FOOD TRUCK INFORMATION GUIDE

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WHAT TO INCLUDE WITH YOUR PLANNING APPLICATION

A 'Food Truck' is a common name given to a converted trailer, caravan, or vehicle intended to cook, reheat or sell food items from.

Food trucks tend to be mobile and can move from site to site as required.

Council currently has six locations that are designated for food truck vendors: Mobile food vending permits

Although a food truck is generally mobile, when set up to operate from private land, the food truck results in a change in the use of that land.

A change in the use of any land (unless otherwise exempt) first requires a development approval by a Relevant Authority (usually Council) by way of a development application.

A development application is to be lodged via the Plan SA Portal and will need to be considered against relevant criteria of the Planning and Design Code.

Food trucks fit into the definition of ***shop*** as per the Planning and Design Code despite them generally taking on the form of a trailer vehicle.

The criteria for assessment of a shop therefore applies to a food truck.

The below is intended to be a guide on what to consider and submit with a planning application when seeking development approval.

Important Notes:

- *This guide is only intended for assistance purposes covering off on most asked questions associated with food truck applications.*
- *Further information may still be required and sought during the applicable assessment process.*
- *An application will still need to be assessed on its merits once formally lodged. Obtaining development approval by satisfying criteria in the guide below is never guaranteed.*
- *Council welcomes you to obtain further assistance from a professional such as a planning consultant with compiling details and applying on your behalf.*
- *Council cannot assist in the setting up of the application as its role is to assess an application. Council cannot help (beyond what is within the guide below) in relation to advocating on your behalf, undertaking investigations, providing reports in support, or providing pre-approvals.*

INFORMATION REQUIRED WITH YOUR APPLICATION

Site plan

A site plan is a critical piece of information that will form the basis of your application. The site plan shows where the food truck will be located, is located in relation to other items, uses and objects, and assists in determining the suitability of the proposed use of the land to be associated with a food truck use.

The site plan is to include:

- All boundaries of the land
- The location of the food truck
- Any existing or proposed buildings (including permanent or temporary shelters)
- Any seating areas
- Any areas used for serving customers
- Any areas for waste management
- Any entry or exits for car parks
- Any signage
- Any landscaping existing, proposed, or to be removed

Important notes:

- *Applications that do not include scaled, consistent, or accurate plans will not advance to lodgement.*
- *You may need the assistance of a professional to compile an accurate site plan.*

Details of the food truck itself

Your application will need to clearly detail the food truck and include in plan form (elevations) the height, length and width including any openings, canopies, drawbars and tow hitches.

You will also need to advise if your food truck is a shop for **takeaway only** or is a **restaurant**.

Important notes:

- *Restaurants have seating for individuals to eat and consume food items on site. They have higher technical demands regarding noise and carparking.*

- *Shops for takeaway only generally have a lower carparking demand and produce less noise. They do not have associated seating areas for the consumption of food onsite.*
- *See the **Construction and Fit-out Guide for Mobile food vehicles operating from permanent locations** below to satisfy relevant health requirements.*

Details of car parking

Food trucks are generally selected to be located in existing car parking areas due to the ease of setup and availability of space. It is important to consider how the use of the car park will change as a result of the food truck being there.

Where not in a car park, the food truck may still create a demand for parking spaces.

Consider and address as part of an application:

- Are any additional car parks required?
- Is there a loss of parking with the placement of the food truck or associated storage when not in use?
- How will vehicles enter, move within the site, and leave safely?
- How will you ensure the safety of pedestrians and patrons using the car park by having safe areas to line up and wait for food items?
- Will other uses on the site that use the car park at the same time be impacted?
- Are specific delivery vehicles required?
- Are specific waste collection vehicles required?

Important notes:

- *A report may be required by a qualified traffic engineer if there are concerns with car parking such as multiple uses on one site, tight vehicle movements, or there is limited car parking.*
- *For a takeaway only business, generally 5 car parks are required for every 100 square metres of gross leasable area.*
- *For a restaurant business, 12 spaces per 100 square metres may be required and may increase if there are also takeaway and drive through options.*
- *Food trucks that rely on kerbside street parking only will unlikely be supported.*

Hours of operation

The hours of operation (trading hours) will need to be nominated including:

- What days of the week it will the food truck trade
- Starting hours and closing hours for each of those days

If there are other businesses that share the same site or car park, it is important to consider if the proposed hours will clash with the existing businesses and detail this with your application.
If the site is shared with other businesses, it is necessary to nominate these areas as part of the application.

Important notes:

- *Consider others in the area, especially dwellings or accommodation that may be impacted by the hours of operation.*
- *Where hours of operation may clash with existing or expected sensitive uses, an application that may likely cause disturbance may not be supported.*

- *Where a food truck is on the same site as another business, this may increase demand on existing services and car parking. Try and avoid land that is subject to other uses that will operate at the same time.*

Noise

All noise sources are to be identified with an application.

Noise sources may include onsite generators/refrigeration units, people gathering, associated vehicle noise (doors closing etc), and amplified music.

Noise can be less impactful where the business is located within an established industrial or commercial area, and there are no residential houses or uses in the vicinity.

Important notes:

- *An acoustic report may be required if a business is located close to residential land, proposes extended hours of operation, or will have gatherings of people.*
- *The Environment Protection (Commercial and Industrial) Noise Policy 2023 seeks stricter limits on noise sources after 10pm. This may be difficult to achieve where a food truck is in or near residential areas. Consider limiting the trading hours accordingly.*

Odour

Not everyone in the area may enjoy the food that you are cooking in the same way you or your customers do. Additionally, waste receptacles that are stored on site may still emit odours outside of nominated business hours.

Consider what you are cooking and where you are cooking, and how you will manage leftovers and waste.

Important note:

- *The installation of carbon filters to extraction units is recommended for all vendors.*
- *Locate odour (cooking/waste) sources away from residential areas.*

Waste

You will need to consider and advise as part of your application how waste is managed. Waste is not only left over food and packaging but also trade waste such as wastewater.

Important notes:

- *Mobile food vehicles must be connected to a permanent mains SA Water sewer connection (or an approved onsite wastewater system in non-sewered areas) to ensure proper wastewater disposal. The use of holding tanks for wastewater disposal in sewered areas is not permitted. Contact SA Water for authorisation to dispose of wastewater into the SA Water sewer network SAWater - Trade Waste Application.*
- *You may be granted a Planning Consent for your food truck however, will not receive Development Approval (be unable to operate) until a wastewater connection is made.*

Lighting

Details of how the business and the areas around it will be lit is critical where it will operate beyond daylight hours. Some food trucks can utilise existing lighting on a premises, however new lighting may be required, or will be provided on the food truck itself.
Be mindful that lighting impacts on neighbours and can distract motorists and pedestrians in the vicinity.

Important Notes:

- *A report from a lighting engineer may be necessary if bright or flashing lighting is being proposed, particularly on busy roads or near residential areas.*
- *Detailing and committing to lighting that is to be directed away from sensitive land or roads can often be sufficient.*
- *Flashing lights on the vehicle or on signage is strongly discouraged.*

Public Notification and Referrals

Depending on where your food truck is to be located and on what land, public notification may be required as well as referrals to other "referral bodies" such as the Commissioner of Highways. Both public notification and referrals will require additional fees and will add on to the assessment timeframes.

Important Notes:

- *See PlanSA for information on application fees.*
- *Public Notification and Referrals will take additional assessment time.*
- *Public Notification and Referrals may impact on the certainty of obtaining an approval.*

Other Permits/Approvals

Other approvals may be required in addition to Development Approval.

A Development Approval is only limited to the use of land/buildings and any works defined as development under the *Planning, Development and Infrastructure Act 2016*.

Further approvals/permits for the preparation of food or the disposal of waste, or permission to occupy a parcel of land may be required, more information is available on our Information for food businesses page.

The authority for granting permission or issuing permits may not always be Council. It is the owner/operator's responsibility to ensure that all approvals that need to be obtained are in place prior to the commencement of trade.
Penalties for failure to obtain all required approvals/permits may apply such as fines, orders to stop work, or orders to immediately vacate the site.

CONSTRUCTION AND FIT-OUT GUIDE

Mobile food vehicle operating from permanent location

Mobile food vehicles operating on a permanent basis from a single location on private land must comply with Food Safety Standards 3.2.2 and 3.2.3. The Environmental Health Team will assess the suitability of the operation as a fixed food premises. As such, the following requirements apply:

- Mobile food vehicles **must** be connected to a permanent mains SA Water sewer connection (or an approved onsite wastewater system in non-sewered areas) to ensure proper wastewater disposal. The use of holding tanks for wastewater disposal in sewered areas is not permitted. Contact SA Water for authorisation to dispose of wastewater into the SA Water sewer network.
- Mobile food vehicles **must** be connected to a permanent supply of potable mains water using food-grade hoses, tanks, and connection points.
- Mobile food vehicles must have suitably enclosed bins for the collection of general waste from the operation and for customer use while trading.
- Mobile food vehicles must have a designated handwashing sink with a supply of warm running water.
- Take all reasonable steps to prevent the entry and harbouring of pests. This includes sealing the vehicle when not in use and ensuring the vehicle is free from gaps or cracks which may allow pest entry.
- Mobile food vehicles must provide a designated cleaning sink for disposing of wastewater from cleaning activities (e.g. mop water) or make suitable provisions onsite for wastewater disposal.
- Mobile food vehicles must have dishwashing sinks that are appropriately sized to allow for the proper cleaning and sanitising of equipment and utensils. Alternatively, a commercial-grade dishwasher may be used.
- Due to limited space for food handling and preparation, the extent and type of food handling that meets the Food Safety Standards may be restricted. Council reserves the right to limit or require modifications to food handling practices within the vehicle to ensure compliance with the Food Safety Standards.

This information is intended to be read in conjunctions with Council's Food Premises: Construction and Fit-out Guide which can be found on the PAE website as it is not an exhaustive list.

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Failure to comply with these requirements can result in enforcement action under the South Australian Food Act 2001. The City of Port Adelaide Enfield can issue fines, Improvement Notices and Prohibition Order if non-compliance is observed.

