POP-UP DINING

COUNCIL POLICY

PURPOSE

The purpose of this policy is to activate public spaces across Palmerston through high-quality pop-up food and beverage experiences that celebrate the municipality's cultural diversity and tropical lifestyle.

This policy applies to businesses seeking approval to operate food and beverage services on Council-managed land, including parks, reserves and other public open spaces. It sets out the requirements and assessment criteria for obtaining approval.

PRINCIPLES

City of Palmerston supports pop-up dining that activates public spaces and is committed to providing and maintaining park amenities whilst delivering economic benefits to the community.

Council will:

- Encourage activation of outdoor spaces in areas that are fit for purpose.
- Support unique outdoor experiences.
- Activate and revitalise public places, encourage social interaction and enhance the community sense of safety and wellbeing.
- Provide a variety of food and beverage offerings and cuisines that reflect our community's diversity.
- Encourage activities that contribute to the economy and amenity of Palmerston.

City of Palmerston may approve Pop-Up Dining activities at designated public places under its care, control and management, including additional locations approved by City of Palmerston from time to time.

DEFINITIONS

For the purposes of this Policy, the following definitions apply:

TERM	DEFINITION
Permit	The formal approval issued by City of Palmerston authorising a vendor to trade at an approved location until specified date on website.
Pop-Up Dining	A temporary mobile food/beverage operation trading from a food van, truck, cart, stall, or booth in a public space.
Vendor	A business or individual applying to operate under the Pop-Up Dining Program.

POLICY STATEMENT

1. Permits

1.1. City of Palmerston may issue permits to approved vendors to operate temporary mobile food and beverage businesses on designated Council-managed land. Full list of locations can be found on the website.

1.2. Permits are issued in accordance with this policy and are subject to all permit conditions.

1.3. Permits are issued annually unless revoked, suspended or surrendered.

1.4. Permits are allocated to specific trading locations, days and operating times as approved by Council.

1.5. Successful applicants must trade within two weeks of receiving approval unless an alternative arrangement has been approved by Council.

1.6. Permit holders are expected to trade consistently in accordance with their approved permit.

1.7. Failure to trade for three consecutive weeks without notifying Council may result in the permit being suspended or revoked.

1.8. Council may suspend, amend or revoke a permit where permit conditions have been breached; required licences, registrations or insurance have lapsed; trading activities create a risk to public safety; or for any other reason deemed necessary by Council.

1.9. Council will determine the number of permits allocated to each location based on site capacity, community benefit, approved vendors and operational requirements.

1.10. Vendors may only trade during the days and hours stated in their permit. Approved hours must fall within the permitted trading window of 6:30am to 9:00pm, Monday to Sunday. This window sets the maximum hours available and does not require or encourage vendors to trade for the full period.

1.11. Council reserves the right to amend, suspend or reallocate trading locations and times where operational, community or public safety requirements need to be considered.

2. Application and assessment criteria

2.1. Applications must be submitted through City of Palmerston's annual Expression of Interest (EOI) and will be processed based on availability, eligibility and suitability.

2.2. Lodgement of an EOI does not guarantee the allocation of a permit to the applicant.

2.3. An annual permit fee, as adopted in Council's Fees and Charges Schedule, applies to each approved trading day under the permit.

2.4. Vendor applications should meet the overarching principles of this policy and will be assessed using the following criteria:

- 2.4.1. Previous participation and compliance history.
- 2.4.2. Quality and suitability of menu offerings.
- 2.4.3. Customer choice and experience.
- 2.4.4. Sustainability and waste reduction initiatives.
- 2.4.5. Presentation of the food vehicle and trading area.
- 2.4.6. Marketing, promotion and social media presence.
- 2.4.7. Provision of additional tables, chairs, or other seating amenities that enhance the comfort and enjoyment of patrons.

2.5. Where multiple applications are received for the same location or trading period, Council will assess using the above criteria and may offer alternate locations if all vendors are deemed suitable.

2.6. Vendors offering similar cuisines to established permanent businesses in the surrounding locations may not be approved.

3. Permit Conditions

3.1. Vendors must maintain all licences and registrations required by law for the approved duration of their permit.

3.2. Vendors must maintain Public Liability Insurance and list City of Palmerston as an interested party.

3.3. Vendors must comply with any relevant legislation in the Northern Territory relating to preparing and serving food.

3.4. When generators are used by a business, they must operate at a low noise level and in accordance with the Northern Territory Environment Protection Authority guidelines.

3.5. Vendors must ensure all power cords tested and tagged in accordance with the AS/NZS 3760 standard. All leads must also be protected with appropriate work health and safety requirements.

3.6. Vendors must use packaging materials that are sustainable, recyclable, reusable, or compostable wherever practicable. Strictly no single use plastics.

3.7. Vendors must remove all waste generated through their operations from the site and dispose of it appropriately offsite.

3.8. Vendors must take all reasonable measures to prevent environmental damage, including but not limited to oil spills, chemical spills, and contamination of land, waterways, or drainage systems.

3.9. Any damage to Council property resulting from the Vendor's activities under this permit must be repaired at the Vendor's expense, or the Vendor must reimburse Council for the full cost of repairs.

3.10. Vendors must operate within locations, days, times and activities authorised by their approved permit.

3.11. Site allocations must be strictly adhered to and should not obstruct normal use of paths and playgrounds by pedestrians, cyclists and other users.

3.12. Vendors must maintain sufficient clearance at all times for emergency services and to ensure safe and unobstructed public access.

3.13. All structures or equipment used by the Vendor must be freestanding. No pegging, nails or similar objects can be driven into the ground.

3.14. Vendors must comply with any lawful direction issued by Council.

3.15. Vendors must operate in full compliance with existing road rules and parking restrictions.

4. Alcohol

4.1. The sale, supply or consumption of alcohol is not permitted under the Pop-Up Dining Program.

REFERENCES AND RELATED LEGISLATION

- Food Act 2004 (NT)
- Work Health and Safety Act 2011
- Electrical Safety Regulations 2024 (NT)
- Public and Environmental Health Act 2011 (NT)
- Local Government Act 2019 (NT)
- Northern Territory Noise Management Framework Guideline (NT)
- City of Palmerston Fees and Charges
- Outdoor Dining Policy

PROGRAM DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager, People and Place
APPROVAL DATE	03/11/2026	NEXT REVIEW DATE	Term of 12th Council
RECORDS NUMBER	713305	COUNCIL DECISION	11/0697