



City of Whittlesea

Mobile food business guidelines



City of
Whittlesea

Whittlesea
2040
A place for all

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1. Introduction

The City of Whittlesea welcomes food businesses that contribute to the vibrancy and diversity of our community.

Mobile food business and temporary food premises provide residents and visitors with a wide range of food experiences at markets, festivals, sporting reserves, and other community events.

These guidelines have been developed to support mobile food business operators, and community groups to understand and meet the requirements for operating mobile food business within the municipality.

The document brings together information from multiple Council teams and relevant legislation into a single, easy to use resource. It provides guidance on planning, local laws, health registration, operational standards, and sustainability expectations to ensure food is prepared and sold safely and responsibly.

Whether you are an experienced operator or new to mobile food trading, this guide will help you:

- Understand the permits and approvals required to operate legally.
- Meet Victorian food safety requirements.
- Design and set up a compliant mobile food vehicle or stall.
- Operate safely, sustainably and in a way that supports local amenity.
- Access practical tools, checklists and diagrams to make compliance easier.

2. Legislative context

Operating a Mobile food business or temporary food premises involves complying with several key pieces of legislation and Council requirements.

The main regulatory frameworks include:

- **Food Act 1984 (Vic).**
The Food Act is the primary legislation governing the sale of food in Victoria. It sets out registration and food safety obligations for all food businesses. Under the Act, temporary and mobile food businesses must register with their principal council and lodge Statements of Trade for each location or event through the FoodTrader portal.
- **Australia New Zealand Food Standards Code.**
All food businesses must comply with the Food Standards Code, which outlines food safety, hygiene and structural requirements.
- **Planning and Environment Act 1987 (Vic).**
A planning permit may be required to operate on private land or for ongoing trading in certain zones. Council's Planning team can advise whether a permit is required.
- **Local Government Act 2020 (Vic) and Council Local Laws.**
Local laws regulate activities on public land, including roadside trading and the use of reserves. Mobile food business operators may require a trading permit to operate in public spaces or along roadsides.
- **Occupational Health and Safety Act 2004 (Vic).**
Businesses must ensure safe working environments for staff, including managing risks associated with gas, fire, electricity and manual handling.
- **Environmental Sustainability Policies.**
Council has sustainability and waste minimisation objectives that apply to temporary and mobile food businesses, including the reduction of single-use plastics and responsible waste management.

In addition to the above, operators must comply with any event-specific conditions imposed by organisers or other relevant authorities.

3. Where can you operate from

Food businesses operate in a variety of environments across the municipality — from regular weekend markets to one-off community events, sports grounds, private properties and industrial areas.

Each setting presents different operational, infrastructure and regulatory considerations.

This section outlines the key requirements for operating safely and legally in the most common locations.

3.1. Markets and community events

Markets and events are popular venues for temporary food stalls and mobile food business. It will be the event organisers responsibility to obtain Council approval, ensure safe layout, and provide water, power, and waste facilities.

As the vendor you will need to ensure you;

- Register or notify via FoodTrader and apply to the relevant council(s).
- Set up stalls or vehicles in accordance with the construction standards outlined in Section 5.
- Arrive early to allow sufficient time for inspection prior to trading.
- Maintain appropriate temperature control for all perishable food.
- Ensure wastewater and rubbish are collected and disposed of correctly.

Note: Market and event sites are regularly inspected by Environmental Health Officers (EHOs) to check food safety and structural compliance.



3.2. Council roadside, land or public spaces

Mobile food business operating on roadsides, parks or other public spaces require approval under the relevant Councils Community Local Law, rather than through a planning permit.

The City of Whittlesea Council currently has specific locations to allow mobile food vendors to trade from council-owned sites (e.g. Roadsides, select reserves), you must Obtain a Roadside Trading Permit and comply with all the conditions such as:

- Approved trading location(s) and hours of operation.
- Requirements to keep the site clean and remove all waste at the end of trading.
- Noise limits and restrictions on generator use.
- Use of compliant gas and electrical equipment.
- Display of the permit in a visible location on the vehicle or stall.
- Compliance with directions from Council Officers.
- Selling of alcohol is prohibited.
- Compliance with sustainability and waste restrictions

Failure to comply with permit conditions may result in fines, suspension or revocation of the permit.

To view all currently available spaces, the fees or to apply for sites visit the roadside trading page on the City of Whittlesea webpage.

3.2.1. Public liability insurance

All operators must hold Public Liability Insurance (minimum \$20 million cover is typical) and provide a Certificate of Currency when applying. This protects both the business and Council against potential claims arising from activities on public land.

3.3. Operating from privately owned land

The Planning and Environment Act 1987 regulates how land can be used and developed in Victoria. Councils assess whether a proposed food business activity is appropriate for a particular location through the planning permit process.

Planning permits ensure the proposed use is appropriate for the site and considers impacts on the surrounding area such as traffic, parking, noise, signage, and amenity.

Examples of this are:

- A coffee van operating daily in an industrial estate may require a planning permit for ongoing use.
- A pop-up food stall at a weekend market may be exempt if the event organiser has planning approval.
- A restaurant in a commercial zone usually requires a planning permit for use and development.

3.3.1. A planning permit may be required if you intend to:

- Operate regularly on private land (e.g. a commercial or industrial site).
- Establish a semi-permanent or ongoing mobile food business operation in one location.
- Make changes to the use of the land that are not currently permitted under its zoning.
- Make alterations to the site layout or install fixed infrastructure (e.g. power, water or structures).

3.3.2. When a planning permit may not be required

A planning permit is generally not required if:

- You are trading as part of a short-term event or market that already has Council approval.
- You are operating at a Council managed site where Mobile food business have been pre-approved.
- Your trading is occasional and temporary and falls within the existing use rights of the land.

3.3.3. Permissions to operate on private land

When operating on private land, you must:

- Obtain written permission from the landowner.
- Ensure the land is appropriately zoned for food and drink premises or related uses, and obtain written consent from the relevant Councils planning department.
- Meet any planning permit conditions (e.g. trading times, waste disposal, noise limits, signage).
- Provide adequate parking, access and amenities for customers and staff.

Some industrial and commercial zones allow Mobile food business without a planning permit if the use is allowed as of right or if it is ancillary to another approved use on the site (e.g. serving employees at a factory). This must be confirmed on a case-by-case basis, by either applying for a town planning permit or requesting formal written planning advice.

Tip: It is always best to confirm with Council's Business Concierge before operating to avoid enforcement action by calling ☎ **03 9217 2170** or email ✉ **business.concierge@whittlesea.vic.gov.au**.

3.4. Enforcement and compliance

Failure to obtain the necessary planning or local laws approvals can result in:

- Notices to comply or infringements.
- Cease trading orders until permits are obtained.
- Possible prosecution for ongoing non-compliance.

Environmental Health Officers work closely with Planning and Local Laws teams. If a food business is operating without the required approvals, EHOs may refer the matter internally for investigation.

It is the operator's responsibility to ensure all necessary permits are in place before starting trade.



4. Registering your food business

All food businesses in Victoria including Mobile food business and temporary food premises must comply with the Food Act 1984 (Vic) and the Australia New Zealand Food Standards Code. These requirements help protect public health and ensure food is prepared and sold safely.

Under Victorian law, temporary and mobile food businesses must register via FoodTrader and lodge a Statement of Trade (SOT) for every event or location where they intend to operate.

4.1. FoodTrader (Food Act Registrations for mobile/temporary vendors)

All you need to do is create an account and log in – once you have done this the registration forms will be made available for you to fill in.

Once you have completed the form, FoodTrader system will lodge it automatically to the council which it has determined to be your principal council for review and approval. During this time, you may receive a phone call from this council to discuss your application.

Once the council is satisfied with your application, they will accept it online and you will receive an email notifying you of your successful application.

Your temporary food premises may be inspected at any time by the municipality in which you are operating.

It is important to maintain current business information and ensure you renew your registration.

Visit foodtrader.vic.gov.au to create an account and register your business.

4.2. Statements of Trade (SOT)

Once registered, you must lodge a Statement of Trade every time you intend to trade at a new location or event.

This includes;

- At a market, festival or event.
- In another municipality.
- From a different location within your principal council.

Statements of Trade are submitted through FoodTrader and should be lodged at least 5 business days prior to trading. This ensures the relevant council can review your information and schedule any inspections if required.

Important: Trading without submitting a Statement of Trade may result in enforcement action.

4.3. Risk classification and food safety programs

All food businesses are classified according to the risk level of the food handling activities they conduct.

Typical classifications include:

- **Class 2:** Most mobile food business and temporary food premises fall into this category, as they handle unpackaged, potentially hazardous food (e.g. cooking burgers, preparing coffee with milk, handling salads).

Class 2 businesses must:

- Have a Food Safety Program (either a standard template or an independent program), and
- Nominate a Food Safety Supervisor.
- **Class 3 or 3A:** Applies to businesses handling pre-packaged or low-risk foods (e.g. packaged snacks, simple coffee service with UHT milk). Requirements are less stringent but still involve registration and compliance with basic food safety standards.

Council's Environmental Health Team will confirm your classification during the registration process.

4.4. Food safety supervisor/ program requirements

Dependant on your classification, there may be additional requirements for registration under the Food Act 1984.

Table 1 indicates which classifications require a Food Safety Program and a Food Safety Supervisor:

Class	Food Safety Program		Food Safety Supervisor	
	Business	Comm Group	Business	Comm Group
Class 2	Yes*	Yes	Yes	No**
Class 3	No	No	No	No
Class 4	No	No	No	No

* Proprietors of class 2 food businesses are exempt from the requirement to have a food safety program, except if one or more of the high-risk food handling activities listed below is undertaken at the food premises. Businesses that are required to have a food safety program must implement all relevant sections of the program.

The high-risk food handling processes are:

- sous vide cooking below 75 °C
- handling of potentially hazardous foods without temperature control as described in the Australia New Zealand Food Standards Code (the Code)
- acidified or fermented foods/drinks
- preparing ready-to-eat foods containing raw eggs
- preparing ready to eat raw or rare minced or chopped meats
- preparing ready to eat raw or rare poultry or game meats
- off-site catering
- any complex food process activity that does not use temperature control as described in the Code.

Refer to FoodTrader online application for further information about the high-risk food handling activities.

** A community group will not require a Food Safety Supervisor (FSS) if it sells ready-to-eat, potentially hazardous food at an event or events and-

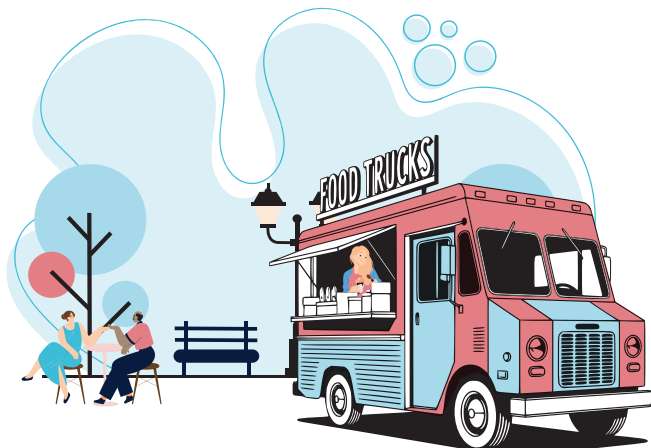
- only operates for two consecutive days or less at any one event; and
- the majority of persons involved in the handling of the food are volunteers

4.4.1. Food safety program

Class 2 food businesses are required to have a Food Safety Program to assist them in the operational procedures associated with food safety. These Food Premises must have a copy (either hard copy or electronic copy) of their Food Safety Program on site for assessment. It is an offence not to have a Food Safety Program available upon request.

You can create a food safety program using FoodSmart at [🔗 foodsmart.vic.gov.au/en](https://foodsmart.vic.gov.au/en).

Community Groups can choose to use FoodSmart to develop their food safety program, or use the Community group temporary and mobile food premises – Class 2 template.



4.4.2. Food safety supervisor requirements

Class 2 and some class 3 premises must have a qualified Food Safety Supervisor within their business unless you are exempt.

A Food Safety Supervisor is a person within your food establishment who:

- Knows how to recognise, prevent and alleviate the hazards associated with the handling of food at, or from, that premises;
- Has met an appropriate food safety competency standard for the premises;
- Has the ability and the authority to supervise other people handling food at, or from, the premises and ensure that that handling is done safely.

4.5. Food training for employees

- Proprietors of a food business must ensure that all staff undertaking or supervising food handling operations have the skills and knowledge in food safety and food hygiene for the work they do.

An online food training program has been developed by the Department of Health to ensure that food handlers have the skills and knowledge of responsible food handling. To undertake the free course, please visit

[🔗 dofoodsafely.health.vic.gov.au](https://dofoodsafely.health.vic.gov.au).

4.6. Inspections and compliance

Environmental Health Officers (EHOs) may inspect your mobile food vehicle or stall:

- As part of your initial registration.
- During events or routine operations to check compliance with the Food Act and Food Standards Code.
- In response to complaints or incidents.

EHOs will assess:

- Structural compliance (hand washing, layout, storage).
- Food handling practices and temperature control.
- Cleanliness and maintenance.
- Display of registration and permit documentation.

Non-compliance may result in improvement notices, fines, suspension or prosecution.

4.7. Displaying registration details

All registered mobile food business and temporary food premises must display:

- A copy of their current Food Act registration certificate, and
- A FoodTrader QR code or Statement of Trade confirmation (if required by the council or event organiser).

This helps the public and authorised officers verify that the business is registered and approved to operate.

5. Stall and vehicle construction standards

All temporary food premises and mobile food vehicle must be designed, constructed and maintained to enable safe food handling and compliance with the Food Act 1984 (Vic) and the Food Standards Code.

Your set-up must protect food from contamination, allow for proper cleaning, and provide adequate facilities for hand washing, storage, food preparation and waste disposal.

The following standards apply to both temporary stalls (e.g. at markets and events) and mobile food vehicle (e.g. food trucks, trailers, vans).

5.1. Temporary food stalls

Temporary food stalls must be:

- Fully enclosed with walls and a roof made of durable, impervious materials (e.g. vinyl, plastic or other washable surfaces).
- Weatherproof to protect food from wind, dust, insects and rain.
- Constructed to allow easy cleaning of all surfaces.
- Equipped with a smooth, washable floor (e.g. sealed tarp or vinyl matting) where the ground is not already sealed.

Minimum requirements include:

- A hand washing facility with warm running water, liquid soap and paper towel.
- Adequate food preparation and storage benches made of smooth, washable surfaces.
- Food protection (e.g. sneeze guards, covered displays).
- Temperature control equipment (e.g. fridges, coolers with ice, hot holding units).
- Covered waste bins for rubbish and wastewater containers with secure lids.
- Lighting if trading at night or indoors.

Tip: Marquees should be fully enclosed with clear plastic walls or similar — simple umbrellas or partially enclosed structures are not acceptable.

5.2. Mobile food vehicles (food trucks, vans and trailers)

A mobile food vehicle must be fully self-contained and comply with the same structural and food safety standards as fixed premises.

Key requirements include:

- Walls, floors and ceilings constructed of smooth, impervious, easily cleanable materials.
- Hand washing basin with warm running water, liquid soap and paper towel.
- Separate sink(s) for washing equipment and utensils.
- Adequate refrigeration and hot holding equipment with accurate thermometers.
- Proper ventilation to remove smoke, steam and fumes.
- Food storage areas that keep food protected and off the floor.
- Lighting suitable for safe food preparation.
- Secure wastewater storage tanks for collection and disposal off-site.
- Fire safety equipment, including fire extinguishers and blankets as required.

Vehicles must be designed so that food can be prepared and served without risk of contamination, even during peak trading times.



5.3. Comparative summary table

Feature	Temporary Stall	Mobile Food Vehicle
Structure	Marquee or tent – full enclosed	Fixed structure – truck, van, trailer
Flooring	Smooth, washable surface if ground not sealed	Permanent sealed flooring
Hand Washing	Portable unit with warm water, soap and paper towel	Fixed basin with warm running water
Equipment Washing	Portable sink or use of disposable items	Separate sink for utensil/equipment washing
Power & Water	External connection (eg event supply)	Onboard tanks and power/generator
Wastewater	Portable container	Fixed waste tank, emptied appropriately
Food Protection	Covers, sneeze guards, enclosed structure	Built in fixtures, enclosed serving hatch
Mobility	Assembled on site	Self-contained, mobile



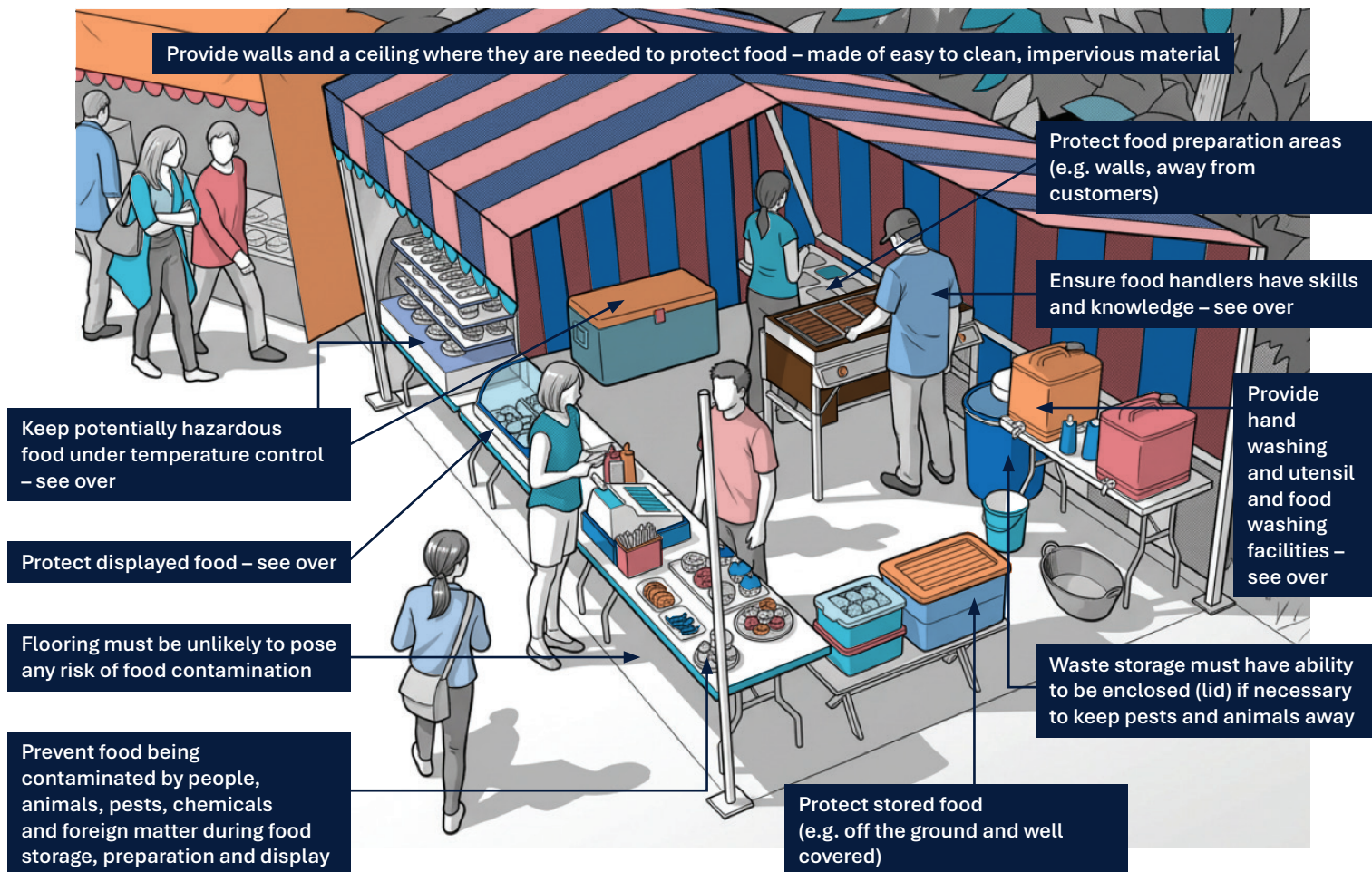
5.4. Visual examples

Good temporary stall set-up:

- Fully enclosed marquee with clear plastic walls.
- Hand wash station with warm water.
- Food protected under covers.
- Floor covering used.
- Waste bins with lids.

Poor temporary stall set-up:

- Open umbrellas or partial walls.
- No hand wash facilities.
- Food displayed uncovered.
- Uneven ground, no floor covering.
- Inadequate waste management.

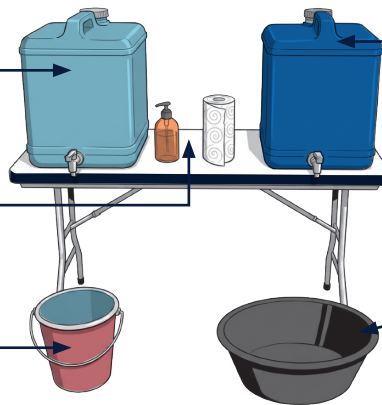


Hand washing facilities

Container of sufficient size (e.g. 20 litres) with tap and portable water (warm running water is required unless written approval from enforcement agency)

Liquid soap and paper towels

Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways)



Utensil and food washing facilities

Container of sufficient size (e.g. 20 litres) with tap and potable water

Hot water and/or food grade chemical sanitiser for sanitising if needed

Provide separate washing and rinsing containers for food and utensils, as needed

Food handlers



Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc

Clean person attire and habits

No smoking in stall

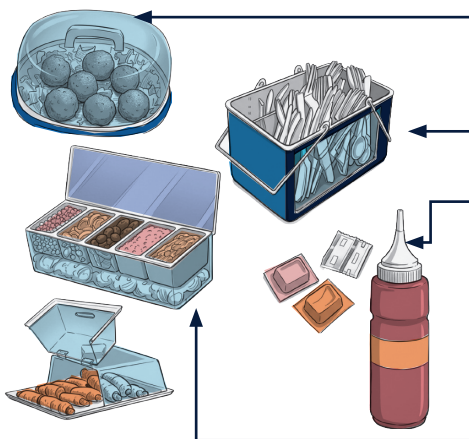
Money and food handled separately

Must have skills and knowledge in food safety and food hygiene matters

Avoid unnecessary contact with food by using utensils or gloves

Hands must be washed whenever they are likely to contaminate food

Food display, single use items and condiments



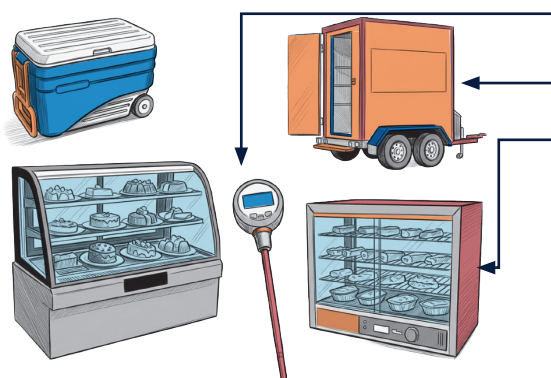
Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers)

Protect single use utensils from contamination (e.g. store handle up) and do not reuse

Clean the outside and top of dispenser bottles and do not top up bottles

Provide separate serving utensils for each self-serve food

Temperature control of potentially hazardous food



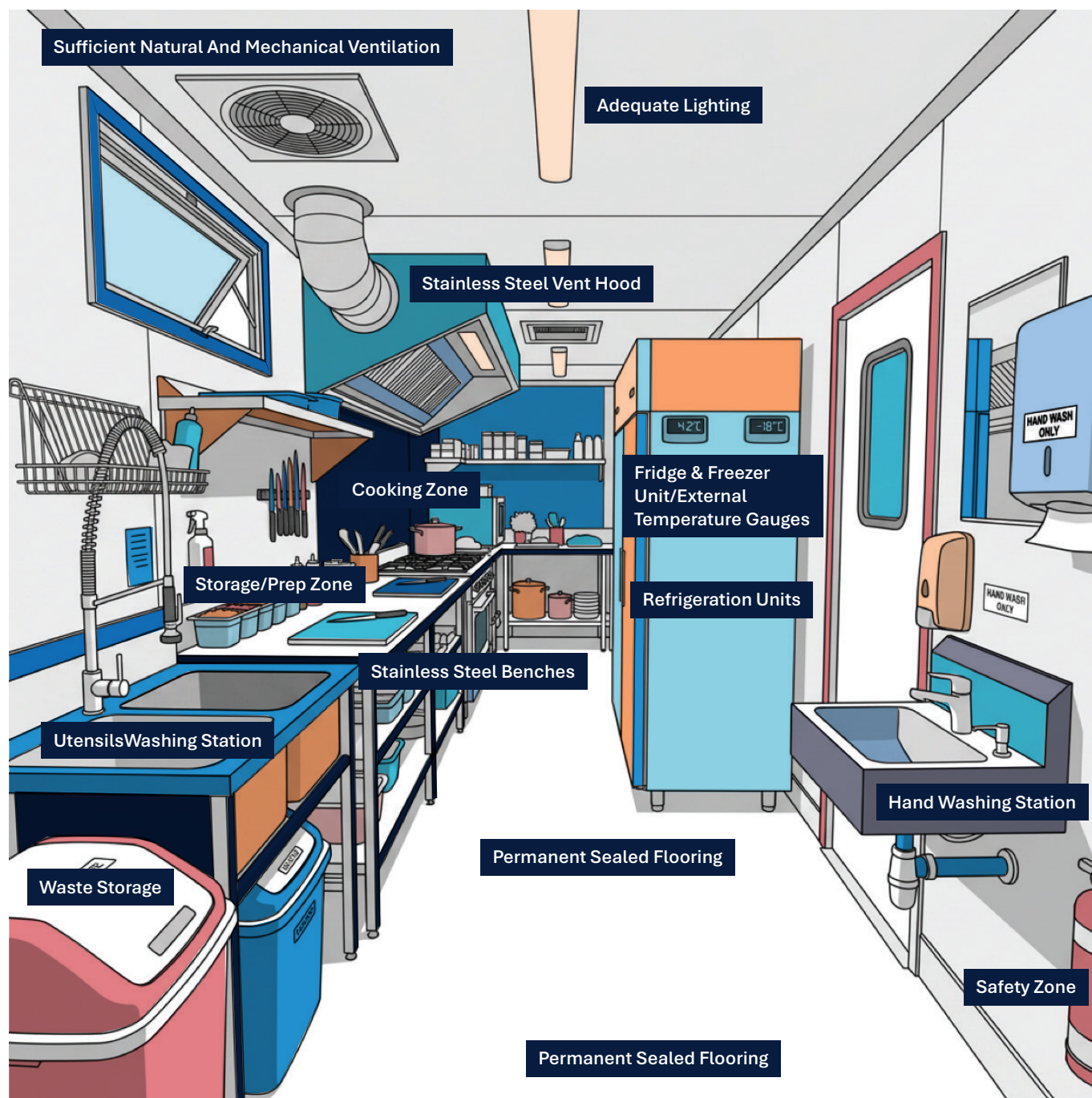
Check food temperature with thermometer (accurate to $\pm 1^{\circ}\text{C}$)

Cold food – ensure 5°C or below

Hot food – ensure 6°C or above

Please seek advice from your local enforcement agency if planning to use an alternative to appropriate temperature control for display of potentially hazardous food.

5.5. Food vehicle layout diagram



5.6. Maintenance and cleanliness

Regardless of the type of premises:

- All structures and equipment must be kept clean, in good repair, and free from pests.
- Temporary structures must be set up and dismantled in a clean condition at every event.
- Damaged or worn surfaces must be repaired or replaced promptly to maintain food safety.

5.7. Additional requirements for food vehicle

In addition to adhering to layout standards and meeting the requirements of the Food Act, it is essential that your vehicle also ensures the following:

- Complies with EnergySafe Victoria gas and electricity standards.
- Has appropriate vehicle registration.

6. Sustainability and waste management

Operating a temporary or mobile food business comes with environmental responsibilities.

Following sustainable practices not only reduces your impact on the environment but can also improve efficiency, reduce costs, and appeal to environmentally conscious customers.

This section provides guidance on waste management, energy use, packaging, and sustainable operations.

6.1. Waste management

Proper waste management is essential for food safety, public health, and environmental protection. Councils A-Z guide to waste can be a great resource to better understand how to responsibly get rid of waste.

Key requirements for food businesses:

- **Waste separation:**
 - Separate bins for general waste, recyclables, and organic waste is required.
 - Clearly label bins and ensure they are easily accessible to staff and the public.
- **Covered bins:**
 - All waste bins must have lids to prevent pest access and contamination.
 - Maintain bins in good repair and clean them regularly.
- **Waste disposal:**
 - Dispose of all wastewater and used cooking oils appropriately (never down stormwater drains).
 - Use council-approved disposal points or event-provided facilities.
 - Coordinate with event organisers to ensure sufficient waste and recycling infrastructure is available.
- **Minimising waste:**
 - Use appropriate portion sizes to reduce food waste.
- Encourage customers to use reusable containers or utensils where possible.

Tip: A small, colour-coded bin system can make compliance simple and visible for staff and customers.

6.2. Wastewater and food-grade liquids

Temporary food premises generate wastewater from handwashing, equipment cleaning, and food preparation.

- **Collection:** Use containers to capture wastewater from sinks, hand wash stations, and cleaning processes.
- **Disposal:** Empty wastewater into approved sewer connections or designated disposal points. Do not dispose of wastewater into stormwater drains or onto the ground.
- **Oils and fats:** Collect and store used cooking oil in sealed containers for proper disposal through recycling services or approved contractors.

6.3. Energy and water use

Efficient use of energy and water reduces operating costs and environmental impact:

- **Energy-efficient appliances:** Use induction cookers, LED lighting, and low-energy refrigeration where possible.
- **Water conservation:** Minimise water use for cleaning and washing. Use containers or portable sinks efficiently.
- **Renewable sources:** Where practicable, consider solar panels or battery-powered devices for small operations.

Planning energy and water needs before an event prevents last-minute problems and reduces environmental impact.

6.4. Packaging and single-use items

The use of disposable packaging is a significant contributor to waste in temporary food operations.

- **Reusable cutlery and crockery:** Allow customers to bring their reusable container ie: keep cups or provide reusable items like mugs and glasses.
- **Sustainable alternatives:** Use compostable or recyclable containers, cups, straws, cutlery, and napkins.
- **Avoid unnecessary packaging:** Serve condiments in bulk dispensers rather than single-serve packets.
- **Education:** Encourage customers to bring reusable cups, containers, or utensils.

Small changes, like switching to paper straws or compostable trays, can have a significant environmental impact.

6.5. Food waste minimisation

Reducing food waste improves efficiency and reduces disposal costs:

- **Planning:** Prepare quantities based on expected demand.
- **Donation:** Where safe and permissible, donate unsold food to local charities or food rescue programs.
- **Storage:** Store raw ingredients correctly to prolong shelf life and reduce spoilage.
- **Discount:** Reduce the cost of surplus/end of life food to promote sales and reduce waste.

6.6. Staff training and awareness

Sustainability practices must be supported by staff understanding and engagement:

- Train staff in waste separation, energy and water efficiency, and proper disposal methods.
- Include sustainability practices in your Food Safety Program where relevant.
- Encourage a culture of continuous improvement — small changes each event or day can have cumulative benefits.

6.7. Council and event requirements

Many events and Council-run spaces have specific sustainability or waste requirements:

- Ensure you are aware of event-specific waste management guidelines.
- Comply with Council's single-use plastic policies, where applicable.
- Work with event organisers to ensure bins are appropriately positioned and emptied regularly.

6.8. Benefits of sustainable practices

- Reduced environmental impact.
- Improved operational efficiency and cost savings.
- Enhanced reputation and customer appeal.
- Compliance with Council and state environmental initiatives.



7. Operating from sports grounds and events

Trading at sports grounds or events can be profitable but requires careful planning to meet food safety, Council, and event requirements.

7.1. Stall layout and site setup

- **Customer flow:**
 - Position your stall to avoid congestion and allow easy entry and exit.
 - Ensure clear signage for menus, prices, and safety instructions.
- **Food preparation and service areas:**
 - Separate raw food and ready-to-eat food areas.
 - Maintain a cleaning station separate from handwashing and food prep areas.
- **Protection from contamination:**
 - Use roofs, walls, or coverings to shield food from sun, dust, and pests.
 - Ensure hand wash facilities and sanitizer are accessible.
- **Refrigeration and temperature control:**
 - Cold foods $\leq 5^{\circ}\text{C}$; hot foods $\geq 60^{\circ}\text{C}$.
 - Ensure transport and storage meet the same temperature requirements.

7.2. Waste management at sports grounds and events

- **Event-specific waste requirements:**
 - Follow the event organiser's bin placement and waste management plan.
 - Separate waste into general, recyclable, and organic streams.
- **Wastewater:**
 - Collect all wastewater from sinks and cleaning activities.
 - Dispose of in approved sewer points. Never pour onto the ground or into stormwater drains.
- **Used oils and fats:**
 - Store in sealed containers and dispose through approved contractors.

7.3. Food safety and handling

- **Staff hygiene:**
 - All food handlers must follow handwashing and glove use protocols.
 - Hair tied back, minimal jewellery, and covered wounds.
- **Temperature and display control:**
 - Regularly check temperatures with a digital probe thermometer.
 - High-risk foods must not exceed 2-hour/4-hour rule if temperature control is unavailable.
- **Taste testing:**
 - Supervise sampling to prevent cross-contamination.
 - Provide single-use utensils and containers for disposal.

7.4. Operating hours and event considerations

- Be aware of event trading hours and peak periods.
- Arrive early for setup and plan sufficient staffing for high-demand periods.
- Coordinate with event organisers for vehicle access, deliveries, and emergency exits.



7.5. Health and safety compliance

- **Emergency planning:**
 - Keep a fire extinguisher and fire blanket on hand if using cooking equipment.
 - Be aware of first aid and emergency exit locations.
- **Noise and disturbance:**
 - Follow any restrictions on amplified sound or generator use.
- **Inspections:**
 - Food premises may be inspected by Environmental Health Officers (EHOs) during the event.
 - Ensure all records and documentation are readily available.

7.6. Consent from sports club

Some of councils nominated roadside trading sites are Sporting Reserves that are used by sporting clubs that sell food and drink to aid fundraising for the club.

To ensure the sporting clubs are not adversely affected, mobile vendors will need to seek approval from Council prior to operating within these locations.

8. Operator checklist and templates

This section provides a practical checklist for mobile food business and temporary food operators to ensure compliance with food safety, Council regulations, and event requirements.

Use this checklist before, during, and after each trading event.

Tips for successful trading

- **Peak preparation:** Stock and prepare for busiest times; restock from coolers or back-of-house storage as needed.
- **Efficient layout:** Keep cooking, service, and payment areas clearly separated to reduce bottlenecks.
- **Sustainability:** Use reusable utensils and packaging where permitted. Encourage customer recycling.
- **Communication:** Maintain clear lines with event organisers for waste, power, or safety issues.



8.1. Pre-event checklist

Task	Done	Notes
Verify FoodTrader registration and Local Laws permits	☐	
Confirm event approval and trading site	☐	
Prepare site layout plan (stalls, storage, waste)	☐	
Check power and water access at site	☐	
Inspect equipment (cookers, fridges, handwashing, utensils)	☐	
Stock adequate food supplies with temperature control	☐	
Prepare waste containers: general, recycling, organic	☐	
Review Food Safety Program and staff roles	☐	
Train or brief staff on hygiene, safety, and sustainability practices	☐	
Pack fire extinguisher and first aid kit	☐	
Ensure probe thermometer is functional and calibrated	☐	
Prepare signage (menus, prices, taste testing instructions)	☐	
Prepare sustainable packaging options (compostable/recyclable)	☐	

8.2. On-site/event setup checklist

Task	Done	Notes
Install handwashing station with warm water, soap, and paper towel	☐	
Set up equipment washing station with detergent, sanitiser, and containers	☐	
Set up equipment washing station with detergent, sanitiser, and containers	☐	
Ensure food prep areas are clean and separated (raw vs ready-to-eat)	☐	
Set up display and serving areas with sneeze guards where required	☐	
Place temperature-controlled storage for cold ($\leq 5^{\circ}\text{C}$) and hot ($\geq 60^{\circ}\text{C}$) food	☐	
Set up waste and recycling bins	☐	
Review taste testing procedures with staff	☐	
Ensure staff PPE and hygiene: gloves, hair tied back, no jewellery, wound coverings	☐	
Verify fire safety: extinguisher, fire blanket, and safe cooking setup	☐	
Confirm all food labelling meets Food Standards Code	☐	
Set up customer flow and signage for queueing, order, and collection	☐	

8.3. During trading checklist

Task	Done	Notes
Regularly check food temperatures with probe thermometer	☐	
Record high-risk food cooking, cooling, and reheating temperatures	☐	
Ensure staff handwashing after handling raw food, money, waste	☐	
Monitor taste testing to prevent cross-contamination	☐	
Maintain clean surfaces and equipment; sanitise at least every 4 hours	☐	
Ensure waste bins are emptied and covered	☐	
Rotate food stock to avoid spoilage	☐	
Keep records of food safety checks on-site	☐	
Provide sustainable serving options and educate customers where possible	☐	

8.4. Post-event checklist

Task	Done	Notes
Collect all equipment, utensils, and remaining food	☐	
Wash, clean, and sanitise all equipment and surfaces	☐	
Dispose of waste, wastewater, and oils appropriately	☐	
Pack food storage units and refrigeration for transport	☐	
Inspect stall for damage and plan repairs if needed	☐	
Review Food Safety Records for completeness	☐	
Debrief staff on lessons learned and improvements	☐	
Replenish food, supplies, and packaging for next event	☐	
Collect all equipment, utensils, and remaining food	☐	

8.5. Staff roles template

Roles	Responsibility	Staff Name
Food safety supervisor	Oversee food handling, temperature control, hygiene compliance	
Cook/prep	Prepare and cook food safely, monitor temperatures	
Server/cashier	Handle money, serve ready-to-eat food, maintain hygiene	
Cleaner/waste manager	Maintain cleanliness, manage bins and waste, sanitise equipment	

8.6. Benefits of using checklists

- Ensures compliance with Food Act 1984 and Council requirements.
- Reduces risk of contamination and foodborne illness.
- Promotes efficient event setup and teardown.
- Encourages sustainable and environmentally responsible practices.
- Provides staff clarity on roles and responsibilities.

9. Council's Contact Details

9.1. Business Concierge

For further information on business support or general enquires contact City of Whittlesea's Business Concierge.

☎ (03) 9217 2170

✉ business.concierge@whittlesea.vic.gov.au

or visit the website Business Concierge.

9.2. City Compliance

For further information on Roadside Trading or to discuss your proposal, contact City of Whittlesea City Compliance.

☎ (03) 9217 2170

or visit the website Roadside Trading Permit.

9.3. Environmental Health

For further information with registration or food safety requirements, contact the City of Whittlesea Environmental Health department.

☎ (03) 9217 2170

✉ publichealth@whittlesea.vic.gov.au

or visit the website Register a Food Business





COUNCIL OFFICES

Civic Centre
25 Ferres Boulevard
South Morang VIC 3752

Telephone 03 9217 2170
National Relay Service 133 677
(ask for 9217 2170)

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