

CITY OF PALMERSTON



**Pop-Up
Dining**

**Information
KIT**



city of
PALMERSTON
'A Place for People'



CITY OF PALMERSTON

Pop-Up Dining

AIMS TO ACTIVATE PUBLIC SPACES WITH GOURMET FOOD EXPERIENCES THAT *celebrate* OUR *cultural diversity* AND TROPICAL CLIMATE.



Engages community



Fosters community pride and spirit



Provides a variety of dining options for Palmerston families



Increases opportunities for social engagements and events



Attracts tourists and visitors to Palmerston



Activates public spaces

Does your business wish to establish a new Pop-Up Dining experience?

This information kit is a useful guide. It provides information on how the City of Palmerston initiative works and how to get involved.



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WHAT IS Pop-Up Dining?

ALSO CALLED *street food* OR *mobile food vendors*; POP-UP DINING MAY TAKE DIFFERENT FORMS BUT USUALLY REFERS TO SELLING RESTAURANT STYLE FOOD ON A REGULAR BASIS FROM A FOOD VAN, TRUCK, CART OR BOOTH IN A PUBLIC SPACE.



Pop-Up Dining can involve a food van that is self-contained and mobile, a food stall that is similar to a market stall, a small food cart that can sell coffee or ice cream or a pop-up café with seating and a more extensive menu.

City of Palmerston provides the opportunity for vendors to operate a Pop-Up Dining venture in public spaces, with the exception of the Palmerston CBD area.

Vendors are required to successfully apply for a Council permit prior to starting their Pop-Up Dining venture.

MANDATORY Requirements

There are several requirements that need to be met in order to be classified as a Pop-Up Dining venture suitable for the Palmerston municipality.

Pop-Up Dining ventures must serve quality cuisine with appealing food presentation.

Ideally ingredients are locally sourced, fresh and homemade where possible.



SALES *Restrictions*

Sale of alcohol is not permitted.

Should vendors wish to allow BYO Alcohol to be consumed at the dining venue, operators must apply for a Permit according the Northern Territory Liquor Act part VIII B Regulated Places Division 1 Consumption of Liquor in a regulated place.

PROMOTION *Of the venture*

Pop-Up Dining ventures must have an active online presence including up-to-date social media accounts.

ENVIRONMENTAL *Sustainability*

Pop-Up Dining ventures must have sustainable business operations in place to reduce the impact on the environment.

Single use plastics will not be permitted, any packaging used for the sale of food must be suitable for recycling.

Pop-Up **DINING FEE**

Approved vendors will be required to pay the annual Pop-Up Dining fee of \$25.00.

ADDITIONAL *Requirements*

Pop-Up Dining ventures must be self-sufficient (i.e. own power and water supply) and be able to arrive fully equipped at location.

Pop-Up Vendors will need to be compliant with Northern Territory Food Act and the Northern Territory Food Safety Standards.

Pop-Up Vendors must hold current Registration of a Food Business with Northern Territory Department of Health.

Pop-Up Vendors must hold current Public Liability Insurance.

YOU MUST *Provide*

- A brief description addressing each requirement, including a detailed menu.
- A copy of permit for Consumption of Liquor in a Regulated Place if required.
- Images and description of set up.
- Website and social media accounts.
- A summary of all relevant methods and processes for waste reduction and management, energy efficiency and recycling.
- Details of your stall power and water supply arrangements.
- A copy of Registration of Food Business.
- A copy of Certificate of Public Liability Insurance Currency.



Application **AND APPROVAL**

The online Pop-Up Dining Application is available on Council's website www.palmerston.nt.gov.au

Once a Pop-Up Dining venture has been approved the operator is entitled to trade from the location identified and approved only.

Approvals are issued on a per Pop-Up Dining venture basis for a period of 12 months. An approval is specific to each vendor, for the specific venture applied and is not transferable between vendor, vans, stalls or other ventures.

The Pop-Up Dining approval must always be printed and retained within the venture and made available to an authorised Council Officer on request. The holder of the approval must comply with all conditions of the approval and the Pop-Up Dining Information Kit.

APPROVAL *Conditions*

1.1 Locations

Pop-Up Dining locations are to be identified by the applicant and submitted as part of the application process. Pop-up Dining ventures are not permitted in the Palmerston CBD area.

1.2 Proximity to residential buildings

Pop-Up Dining ventures are not permitted to operate directly behind or in front of residential dwellings.

1.3 Hours of operation

Intended hours of operation must be proposed in the application process.

1.4 Safety and accessibility

All Pop-Up Dining ventures must operate in full compliance with existing road rules and parking restrictions.

Only the food truck, trailer or stall, with accompanying tables, chairs for café style set up may be brought onto the site. No other vehicles are allowed onsite at any time and must remain parked within permitted parking areas.

All vehicle movements must be minimized. Council may direct maximum allowable vehicle movements.

Operators must complete their own assessment of site to ensure that they can safely utilize the site while complying with the conditions of the approval.

The location of the Pop-Up Dining venture and its patrons must not obstruct normal use of paths and playgrounds by pedestrians, cyclists and other users and must ensure sufficient clearance for clear movement.

Pop-Up Dining ventures must not serve with the serving window opening on to any part of the roadway or bike path. All access must be obtained from an adjacent footpath area and not a roadway.

Pop-Up Dining operations must not impact on public transport facilities or operations including bus stops.

Pop-Up Dining operations must not obstruct driveways, loading zones or disabled parking bays.



Pop-Up Dining operations must not impact on public safety by limiting sight distances for vehicles, pedestrians, cyclists and other footpath and road users.

Operators should ensure that they are either able to hand meals safely to someone in a seated position (i.e. person using a mobility device) or be able to safely leave the food van/stall to hand meals to someone in a seated position.

The location and operation of the Pop-Up Dining venture must not obstruct normal public, maintenance or emergency access to, and use of, Council infrastructure such as park furniture, playgrounds or public toilets.

All structures and equipment used by the operator must be freestanding. No nails, pegs or similar objects can be driven into ground surfaces.

Pop-Up Dining operations must be conducted safely and in compliance with legislation, including but not limited to health and safety legislation. Council may issue direction to improve public safety.

1.5 Power and Water and Deliveries

The operator must provide their own onboard power and water.

Pop-Up Dining operators must arrive fully equipped at all trading locations and are not permitted to receive any deliveries.

The operator must ensure any power cords are protected with appropriate workplace health and safety requirements.

1.6 Furniture

Temporary furniture may be used to complement the dining experience.

Use of temporary furniture must not obstruct pedestrian, cyclist or vehicle movement, or access to and use of, Council infrastructure such as park furniture, waste bins, playgrounds and public toilets.

There is to be no furniture or seating placed on footpaths.

All temporary furniture is required to be removed from site at the completion of service.

1.7 Signage and Advertising

An approval under this initiative does not imply any approval for the erection or display of any sign or sign structures not directly attached to the Pop-Up Dining venture.

Council has absolute discretion to require the Pop-Up Dining Operator to discontinue any business practice or advertising that Council considers inappropriate.

1.8 Authorities

Pop-Up Dining operators must comply with any direction and requirements relating to the use of any site given by Council.

An Authorised Officer has the authority to instruct a Pop-Up Dining operator to move from the site if necessary.

Pop-Up Dining Operators must comply with all requirements of statutory authorities.

1.9 Liquor licensing

No Pop-Up Dining venture is to sell alcohol to the public when operating on a Council site.

Should operators wish to allow BYO Alcohol to be consumed at the dining venue, operators must apply for a Permit according the Northern Territory Liquor Act part VIII B Regulated Places Division 1 Consumption of Liquor in a regulated place.

1.10 Waste Management

Pop-Up Dining Operators are responsible for all waste materials generated during a trading period and must keep the site and the immediate area in a clean and tidy condition while undertaking the activity.

Waste material must be collected in bins or suitable receptacles, removed from the site by the operator and disposed of lawfully at the end of a trading period. Waste materials generated by the activity must not be placed in park or street bins, or in the bins of nearby businesses or Council facilities.

Under no circumstances is liquid waste to be discharged to the ground or into a stormwater drain.

The Pop-Up Dining Operator must clean the site immediately after last service and before leaving the site but must not leave tidying of rubbish and general cleaning of the site until after last service. Council may give directions in relation to cleaning standards and requirements.

Food and drink must not be served in single use plastic containers. Preference must be given to recyclable containers.

1.11 Amenity

Operators must comply with the Environmental Protection Act 1994, which regulates residential, commercial and industrial nuisances, air pollution and water pollution.

The emission of noise associated with the use of the Pop-Up Dining venture, including the operation of any mechanical equipment must not create a nuisance.

Generators are a regulated device and cannot be used outside the hours of approved operation, audible noise must not exceed background levels.

Audible noise means noise than can be clearly heard by an individual who is an occupier of an affected building.

Noise generated at other times must not exceed background levels by more than the lesser of 10dB or so that a passer-by must raise their voice to be heard.

If noise complaints are received and substantiated by an Authorised Council Officer, the use of the site by a Pop-Up Dining operator may be suspended or moderated to prevent nuisance, or until mitigation measures are in place and Council has confirmed that the use may continue.

1.12 Lighting

Lighting from a Pop-Up Dining venture must not distract passing traffic or create a nuisance for any surrounding residents.

1.13 Insurances

The Pop-Up Dining operator must obtain and maintain appropriate insurances including:

Public Liability Insurance providing indemnity of \$20 million on terms and conditions acceptable to Council.

Motor Vehicle Insurance in respect to all vehicles engaged in the activity providing coverage for property damage and on terms and conditions acceptable to Council.

1.14 Other

Any damage caused to Council assets must be rectified and the Council assets restored to the original condition within three (3) business days. Materials or equipment for repair works must not be brought onto the site until approved by Council.

Council works such as park upgrades, maintenance and mowing take precedence over the vending activity.

The operator must remove all materials used in the activity at the end of a trading period.

Council events/activities may also be held at particular sites throughout the year. Exclusions may apply.



HOW DO I *Apply?*

The following application process applies for all Pop-Up Dining venture approvals.

Prior to commencing this process, the applicant must hold a current Registration of a Food Business.

STAGE 1.

1. The applicant must complete a City of Palmerston Pop-Up Dining Application and submit along with all supporting documents to Council for assessment. Applications can be made on Council's website www.palmerston.nt.gov.au
2. Council will undertake an assessment of the application against the mandatory requirements. The assessment will be conducted by the Pop-Up Dining Review Panel.
3. Applicants will be notified of their application outcome. Successful applicants may then proceed to stage 2.

STAGE 2.

1. Approved applicants will be required to pay the Pop Up Dining annual fee of \$25 at this time.
2. Approved applicants will be required to complete a Key Request Form and pay the Key Bond of \$60 per key, if required to access certain locations.
3. Applicants must print then display their Pop Up Dining Permit in the vehicle at all times when trading.

SUPPORTING *Documents*

All documents and files must be supplied in PDF or JPEG format. Or hardcopy if printed.

FEES

A Pop-Up Dining fee has been set by Council at \$25 per annum/or part thereof for each venture in line with Council Outdoor Dining Fee.



