* cl. 2.54B - State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

### 1. Off-street vending

#### Category 1 – Food Vans and Category 2 – Food Trucks

- The following areas are available for off-street vending, subject to approval:
  - Boronia Park
  - Weil Park
  - Buffalo Creek
  - Clarks Point
  - Gladesville Reserve
- Food trucks can operate in the nominated location for up to 6 hours within any 24 hour period.
- Food trucks and food vans may trade on other Council owned sites, subject to application and consideration by Council. On a case by case basis.

- iv. When entering and exiting a site, the operator of the vehicle must ensure that there is at least one person guiding outside of the vehicle, to ensure a safe passage by warning pedestrians that the vehicle is moving in addition to warning the driver of any dangers.
- v. Mobile Food Vending Vehicles must only park within the confines of the nominated areas.

### **13. PROHIBITED ROADS AND PRECINCTS**

- Mobile food vending vehicles are not permitted to trade on roads outlined in Appendix 1.

### **14. PARKING**

- Mobile food vending vehicles must comply with the Australian Road Rules and all parking restrictions. This includes not parking on a footpath area or across driveways.

### **15. DELIVERIES**

- Deliveries are not permitted to be made to the mobile food vending vehicle whilst in position at a trading location. In this regard, any vehicle must arrive at the trading location fully equipped to start service.

### **16. SERVING**

- In order to ensure the safety of patrons, mobile food vending vehicles are not permitted to operate with the serving window opening onto any part of a roadway.

### **17. LIQUOR LICENSING**

- No mobile food vending vehicle is permitted to utilise a liquor license or sell alcohol to the public within the LGA.

### **18. PUBLIC LIABILITY**

- Each application for approval to operate a mobile food vending vehicle within the LGA shall be accompanied by a copy of a current public liability statement with a minimum coverage of \$20,000,000.

### **19. SMOKE FREE DINING**

- In the event that a seated area is provided, the provisions of the Smoke Free Environment Act 2000 shall be enacted. This means that smoking is not permitted within 10 metres of the mobile food vending vehicle or within 4 metres of any seated dining area associated with vehicle.

### **20. COUNCIL APPROVED OR OPERATED EVENTS**

Stopping times for Mobile Food Vending Vehicles stipulated in Section 12 of this Guideline do not apply to these events.

- Vehicles must have a current Section 68 approval from Council.
- The use of amplified music or flashing lights of any kind is strictly prohibited.
- Vehicles must be parked in a manner so as not to cause a hazard to pedestrians or vehicles. Council officers reserve the right to require operators to change location to ensure public safety.
- Bins are encouraged to be placed outside of the vehicle for rubbish collection. The bin must be placed within close proximity of the vehicle and remain the responsibility of the Mobile Food Vending Vehicle operator at all times.
- Rubbish disposal is the responsibility of the Mobile Food Vending Vehicle operator and must be disposed of appropriately.

## 21.PENALTIES

- The penalties for not obtaining an approval or for failing to comply with an approval relating to Mobile Food Vending are set out in the Local Government Act 1993 and the Local Government (General) Regulation 2005.
- Council’s Authorised Officers may take enforcement action for non-compliance with these Guidelines and related legislation.

## 22.RELATED LEGISLATION

- Environmental Planning and Assessment Act 1979 and associated Regulations;
- Food Act 2003 and associated Regulation;
- Local Government Act 1993 and associated Regulation;
- Protection of the Environment Operations Act 1997 and associated Regulations;
- Roads Act 1993 and Australian Road Rules;
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- AS4674-2004 - Design, construction and fitout of food premises;
- AS1668 Part 2 – The use of Ventilation and Air-conditioning in buildings;
- Australian & New Zealand Food Standards Codes; and
- NSW Food Authority – Guidelines for Mobile Food Vending Vehicles.

## POLICY AUTHORITY

Director Development and Regulatory Control.

## REVIEW

This policy to be reviewed bi-annually.

## ADOPTED BY COUNCIL:

DATE: 20 September 2021

## VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
20/9/2021	1.0	442/21	Approved Guidelines	Marjorie Ferguson

## **Appendix 1 State Roads in Hunters Hill LGA**

State Roads where Food Vans and Food Trucks cannot operate:

- Victoria Road
- Gladesville Road
- Pittwater Road
- Ryde Road
- Burns Bay Road