



USER  
GUIDE

# Mobile Food Vending





A rich and excellent food culture is integral to a contemporary city. Vendors with a unique, high quality offering from any culture are invited to showcase and sell their cuisine within the city.

## OVERVIEW

City of Parramatta seeks to promote a lively and activated street culture and encourages activities that contribute to the vibrancy of the public domain. This can include the occasional presence of commercial mobile food vending. Food vendors can provide a wide variety of high quality food and beverage offerings and be an effective means of enhancing the public domain, both the day and the night, by transforming spaces into pockets of thriving activity.

It is also acknowledged that in a competitive environment, these activities should be regulated for equity and fairness to all existing business owners. Further, any activity held in the public domain must comply with Council's guiding principles to ensure it is consistent with the City's vision.

Community-based meal providers assist those in need to have adequate nutritious food on a regular basis. Sometimes these food services operate within the public domain, in locations of easy access for those needing such support.

### PURPOSE OF THIS GUIDE

This Guide has been created to encourage and manage high quality street activity, including food vending on roadways and in the public domain that can complement existing community, retail and commercial activities, and balance the needs of local residents and the public.

It also seeks to maintain and enhance the character, heritage, ambience and safety of the public domain, enriching both the community and visitor experience.

### OBJECTIVES

- Promote an environment and experience for visitors, workers and the local community where mobile food vending can contribute positively to the activation of the city.
- Provide high quality, diverse and affordable food options across the city in a safe and functional way.
- Encourage an alliance amongst community-based food service providers, with workable coordination of services.

### WHERE DOES THIS GUIDE APPLY?

This Guide applies to public space across the Parramatta Local Government Area, including but not limited to public streets, footpaths, laneways, malls, squares, plazas and car parks.

This Guide does not apply to parks or reserves located across the Parramatta Local Government Area.

## DEFINITIONS

Mobile food vending involves selling (or in some special circumstances) giving away food or beverages either directly or indirectly from a temporary stall, cart, container or stationary vehicle in a public street or the public domain. Examples of street vending include but not limited to the following:

- Food trucks or vans
- Coffee carts
- Ice cream vendors
- Homelessness food provision
- Community BBQ's

## HOW TO APPLY

- Visit [cityofparramatta.nsw.gov.au/street-activity](http://cityofparramatta.nsw.gov.au/street-activity) and see the User Guides, Application Forms, Terms and Conditions and other important information for an application form, a list of terms and conditions and other important information.
- Complete the mobile food vending application form and all required supporting documentation.
- The application form and supporting documentation must be received at least **six** weeks prior to the intended commencement date.
- Allow **four** weeks for an assessment and approval or non-approval of application.
- Approvals and other correspondence will be issued via email. In the event of an unsuccessful application Council may, at its discretion, provide feedback to assist future submissions.





## PERMIT AND FEES

Any permit issued will allow for a continuous six hour period and the use of the nominated location in the public domain.

Current fees for Mobile Food Vending can be found at [cityofparramatta.nsw.gov.au/street-activity](http://cityofparramatta.nsw.gov.au/street-activity) and follow the link to Fees and Charges.

In special circumstances, fees may be waived where a significant benefit to the community can be shown.

Please note that fees may be adjusted according to Council's Schedule of Fees and Charges.

## INSURANCE

All mobile food vending applications should provide evidence of current public liability insurance with a minimum cover of **\$10,000,000**.

City of Parramatta Council must be named as an additional third party insured under the policy for its respective rights and interests.

## PRINCIPLES

Council's decision to approve a permit for this activity will be based on the following five guiding principles. Council will refer to these principles in the decision-making process to ensure each application conforms to the Policy and is assessed fairly, consistently and appropriately.

### Appropriate location

- Council seeks mobile food vending in an appropriate location in order to promote economic growth, cultural benefits and social integration while still appreciating the needs of local businesses, adjoining properties and other users of the public domain.
- The location should contribute positively to an area's sense of place and character.
- Mobile food vending can be an extension of the area's current activities and services or may align with community events, cultural and sporting celebrations, and forthcoming plans for the area.
- Specific suitable locations for free community-based meal services will be agreed on a case-by-case basis.

## PRINCIPLES Continued

### Engaging and high quality

- Council supports original and creative mobile food vending that encourages community participation, is innovative or distinct, adds to the life of the place and offers a connection to our rich cultural surroundings.
- The activity should aim to engage with the surrounding public domain and people.

### Safety and accessibility

- Mobile food vending should be delivered without compromising the safety of people or places.
- Mobile food vending should ensure that responsible and appropriate measures are in place to minimise risk and danger.
- Mobile food vending should be integrated into the public domain in a way that does not compromise existing uses, furniture, buildings, entrances, exits, disabled access and pedestrian safety.

### Public amenity

- Mobile food vending, including community-based meal services, should be designed to ensure a safe atmosphere for the community and never compromise public amenity.
- Mobile food vending should add to, rather than detract or disrupt the community's use and engagement with the public domain.
- Council will approve mobile food vending that ensures pedestrian access and presentation way that remains attractive and clean.

### Management and operations

- Council will approve mobile food vending that demonstrates sound management practices such as timeliness, reliability and professionalism.
- Any proposed activity should consider operational matters such as but not limited to, safety, traffic, noise, waste and access before, during and after each activity.
- Mobile food vending must be in accord with the provisions of the NSW Food Act (2003), Food Regulation (2010) and Food Standards Code.

## TERMS & CONDITIONS



As a permit holder, your understanding of your responsibilities and the community's expectation is important.

Please ensure you have read and understood the terms and conditions. Please visit [cityofparramatta.nsw.gov.au/street-activity](http://cityofparramatta.nsw.gov.au/street-activity) and download the relevant Application Form for your activity, with the Terms and Conditions attached.

The Local Government Act gives Council the power to assign special terms and conditions to any permit issued for an activity in the public domain. These conditions will be specified in any written approval or permit granted by Council.

### MORE INFORMATION

For more information about Mobile Food Vending in the Parramatta LGA please visit [cityofparramatta.nsw.gov.au](http://cityofparramatta.nsw.gov.au) or call 9806 5050.



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