



Mobile Food Vehicle Guidelines

Policy outcome:	Mobile food vehicles contribute to the City's public spaces by providing safe, well-managed, and accessible food services that support local activity while respecting community amenity and existing businesses.
Responsible area:	Safety & Amenity
Version:	1.0
Date approved/adopted:	8 July 2026
Planned review date:	July 2027

Table of Contents

1. Purpose	3
2. Scope	3
3. Permit requirements.....	3
4. Mobile Food Vehicle Standards.....	3
5. Sites and Locations.....	5
6. Permit Holder Responsibilities.....	5
7. Council Responsibilities	6
8. Application Process	6
9. Supporting Documents	7
10. Gender Equality	7
11. Definitions	7



1. Purpose

The City of Port Phillip supports local businesses, active street life and vibrant entertainment precincts.

Council recognises that mobile food vehicles can contribute to this by providing convenient food options, particularly when permanent food premises are not operating.

These Guidelines set out how mobile food vehicles can operate in a way that is safe, fair, and respectful of the community and existing businesses.

2. Scope

These Guidelines apply to all mobile food vehicles operating on public land in the City of Port Phillip, excluding those used during major events.

These Guidelines provide a clear framework for where and how mobile food vehicles may operate, and the responsibilities of permit holders and Council.

3. Permit requirements

Community Amenity Local Law (2023) states, a permit is required to engage in itinerant trading, including trading, including a vehicle, a caravan, trailer, stall, table or similar structure, a road or road-related area, Council land, a public place or property next to a road, and any beach or foreshore waters.

4. Mobile Food Vehicle Standards

4.1 Safety and Access

Mobile food vehicles must operate in a way that keeps people safe and allows easy access for everyone.

Operators must ensure that:

- Pedestrians have clear, continuous access along footpaths
- Vehicles and sightlines are not obstructed
- Customers access the vehicle from a footpath or pedestrian area and not from a road
- Parking rules are followed
- The site can be actively monitored to maintain a clean, safe and welcoming environment.



4.2 Community Amenity and Site Cleanliness

Mobile food vehicles must not negatively impact nearby areas.

Operators must:

- Comply with EPA requirements, particularly for noise
- Avoid clutter, excessive signage or lighting that may create hazards
- Ensure nearby residents are not unreasonably affected

Both Council and operators share responsibility for keeping streets clean.

Operators must:

- Keep the site and surrounding area clean at all times
- Provide enough rubbish bins for customers
- Not dispose of trade waste in public bins.

4.3 Vehicle Hygiene, Cleanliness and Construction

Mobile food vehicles must:

- Be registered under the *Food Act 1984* with their principal Council (ie: the Victorian Council where the vehicle is normally stored).
- Comply with Australian National Food Safety Standard 3.2.3 Food Premises & Equipment describing the structural requirements of the vehicle and equipment

Vehicles must pass an inspection by the principal Council Environmental Health Officer before a permit is issued and may be inspected at any time by City of Port Phillip Environmental Health Officers.

Operators must:

- Prepare and serve food in compliance with the *Food Act 1984* and the National Food Safety Standards
- Hold a current Food Act Registration Certificate issued by the principal Council.

4.4 Supporting Existing Businesses

Council prioritises supporting existing food businesses operating from permanent premises.

To help achieve this:

- Trading near existing food business is restricted.
- Trading hours may be limited
- The type of food sold may be restricted



- Permits are reviewed regularly to ensure nearby businesses are not negatively affected

5. Sites and Locations

5.1 Where mobile food vehicles can operate

All sites must meet Council's safety, access, amenity and hygiene standards.

Mobile food vehicles **must not** be located:

- in foreshore areas (including beaches, foreshore roads and parks)
- in a residential zone
- on footpaths or nature strip
- in a Council Park or reserve
- within 100 metres of an existing food business, unless trading outside their hours
- within 2 metres of public infrastructure, including a litter bin, fire hydrant, seating, bike hoop, meter
- within 10 metres of a tram stop, or 20 metres of a bus stop

5.2 Adjacent Businesses

If operating directly next to a business or entertainment venue, written consent from both the owner and occupier is required.

5.3 Events

Council supports various outdoor events within the city. These include markets, laneway activations, promotions, street stalls and collections. All outdoor events are assessed using the Events Strategy and Outdoor Events Policy. For more information, search for Events on the City of Port Phillip website.

6. Permit Holder Responsibilities

6.1 Operating the vehicle

The permit-holder must:

- operate in accordance with the permit, its conditions and endorsed plan(s).
- monitor use of the area and manage any behaviour that impacts with the use, enjoyment and amenity of others, including footpath users and nearby residents.
- comply with parking restrictions
- keep the area clean, including removing all waste for disposal off-site



- maintain clear access for pedestrians and road users
- comply with Council's Community Amenity Local Law (2023)

6.2 Public Liability Insurance

Permit holders must hold public liability insurance at a minimum of **\$20 million** in respect of any single occurrence and must note the *City of Port Phillip* as an Interested party. Public liability insurance must remain current and valid for the life of the permit.

6.3 Indemnity

Permit holders must indemnify Council against claims arising from their operations.

7. Council Responsibilities

Council may:

- Reclaim public space if required
- Monitor compliance in accordance with Council's Community Amenity Local Law (2023)
- Inspect the vehicle for compliance with the *Food Act 1984* and the National Food Safety Standards.
- Undertake enforcement action in the event of non-compliance with the permit conditions

No compensation is provided for any inconvenience or loss of trade resulting from activities or works carried out by the Council, its contractors or service authorities.

8. Application Process

8.1 Apply

Council offers annual permits, approving mobile food vehicles to operate in up to three (3) approved locations. After considering these Guidelines, apply for a permit using the online portal, *My Port Phillip* at: portphillip.vic.gov.au and attach all supporting information:

- Current Public Liability Insurance
- Details of up to 10 proposed locations with site plans and photos, noting up to three locations can be approved, per permit.
- Vehicle details – Registration Number / Make/Model / Size of Vehicle - (including towing frame if applicable / Servery Window location - Side Access (Driver/Passenger) or Rear
- Current Food Act Registration certificate

The application fee is payable before assessment.



8.3 Assessment

Before reaching a decision, the Authorised Officer will:

- check the request meets the requirements of the Mobile Vehicle Guidelines
- conduct an inspection of the proposed sites
- refer the proposal to other officers for technical advice
- discuss aspects of the application or seek further information
- assess the application and if required, refer the proposal to the Coordinator City Permits and City Permits Panel

8.4 Permit Issued

If approved, the applicant is charged the permit fee. Fees are non-refundable. When paid, the permit is issued with permit conditions and an approved plan.

8.4 Reviews and Decisions

Applications that do not meet these requirements may be referred to the City Permits Panel for a recommendation.

If dissatisfied, the applicant can request the City Permits Panel review the decision within 28 days of this being communicated to the applicant.

9. Supporting Documents

- Community Amenity Local Law (2023)
- Food Act (1984)

10. Gender Equality

Council has considered the Gender Equality Act 2020 and completed a Gender Impact Assessment as part of this review.

11. Definitions

Itinerant trading

‘the offering free of charge, the selling or offering for sale, the hire of goods, services, or any other item’.

Version	Date of approval / adoption	Changes made	ECM record
1.0	8 July 2026	Policy review	10213887