

**nhulunbuy** corporation

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# **RC07 MOBILE VENDOR AND SERVICE PROVIDER POLICY**

<b>Title</b>	<b>Mobile Vendor and Service Provider Policy</b>
<b>Policy number</b>	RC07
<b>Type</b>	Community
<b>Owner</b>	Chief Executive Officer
<b>Responsible Officer</b>	Manager, Corporate and Community Services
<b>Approval date</b>	21 October 2015
<b>Review date</b>	21 October 2016

## 1. Purpose

This policy applies to any person conducting business as a mobile vendor or service provider in Nhulunbuy (Special Purpose Lease 214).

The purpose of this policy is to ensure that no person occupies community land, buildings or a public road in Nhulunbuy for business purposes unless authorised to do so by a permit issued by the Nhulunbuy Corporation and that such authorised use is conducted in such a manner without compromising the safety and health of the general community.

## 2. Scope

This policy provides guidance for Nhulunbuy Corporation employees and the public regarding the conduct of business on public land as a mobile vendor or service provider.

This policy does not extend to businesses which conduct the majority of business from one location (ie. a designated shop front, residence or market). All traders who primarily operate from a residence must be registered with the Nhulunbuy Corporation under the Home Trading Policy.

This policy does not include:

- Selling of newspapers
- Where a vendor is part of an event, carnival, market, fete etc
- Where the activity is a one-off occurrence such as an opening or open day for a business/premises, and
- The selling of goods on private property.

The policy does not extend to the Industrial Estate or the Gove Airport.

## 3. Definitions

**Mobile vendor** is a person, group or company engaged in a business activity which provides goods and/or services operating on a temporary basis in a public place. This extends to people, groups or companies selling food or other goods, facilitating personal training/fitness classes, or any other service which is conducted on public land.

**Public land** means any space in Nhulunbuy (Special Purpose Lease 214) which is not a designated business, office or residence.

**CEO** means Chief Executive Officer of the Nhulunbuy Corporation which is interchangeable with the title Town Administrator

**Nhulunbuy Corporation** means the Nhulunbuy Corporation Limited

#### 4. Policy

This policy requires that sites proposed for mobile vendors and service providers:

- Are readily and safely accessible to customers
- Provide adequate parking for customers
- Do not present a traffic hazard or danger to the public
- Do not occur on designated footpaths
- Have adequate rubbish disposal facilities
- Do not breach any regulatory or signposted car parking restrictions
- Take place where the gathering of customers will not impede pedestrians or vehicle movements or cause conflict with other activities
- Will not interfere with access to other facilities and/or businesses (including occupying car parking areas to the detriment of the public)
- Do not contravene any aspect of the Nhulunbuy Land Development Policy and SPL 214, and
- Do not take place on the sacred site of Nhulun (Mount Saunders) in accordance with the Aboriginal Areas Protection Authority (Appendix A).

Advertising signs must be located in the area that the business is approved to operate from and must be authorised by the Nhulunbuy Corporation.

An application for a permit to be a mobile vendor on public land must consist of:

- A fully completed Application Form
- A Certificate of Currency for Public Liability Insurance to the value of \$10,000,000
- A site plan showing the sites and proposed locations of the vehicle or stall
- Description and images of any mobile equipment (eg. trailer, van, etc.)
- Payment of a one-off fee in accordance with the Nhulunbuy Corporation's Schedule of Fees and Charges
- Confirmation of the duration of intended trade, including:
  - Hours per day
  - Days per week
  - Anticipated number of days per year (include specific dates if known)

Any mobile vendors and services providers who wish to operate outside of the town lease (see Appendix B) must contact the relevant authority prior to undertaking any such activity.

#### **Permit fee**

The Nhulunbuy Corporation will not issue a permit until it has received payment of the appropriate permit fee as determined by the Corporation. Fees shall be charged in line with the Nhulunbuy Corporation's Schedule of Fees and Charges.

#### **Approval**

The Nhulunbuy Corporation will provide details of any applications to the Nhulunbuy Town Board for consideration and recommendation.

The CEO is delegated the authority to give final approve applications which are recommended for approval by the Town Board and meet the requirements of this policy.

A letter of approval will be provided to each mobile vendor if successful with their application. This must be kept with the vendor during their business operations and produced on request by the Nhulunbuy Corporation.

**Revocation**

If the mobile vendor is deemed by the Nhulunbuy Corporation not to be operating within the agreed parameters of the application, approval may be revoked and the mobile vendor will not be able to operate in Nhulunbuy.


**5. Review process**

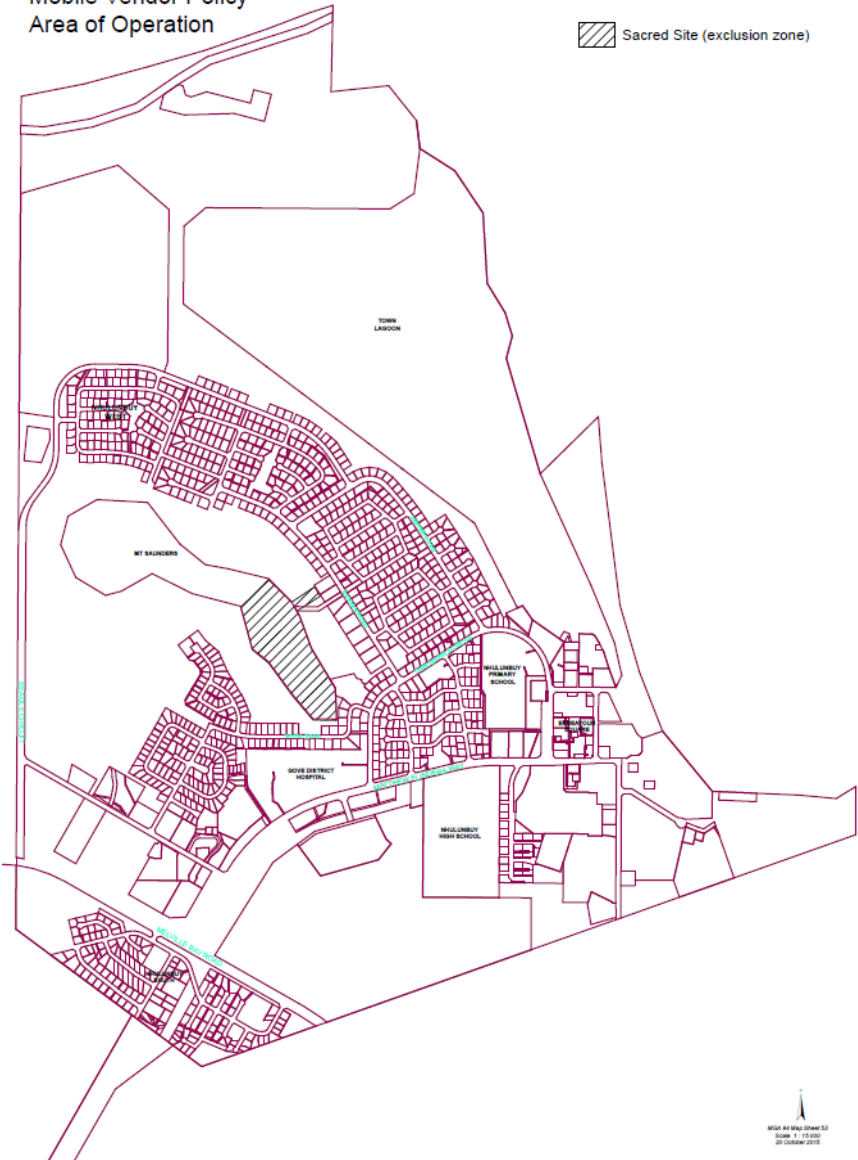
This policy will be reviewed one year from the date of adoption.

<b>Date</b> 21/10/15	<b>Director (Name)</b> Kyle Murray	<b>Signature</b> 
<b>Chief Executive Officer (Name)</b> ANGELA MacMILLAN		<b>Signature</b> 

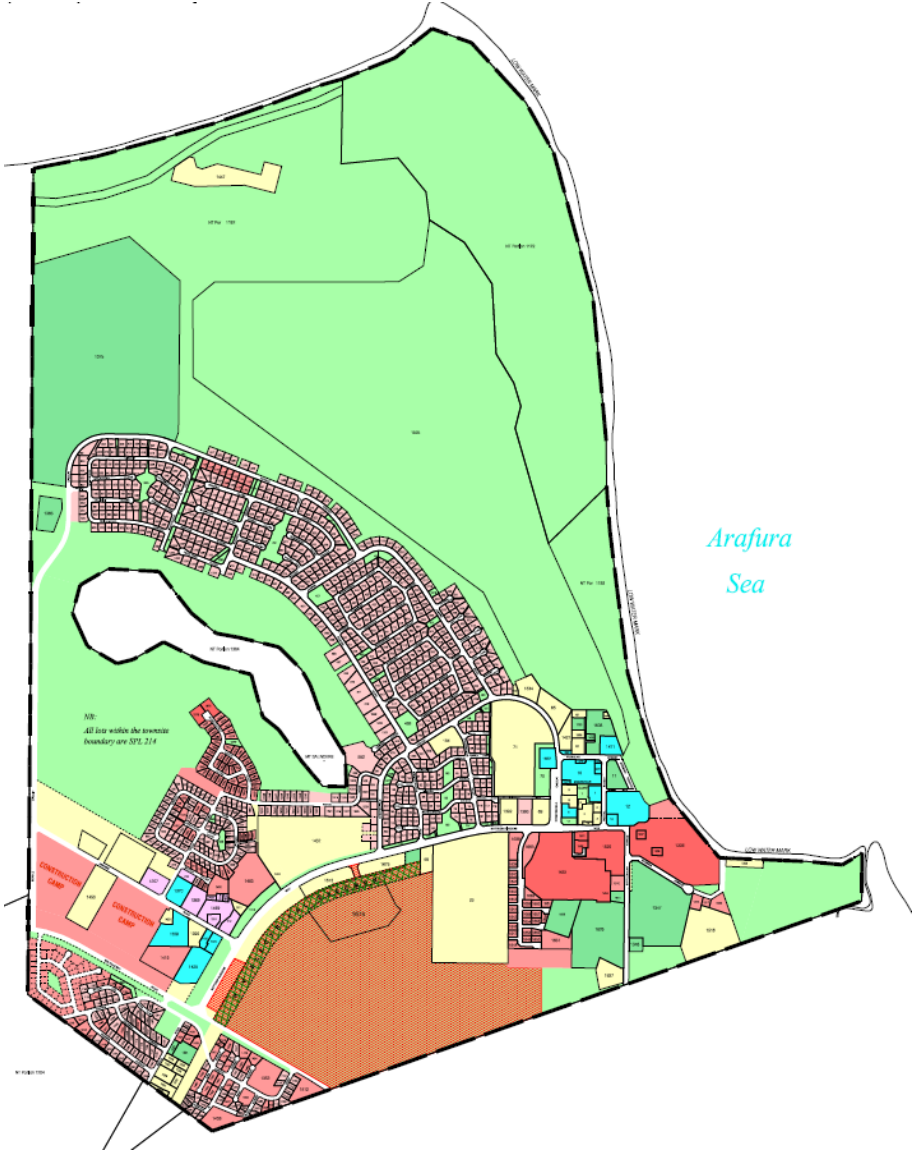
**APPENDIX A – Special Purpose Lease 214 (Nhulunbuy)**

Town of Nhulunbuy  
Mobile Vendor Policy  
Area of Operation

 Sacred Site (exclusion zone)



**APPENDIX B – Special Purpose Lease 214 (Nhulunbuy)**



# nhulunbuy corporation

## Mobile Vendor and Service Provider Permit Application

Please complete both pages of the application and tick boxes where applicable. Additional information (drawings, photos, testimonials etc.) may be attached to the application.

If you have any questions, please contact the Nhulunbuy Corporation on 8939 2200 or via email [office@ncl.net.au](mailto:office@ncl.net.au).

Application Type					
<input type="checkbox"/> Mobile Food Vendor					
<input type="checkbox"/> Mobile Service Provider					
<input type="checkbox"/> Mobile Goods Vendor					
Applicant Details					
Title:	Mr	Mrs	Ms	Miss	Other (specify)
Family name:					
Given names:					
Relationship to business: <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Administration <input type="checkbox"/> Operator					
Company name:				ACN / ABN:	
Contact Details					
Postal address:					
Street address:					
Contact phone:			Mobile:		
Email:					
Certifications					
<input type="checkbox"/> If selling food, a copy of relevant certificate to operate from the Department of Health is attached					
<input type="checkbox"/> Copy of liability insurance is attached					

