



**EXPRESSION OF INTEREST**

**FOR PORTARLINGTON HOLIDAY PARK**

**FOOD VENDOR PERMIT**

**OCTOBER 2023**

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## SECTION ONE - SPECIFICATIONS

### 1. C CONTEXT/NATURE OF SERVICE

Over 10,000 holiday park residents, day-trippers and tourists visit the northern Bellarine Peninsula during the months between the Melbourne Cup weekend and Easter with the annual Mussel Festival, Bellarine Sunset Run, and other events attracting a wide range of people. This provides excellent business opportunities for interested food and beverage vendors.

Expressions of Interest are invited from licenced food vendors to secure a permit to sell food and beverages from a mobile food van.

Permanent structures or difficult to move structures (such as renovated cargo containers) will not be permitted. Temporary seating/tables will only be permitted subject to further approval.

**Definition of 'food' van** – a mobile food van is a food premises that is a vehicle. Vehicles include vans, caravans, trucks, coffee vans and trailers.

### 3. DESIGNATED PERMIT SITES/LOCATIONS

Portarlinton Holiday Park Vendor Areas.

### 4. TERM OF PERMIT

The permit will be offered from 23 December 2023 to 31 October 2024.

On some occasions, Bellarine Bayside will reserve the right to ask the permit holder to not locate at their site (i.e. large foreshore events etc.). One weeks' notice will be provided.

### 5. VENDOR GENERAL OPERATING CONDITIONS

Vendors must agree to:

- comply with appropriate trading licences and comply with relevant Acts and any other legislation, guidelines or standards in relation to food and beverage preparation, service and vending. Such licences must be made available to staff of Bellarine Bayside.
- have a current Public Liability Insurance policy in the name of the permit holder/business insuring them for a minimum of \$10,000,000 (ten million dollars) throughout the permit period.
- Ensure that their van/vehicle maintains current Vic Road registration throughout the permit period.
- Trade within their designated permit area (unless otherwise agreed).
- Ensure that permit sites are kept in a clean and tidy state during trade and at the day's end. Failure to do so may attract a cleaning fee. Bins must be provided for customers.
- Demonstrate sustainable practices, such as packaging. The use of unsustainable food storage products, such as polystyrene, will not be permitted.
- Ensure that their van is able to be moved off site at short notice if required.

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- Not adversely affect surrounding businesses and have any negative impact on the northern Bellarine foreshores reserves.
- Ensure that their van/vehicle presentation contributes to the outlook of the foreshore area and is well maintained.
- Not require external gas and water connection. Power is available at the site.

## 6. PERMIT FEES

The permit fee will be \$2,000.00 and will be invoiced prior to the commencement of the permit.

## 7. CLOSING DATE FOR EXPRESSIONS OF INTEREST

**Expression of Interest submissions will close at 4:00pm, Sunday November 12, 2024.**

## 8. HOW TO SUBMIT

Print and complete Section Two and Section Three of the Expression of Interest and submit:

- via email to [michelle.roy@bellarinebayside.com.au](mailto:michelle.roy@bellarinebayside.com.au)

For any clarifications or further information, please contact, **Michelle Roy, Administration Coordinator**, on **03 5254 4006** or via email [michelle.roy@bellarinebayside.com.au](mailto:michelle.roy@bellarinebayside.com.au).

## 9.. EVALUATION CRITERIA

Applicants are required to demonstrate their capacity to deliver the required services by providing the information requested in the attached documentation. Where insufficient space is provided, please attach the information as a separate document. Bellarine Bayside reserves the right not to appoint any applicant. Bellarine Bayside reserves the right to seek additional information. All Expressions of Interests will be treated confidentially.

Bellarine Bayside will be evaluating each Expression of Interest on a range of criteria to seek the best value. Weightings of importance to the selection process have been allocated to each criteria.

These criteria and weightings and are:

1. Proposed offerings to customers including range of products, and days/hours of operation - 50%
2. Business history, including of food van operation – 40%
3. Financial history and capacity to proceed – 10%

*All the above criteria shall be evaluated and combined to identify the best value offer. All information received shall be treated in strict confidence.*



**SECTION TWO – APPLICANT AND BUSINESS DETAILS**

**BELLARINE BAYSIDE FORESHORE COMMITTEE OF MANAGEMENT**

**Expression of Interest**

**Portarlington Holiday Park Food Van Permit**

I, (name of individual or company representative) .....

on behalf of (company name if applicable) .....

of (address).....

..... Postcode .....

telephone number (....) .....

mobile number .....

email .....

ABN: .....

hereby express interest to perform the services required in accordance with the specifications provided.

Signature of Applicant: .....

Date

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## 1. BUSINESS DETAILS

Please describe your business. Please attached copies of your brochures/menus.

## 2. VEHICLE DETAILS

a. Please provide a description of your vehicle and associated infrastructure. Please include photos of your vehicle.

b. Please advise your vehicle registration details

- c. Please indicate the dimensions of your vehicle

### **3. FOOD ACT 1984 REGISTRATION**

Health requirements may vary depending on your proposal.

Applicants are required to consult and obtain approval from the City of Greater Geelong (CoGG) to ascertain what requirements will apply in relation to food legislation. CoGG's Environmental Health Unit is contactable on 03 5272 5272 or by email [contactus@geelongcity.vic.gov.au](mailto:contactus@geelongcity.vic.gov.au)

Please attach a copy of your current business registration/s with this application.

### **4. PUBLIC LIABILITY INSURANCE (PLI)**

\$10,000,000 minimum PLI is required and clearly indemnifies Bellarine Bayside against any claims whatsoever for the duration of the permit AND noting Bellarine Bayside as an interested party on your Certificate.

Please attach a copy of your current PLI with this application. *Note: an invoice is not proof of insurance. A Certificate of Currency is required.*

**SECTION THREE – EXPRESSION OF INTEREST APPLICATION FORM**

- 1. PROPOSED OFFERINGS TO CUSTOMERS INCLUDING RANGE OF PRODUCTS AND DAYS/HOURS OF OPERATION AND PRICING**

- 2. BUSINESS HISTORY OF FOOD VAN OPERATION**

**3. FINANCIAL HISTORY AND CAPACITY TO PROCEED**