



# MOBILE FOOD VENDORS TRIAL GUIDELINES

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The Bridgetown Mobile Food Vendor trial aims to encourage more visitors, improve amenity and activate our beautiful public parks, through complementary, temporary commercial activities.

# WHO SHOULD GET INVOLVED?

This guide is for mobile food businesses, who can temporarily locate in an approved public space, wishing to participate in a trial of Mobile Food Vendors within the Bridgetown town site.

## What is a mobile food business?

Mobile food businesses use food premises designed to be permanent but movable, including:

- food vans, trucks, trailers
- vehicles used for on-site food preparation (e.g. hamburgers, hot dogs and kebabs, coffee, juices, popcorn and fairyfloss), and the sale of any type of food including prepackaged food

Vehicles which are only used to transport or deliver food are not considered to be mobile food businesses.

For the purposes of this trial, itinerate traders are not considered a mobile food business.

A mobile food businesses **does not include** marketing and promotional information stalls.

# ABOUT BRIDGETOWN

The Shire of Bridgetown-Greenbushes is situated in the South West of Western Australia, approximately 270 kms from Perth.

Bridgetown is one of the most picturesque towns in Western Australia, nestled against a backdrop of the beautiful Blackwood River Valley it oozes old world country charm, and is the only heritage listed town in the South West.

The 5,238 Bridgetown (and surroundings area) locals are known to be good eaters and are always keen to get a great feed! However, it is not just the locals who are hungry – of the 3,173,000 overnight visitors to the South-West in 2022, the most popular activity for intrastate, interstate and international visitors was to dine out.

There is a host of day-time attractions and activities in the Bridgetown area which will ensure an eager crowd for the Mobile Food Vendor trial. The town also hosts many events, including the ever-popular Blues at Bridgetown Festival, attracting world class musicians and large crowds to the region every November, the Bridgetown Festival showcasing Bridgetown as the Winter Capital of WA, and many other sporting, arts, heritage and agricultural events annually.



# ABOUT THE BRIDGETOWN TRIAL

This trial was initiated at a Council Concept Forum discussion in February 2023. Subsequently, a report was presented to Council at its June 2023 meeting seeking approval to run a Mobile Food Vendor trial under certain controlled conditions.

## **This trial allows a mobile food business to operate in the Town Centre carpark under certain trial conditions.**

- The trial will commence on 1 November 2023 and run through until 30 April 2024.
- Permitted trading will be on a Thursdays between the hours of 4pm and 8pm.
- 6 trading permits will be granted on any one evening
- Permit fees will be waived for the first 8 weeks.
- The trial is directed at vendors providing meals as opposed to vendors providing primarily hot and or cold beverages or itinerate traders.
- Permits may be reserved in advance by traders on payment of fees on a first come first served basis with a maximum of 3 consecutive weeks (with a 2-week gap between blocks of 3 permits) being granted to any one trader. An exception may be granted to this requirement where adherence would reduce the number of traders on any one night to less than 6 (noting no fees for the first 8 weeks).

## **If your application is successful, the Shire of Bridgetown-Greenbushes will provide:**

- A Permit to operate and sell goods at the Town Centre Car Park.
- An allocated trading site.
- Opportunity to provide feedback on the operations of the trial.

*At the end of the trial period, a full evaluation of the trial will be conducted, including feedback from the community, vendors and operational shire staff. A report will then be presented to Council for discussion.*

# LOCATION

## Town Square Car Park

Northern portion of the Town Square car park (north of the crossover onto Spencer Street)



### Site details

- No power is available on site.
- The car park has lighting.
- Bins will be provided for public use only.
- Seating is available in the courtyard area however, vendors are welcome to provide chairs and tables for use by their customers.
- Shire public toilet facilities will be open.
- Access to the vehicle recharge station will be available from the roadside.
- Alternative disabled parking bays will be provided.
- Bays will be allocated at approval stage.

# SELECTION CRITERIA

Preference will be given to applicants with food offerings which have broad appeal and a unique point of difference.

Applications will be assessed on **three** criteria including the quality of the food menu, overall presentation and sustainability practices.

## 1. Food Menu

- Professionally presented food offerings.
- Diverse menu that can service diverse customer groups with offerings at various price points.
- Offering healthy food and drink options (including gluten free and vegetarian foods).
- Using local fresh, seasonal and high-quality produce.

## 2. Presentation

- High quality presentation of the food truck/van including clean equipment, clear signage and menus.
- Professional staff standards (neat hair, appropriate clothing and footwear).
- Space and power requirements (in relation to the event site).

## 3. Sustainability Practices

- Reducing the use of plastic straws by offering alternatives.
- Using alternative packaging to plastic, polystyrene and styrofoam for the service of food and beverages, including biodegradable cutlery, utensils and serving containers.
- Appropriate measures in place for the disposal of waste including separation of food waste and recyclables.

## Other considerations

Selection of food vendors is at the Shire's discretion.

Canvassing of Elected Members will automatically disqualify applicants.

# CONDITIONS

A list of standard conditions that apply to the trial is outlined below.

Non-standard conditions may also apply based on circumstances as the trial evolves.

## Location

- Vendors must operate within the indicated site location shown on the site plan.
- Vendors can only operate on a site if they have received confirmation from the Shire that their site booking has been confirmed.
- Vendors agree to accept cancellation of their site booking or permit as required by the Shire and waive the right to make any claim whatsoever for loss or damage as a result.
- Vendors agree to accept cancellation of their site booking in the event the Shire closes the car park due to inclement weather conditions.

## Existing businesses

- Approved vendors must not negatively impact on the operations of existing fixed businesses or other approved vendors participating in the trial.

## Operating days and hours

- Permits will only be valid for trading on Thursday evening during the trial period.
- All vendors must operate within the specific operating hours between 4pm and 8pm.
- Vendors are not permitted to leave the trial venue until after 8pm.

## Services

- Vendors are to be self-sufficient and provide their own on-board power and water.
- Vendors must ensure all equipment, power cords and the like are protected and comply with workplace health and safety requirements.
- Vendors are not permitted to release wastewater on site - a dumping point is located at the southern end of the car park.



# CONDITIONS CONT.

## Safety

- All vendors must operate and comply with existing road rules and parking restrictions.
- Site constraints limit the size of vehicles. Vendors must ensure their vehicle / food truck does not restrict car park operation/turning capability.
- All vehicle movements are minimised. When maneuvering on Shire controlled land, a vehicle is to be supported by a spotter (employee of the vendor).
- Vendors must not restrict access to fire and emergency infrastructure or the like.
- All structures and equipment used by the vendor must be free standing.
- All vendors must operate safely and in compliance with all relevant licences/certification/qualifications as prescribed by relevant legislation at Local, State and Federal levels of government.

## Equipment Furniture

- Use of temporary equipment must not obstruct the use of pedestrian/vehicle/cycle paths, stairways, ramps or the like.
- All temporary equipment is to be removed from the site at the completion of service (unless otherwise approved by the Shire).

## Advertising

- All advertising signage is regulated by Local Law requirements.
- All advertising devices other than those conditioned, require a separate approval from the Shire.
- The Shire will cancel/disqualify the Permit if it considers business advertising is inappropriate.
- Third Party advertising is prohibited.

# CONDITIONS CONT.

## Prohibited sales/goods

- Sale of alcohol is prohibited.
- Sale of cigarettes or vapes or other smoking paraphernalia is prohibited.
- Sale of dangerous goods, knives, drug paraphernalia, counterfeit goods is prohibited.
- Sale of products requiring age restrictions is prohibited.

## Refuse management

- Vendors are responsible for all waste/material generated during the trade period and must ensure the site is clean during and at the completion of service.
- Waste must be removed from site and disposed of lawfully and not placed in parks, street bins, or bins of nearby residents or businesses.
- Discharge of liquid waste to the ground, storm water drain is prohibited.
- Goods cannot be served in glassware, crockery or glass bottles. All goods should be served/sold in recyclable containers.

## Insurances/Licensing/Certification/other

- The Shire reserves the right to cancel permits at any time during the program.
- All relevant insurances are to be in place prior to trading.
- Permit must be displayed at all times.
- Vehicle/sale device must be kept clean and in a good state of repair and working order, ensuring road worthiness/public safety.

## Penalties

- Failure to operate in accordance with the site plan and the conditions of a permit may result in permit cancellation.
- To ensure site availability to all vendors, failure to operate at the nominated/ booked time may result in permit cancellation.

# HOW TO APPLY

Vendors are required to read the Guidelines, including the selection criteria and conditions of trade, prior to submitting an application.

Once satisfied that the selection criteria and terms and conditions have been met, complete the Mobile Food Vehicle Trial Application Form located on the Shire's website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au).

Vendors who are selected to trade will be contacted to confirm their interest and availability.

Please note unsuccessful applicants may not receive notification and should consider the application unsuccessful if they do not receive any further correspondence from the Shire.

## **Mandatory requirements**

- [Mobile Food Vehicle Trial Application Form](#)
- Copy of Registration of Food Business under the Food Act 2008

## **Guidance documents**

- [Temporary Food Premises Guidelines](#)
- Food Act 2008

## **Support materials**

Mobile Food Vendors are required to provide the following information:

- ✓ Detailed menu
- ✓ Evidence of a current Public Liability Insurance Policy to the value of \$20,000,000
- ✓ Completed Indemnity section
- ✓ Motor vehicle registration details and photographs of the vehicle
- ✓ Statement addressing selection criteria (recommended)

Please ensure mandatory information and detailed support materials are included in your application. Please note applications without this information will not be considered.

# FURTHER ENQUIRIES



## Principal Environmental Health Officer

Shire of Bridgetown – Greenbushes

[BTNSHIRE@bridgetown.wa.gov.au](mailto:BTNSHIRE@bridgetown.wa.gov.au)

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