



Mobile Food Van

Procurement Guidelines

2025–2029





Wominjeka

Welcome to Frankston City

Acknowledgement

Frankston City Council acknowledges the Bunurong people of the Kulin Nation as the Traditional Custodians of the lands and waters in and around Frankston City, and value and recognise local Aboriginal and Torres Strait Islander cultures, heritage and connection to land as a proud part of a shared identity for Frankston City.

Council pays respect to Elders past and present and recognises their importance in maintaining knowledge, traditions and culture in our community.

Council also respectfully acknowledges the Bunurong Land Council as the Registered

Aboriginal Party responsible for managing the Aboriginal cultural heritage of the land and waters where Frankston City Council is situated.

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Introduction

This Guideline applies to all businesses who wish to operate a mobile food van for the sale of food and/or beverages on designated public land.

This Guideline does not apply to mobile food vans on private land, markets, events or festivals.

Commercial mobile food vans activate public open space, offer an amazing variety of food and beverages and create vibrancy and a sense of place for the Frankston City community and its visitors.

Mobile food vans also play an important role in the local economy by encouraging new entrepreneurship, supporting local suppliers, increasing employment opportunities, and stimulating tourism.

By providing a diverse range of sites and locations; a streamlined application process; clear and transparent assessment criteria; and set licence fees, these guidelines aim to attract and support high quality commercial operators to deliver regular, licenced mobile food van experiences in public open spaces across the municipality.

In addition to the regular licence opportunities included in these Guidelines, Frankston City Council supports mobile food van operators with commercial opportunities at festivals and events, markets, and other locations. For more information on how Mobile food van operators can get involved in Council run events, visit frankston.vic.gov.au.

1. Site location map

Frankston City currently hosts 8 locations (10 sites) across the municipality. We have now increased this to 9 locations (11 sites) which will help to create an even more vibrant city for our community.



2. Site locations

Oliver's Hill Boat Ramp

Number of sites	2
Surface type	Hard
Power supplied	Yes
Water supplied	Yes
Toilets	Yes
Visitation	High
Availability	7 days per week
Address	Nepean Highway, Frankston
Site Note	This is a 2 site location that can host more than 2 mobile food vans on a rotational basis.
Exclusions	None



Site 1: Car park close to Nepean Highway

Site 2: hard surface island near the boat ramp

Ballam Park

Number of sites	2
Surface type	Hard
Power supplied	No
Water supplied	Yes
Toilets	Yes
Visitation	High
Availability	7 days per week
Address	260R Cranbourne Rd, Frankston
Site Note	Operator must have an internal generator due to resident living close by.
Exclusions	None

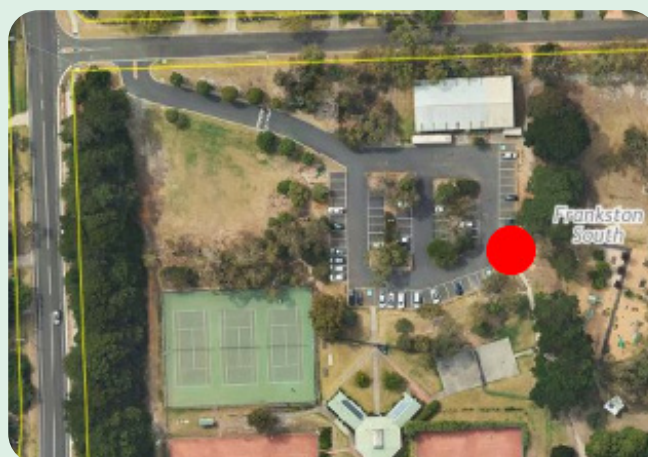


Site 1: Service road, Cranbourne Road

Site 2: Side laneway

Overport Park

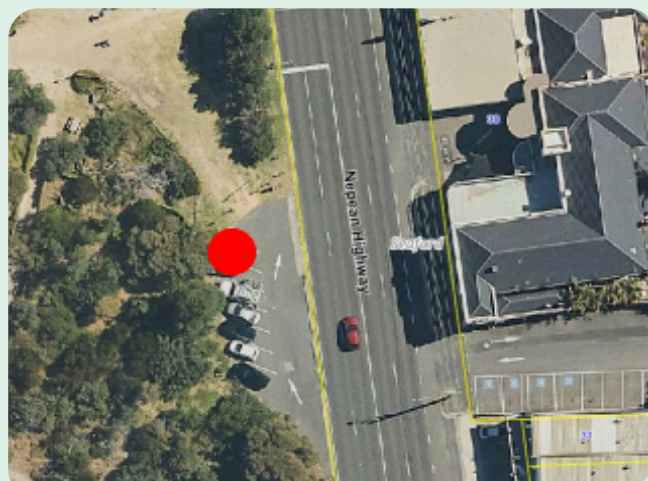
Number of sites	1
Surface type	Hard
Power supplied	No
Water supplied	Yes
Toilets	Yes
Visitation	Medium
Availability	7 days per week
Address	159 Overport Road, Frankston South
Site Note	None
Exclusions	Operating days: Sunday–Friday only



Grass area at the end of carpark, corner Somerset Road and Overport Road

Riviera Car park

Number of sites	1
Surface type	Hard
Power supplied	Yes
Water supplied	No
Toilets	No (400m walk to Keast Park)
Visitation	Medium
Availability	7 days per week
Address	Nepean Highway, Seaford
Site Note	Societa Isole Eolie — Annual Picnic usually held in February each year at Keast Park
Exclusions	None



Riviera Car park inlet, beach side, Nepean Highway

Carrum Downs Recreation Reserve

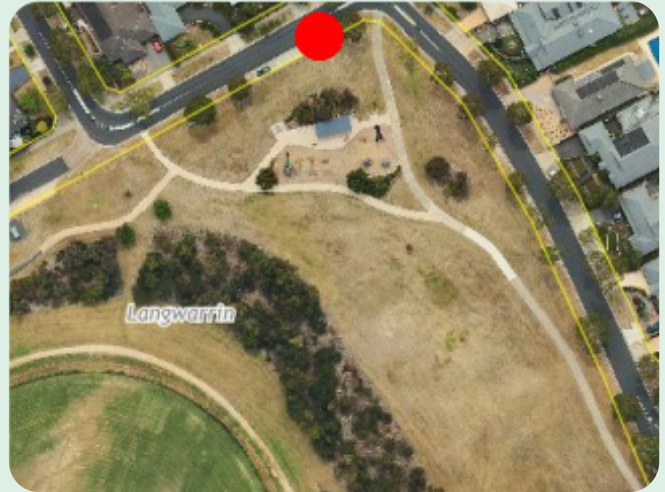
Number of sites	1
Surface type	Hard
Power supplied	No
Water supplied	No
Toilets	Yes
Visitation	Medium
Availability	7 days per week
Address	Address Wedge Rd, Carrum Downs
Site Note	None
Exclusions	None



Carrum Downs Recreation Reserve Car park

Lloyd Park

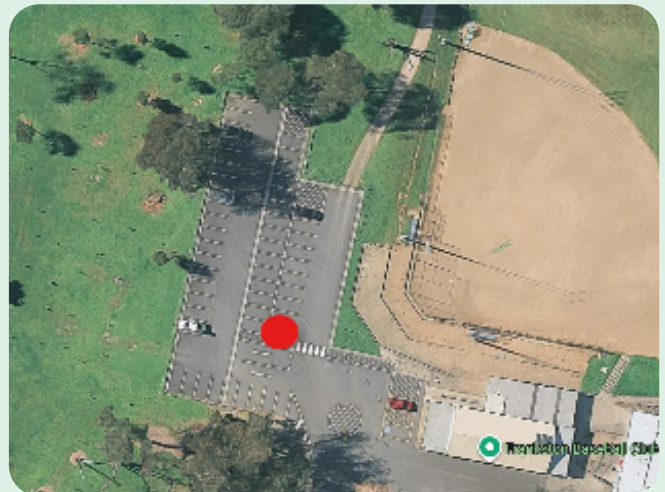
Number of sites	1
Surface type	Hard
Power supplied	No
Water supplied	No
Toilets	No
Visitation	Low–Medium
Availability	7 days per week
Address	Pindara Boulevard (side)
Site Note	None
Exclusions	Operating days Monday–Friday only



First car park near the bend of Pindara Boulevard

Robinsons Park

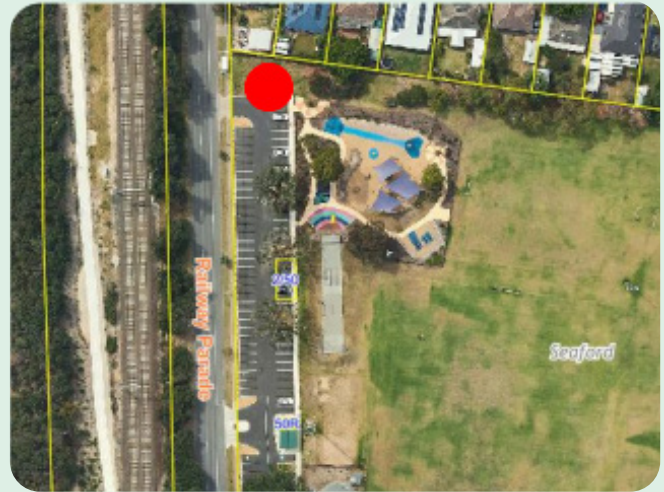
Number of sites	1
Surface type	Hard
Power supplied	No
Water supplied	Yes
Toilets	Yes
Visitation	Low–Medium
Availability	7 days per week
Address	97 Robinsons Road, Frankston
Site Note	None
Exclusions	Operating days Monday–Friday until 4pm



First car park in the mid-section, near walk way off Robinsons Road.

Seaford North Reserve Playground

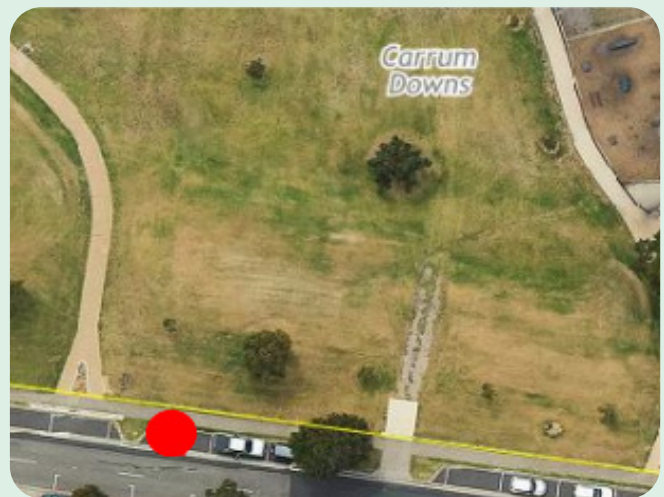
Number of sites	1
Surface type	Hard/Grassy
Power supplied	No
Water supplied	No
Toilets	No
Visitation	Medium
Availability	7 days per week
Address	50 Railway Parade, Seaford
Site Note	May be able to use Car Park, please specify in EOI
Exclusions	None



50 Railway Parade. Gravel or parking area near playground

Sandfield Reserve

Number of sites	1
Surface type	Hard
Power supplied	No
Water supplied	No
Toilets	No
Visitation	Low-Medium
Availability	7 days per week
Address	49R Sandfield Drive, Frankston
Site Note	None
Exclusions	None



9th car park on the left, Reserve side

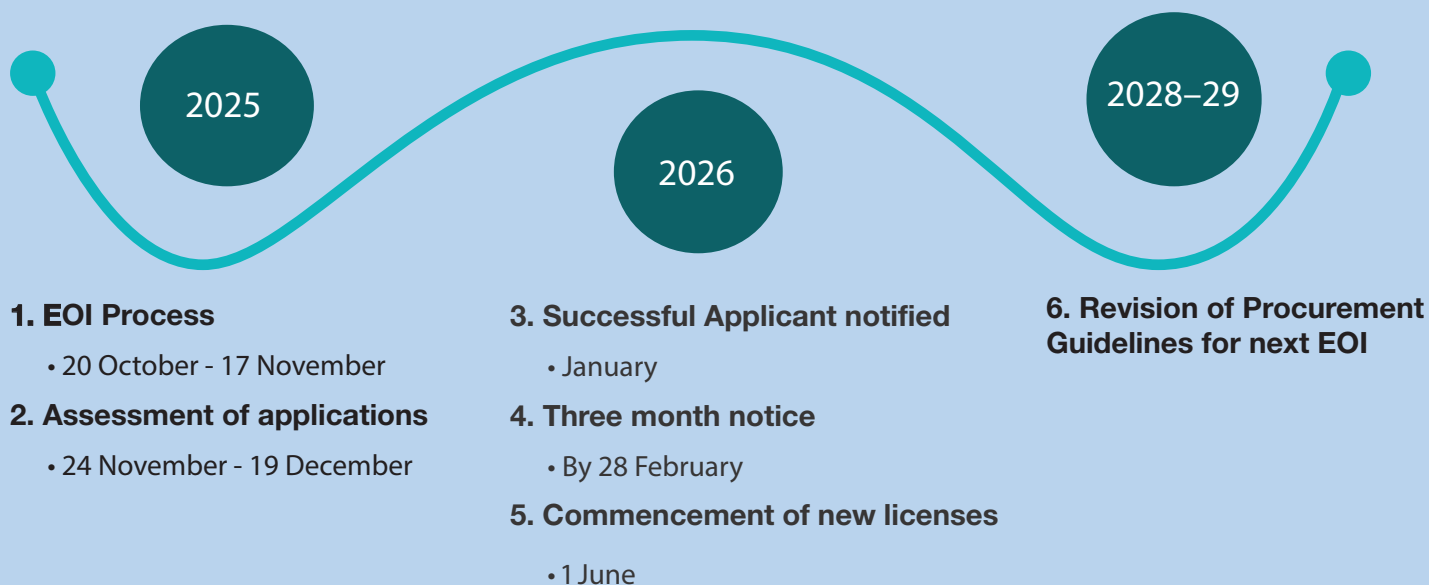


3. Application and assessment process

Commencing October 2025, Council will conduct an Expression of Interest (EOI) process to issue licences spanning a 24 or 36 month period.

The next 24 or 36 month licence agreement period will be from 1 June 2026 – 31 May 2029.

Timeline



Evaluation Criteria

	Assessment Criteria	Weight
1.	Range of menu options (Range of flavours, food or beverage types and/or dietary options and suitability of menu to selected location)	50%
2.	Ability to demonstrate environmentally sustainable practices (e.g. No single-use plastic, recyclable packaging/zero waste management plan etc)	20%
3.	Locally registered business and employment (The food truck must be registered with FoodTrader for Frankston City and based at a Frankston City address. As part of the application, operators should outline how their business will contribute to local employment opportunities)	20%
4.	Hours of site activation (Proposed length of operational days/hours within site availability)	10%

Eligibility

All regular licence mobile food van applicants **MUST** provide evidence of the following to be considered during the EOI process:

1. FoodTrader registration with the Victorian Government Department of Health (refer p.15 for further information)
2. Public liability insurance for \$20M
3. Vehicle insurance, extended to include legal liability
4. Not currently have outstanding debts with Frankston City Council
5. Compliance with Food Safety Standards — a business that has not previously had justified complaints, received an official warning, infringement notice or had their permit cancelled
6. Breaches — internal reviews will be conducted on all applicants to ensure there are no breaches to previously held licenses or any recorded reports against the business

Probity and Ethics

Council's procurement activities are performed in an open, transparent and ethical manner with demonstrated integrity, fairness and accountability that meets relevant legal requirements at all times.

All Applicants must be treated fairly, with access to the same information to afford them an equal opportunity to participate in the EOI process.

Council will provide open and honest feedback to Applicants who participate in the EOI process, subject to confidentiality of Commercial In Confidence information.

Conflicts of Interest

When submitting its EOI, the Applicant must declare any actual or potential conflicts of interest which may arise between the Applicant and Council. All Council staff involved in the evaluation of EOIs must disclose any conflicts of interest in accordance with the relevant legislation and Council guidelines.

Lodgement of Submissions

Applicants will be required to complete and submit the Application Form (including any supporting documentation) to Council's Electronic E-Tendering system. This system is a locked system — the applications are not available for review by any party prior to the nominated Closing Time.

Evaluation Process

Applicants have the opportunity to bid for one or multiple sites. An evaluation will be conducted for each site based upon the evaluation criteria. The EOI documentation will set out the full process for the evaluation of applications.

The evaluation panel may determine not to fully evaluate any EOI if, in the opinion of the evaluation panel, the EOI does not adequately address or meet any of the evaluation criteria.

Respondents should ensure that sufficient information is included in their EOI to facilitate proper evaluation in accordance with the stated criteria.

Assessment Panel

Applications will be assessed internally by a cross-organisational group of Council Officers and may include:

- x 5 Senior Council Officers
- x 1 External Procurement Advisor

EOI Award

Council will award the Licences on the basis of the best quality and value for the community. In determining the best quality and value for the community, Council will have regard to the report prepared by the EOI evaluation panel and any other factors which it considers relevant.

The EOI evaluation panel will evaluate EOI in accordance with evaluation criteria. Council reserves the right to exclude any non-conforming EOI from evaluation at any stage of the EOI process.

Preferred Applicants, based on the initial assessment, may be shortlisted. At any time during the evaluation process, Council may shortlist more than one Applicant. Any such shortlist shall be:

- Based on any of the Evaluation Criteria
- Undertaken where no benefit is derived from the evaluation of all of the EOI received

Notification of application outcome

Council will be informed of successful applications and all applicants will be notified in writing of the outcome of their application no less than 3 months prior to the commencement of the next license period.

Required Documentation

Council will provide a written request to the 'preferred' applicants to provide all required documentation prior to being issued a licence agreement as the 'successful' applicant.

Form of Agreement

Successful applicants will be offered a Licence Agreement. Licensees will be required to comply with the General Conditions as well as any other Special Conditions or Covenants as set out in the Licence Agreement for the term of the licence.

Withdrawal of EOI Award or License Agreement by Applicant

In the case that an EOI Awardee or licence holder withdraws their application or from the agreement, that site will be offered via an Expression of Interest procurement process (as per these guidelines) with a prorata licence agreement and annual licence fee offered to the preferred applicant for the remainder of the current 12 month cycle.

New or Vacant Sites

New sites may be suggested by operators or community members at any time. Before any decision is made about their inclusion, Council will undertake a comprehensive feasibility assessment to ensure suitability.

When new, vacated or vacant sites become available, Council officers will engage directly with existing registered operators to offer short-term license.



4. Licence conditions

General Conditions

(include but not limited to)

- Licence holders must comply with all relevant legislation and regulations such as the Food Act 1984, Community Local Law 2020, Road Safety Rules 2017, the Food Standards Code (under the Legislation Act 2003) and the Single-use Plastic ban (effective 1 Feb 2023) at all times
- Licence period: 24 month period (1 June 2026 - 30 June 2028)
- Licence period: 36 months (1 June 2026 - 31 May 2029)
- Licence holders must operate only within the specified site, size and space, as per the licence agreement
- Licence holders must provide a waste management/minimisation plan with their EOI application
- Licence holders are responsible for the management of patrons on site, as per the traffic management plan provided
- Any advertising materials or furniture not strictly within the specified site, as per the licence
- Agreement, must have a separate, approved Council permit
- Licence holders must operate only during the days and times of operation as per the licence agreement
- Licence agreements are non-transferable to any other party

- Licence holders must ensure the site and surrounding area is kept free of litter at all times
- Licence holders must ensure surrounding site vegetation is not harmed or damaged
- The sale or supply of alcohol is not permitted

Council Obligations

- Frankston City Council will maintain all mobile food van sites as per the condition, services and facilities outlined in these guidelines.
- Frankston City Council will apply for all necessary permits/approvals from the Victorian government for commercial activities on Crown land prior to the issuance of licence agreements

Revoking of Licence Agreement

Council reserves the right to revoke any operator licence if any conditions in their individual licence agreement are breached. Refer to individual licence agreement for detailed conditions.



5. Fees

Site Licence Fees

Annual site licence fees are pre-determined by anticipated visitation rates and the onsite availability of power, water, visitation levels and/or public amenities.

Licence fees are based on the location and shared site opportunities. The aim is to increase commercial activity in public open spaces across the municipality; provide opportunities for new and emerging commercial operators; and trial new mobile food van sites.

Fees are set for the duration of the licence agreement and reviewed prior to each EOI round.

Fee Inclusions

Where a site location stipulates that services such as power and water are supplied, these are provided to the licence holder at no cost as a per the licence agreement.

Payment Terms

Licence holders will be issued with fee invoices quarterly. All fees are required to be paid in advance.

2025-29 Licence Fees

Location	Full Site Fee	Shared Site Fee
Oliver's Hill Site 1	\$15,000 pa	\$7,500 pa
Oliver's Hill Site 2	\$15,000 pa	\$7,500 pa
Ballam Park Site 1	\$13,800 pa	\$6,900 pa
Ballam Park Site 2	\$13,800 pa	\$6,900 pa
All other Sites	\$3,450 pa	\$1,725 pa

License fees have been increased to cover the cost of utilities and to ensure high visitation sites are costed appropriately.

Site Sharing

Site sharing for mobile food van operators refers to a commercial arrangement where multiple businesses utilise the same location, operating at different times. Operators may request to use a site for only part of the day.

- Morning sessions run from 6:00 am to 12:00 pm
- Afternoon/evening sessions run from 1:00 pm until late (with exact end times negotiable)

**All site sharing arrangements are subject to Council approval and must be agreed with Council officers prior to commencement.*

6. Further information and support

Definitions

- “Council” means Frankston City Council
- “Crown land” is land owned by the State or Commonwealth Government. Crown land is Usually set aside for a specific public purpose
- “Licence holder” means the business entity to whom the licence is issued
- “Mobile food van” is a mobile food premises and can include, but is not limited to vans, buses, trailers, carts and boats which are capable of movement from place to place for the Sale of food and/or beverages
- “Public open space” is land set aside for leisure and nature conservation including parks, gardens, reserves and waterways. It may also include public roads and carparks in the Frankston city municipality
- “FoodTrader” means the Victorian government Department of Health FoodTrader Registration process. Note: Mobile commercial operators are only required to register with FoodTrader with one council and are then permitted to trade across Victoria

Help with an Application

The Economic Development Team can provide support to applicants prior to the commencement of the Expression of Interest regular licence application process. Please contact us at business@frankston.vic.gov.au

Help Registering a Mobile Food Van

To register with the Victorian government Department of Health visit FoodTrader — foodtrader.vic.gov.au (health.vic.gov.au)

For further information including how to register and food van fit-out requirements, contact the Frankston City Council Business Concierge at businessconcierge@frankston.vic.gov.au

Guideline Review

This guideline will be reviewed no later than 30 June 2029.





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