

ST KILDA FESTIVAL 2013

Sunday 10th February



Important Information for Itinerant Traders

General

For public health and safety reasons, the Port Phillip City Council manages various special events through its Community Amenities Local Law No. 3. A permit is needed to trade at the St Kilda Festival and to use Council parks and reserves, including the foreshore and roads for a range of activities.

The kit contains:

- General Information
- Application Form
- Proposed Product, Prices & Equipment Form
- Indemnity Form
- Environmental Health Requirements
- General Conditions
- Vendor Vehicle Accreditation Form
- Trader Revenue Declaration
- Checklist

Following assessment, if your application is approved, the Council will issue a permit that will contain any conditions that are relevant to your proposed activity. These conditions must be complied with and are additional to any state legislative requirements.

Proposed Product and Price List

A detailed list of the products to be offered for sale and the price of each item must be submitted. The form on which this information is to be submitted is attached.

Fire Safety

Fire Safety Guidelines for Temporary Structures must be adhered to on Festival Day. To obtain a copy of these guidelines, please contact your local council.

Gas Safety

There are new rules and regulations in relation to event catering outlets and their use of gas bottles. A copy of the Code of Practice can be downloaded from the St Kilda Festival website, www.stkildafestival.com.au.

Waste Management and Recycling

The use of recyclable packaging during the event is non-negotiable and this will become a condition of your permit. If you do not comply you may incur fines. All permits prohibit products being served in glass containers. All traders are required to comply with waste management procedures. We need the cooperation of all stall operators to make the recycling program work. Please ensure that waste is placed in the appropriate containers provided by the Festival.

Payment

Permit fees will be invoiced upon receipt of your business' application. The Site Permit Fee for all food vendors will be 25% of your gross revenue or the Site Permit Deposit Fee (as calculated by your site area measurement provided), whichever is the greater. All fees will be charged by invoice and payable immediately upon receipt by the trader. Sites can only be confirmed once payment for this initial amount has been received. Please note that you are liable for full payment once your application has been processed and approved. Refunds cannot be made under any circumstances.

Traders will not be issued a permit until payments have been received and cleared and will not be granted access to the St Kilda Festival site without a paid current permit.

Power Supply

The site electrical requirements should have been included with your application form. If you haven't provided this information, connection to power cannot be guaranteed.

If your connections to the power supply do not comply with the relevant regulations and safety requirements you will not be allowed to operate. Every stall which is connected to either mains power or generator power must have a residual current device (safety switch) fitted.

Apart from other electrical equipment that you normally use, remember that you will need extension leads. All extension leads and cables must be heavy duty, in good working order and secured at least 4 metres above ground for safe operation. All extension leads and powered appliances must have a current electrical test tag.

Traders cannot bring generators to the site under any circumstances. All power must be utilised from a St Kilda Festival mains power distribution point or a St Kilda Festival generator distribution point. Your power requirements must be listed within your application form to ensure power connection can be guaranteed.

Food Business Registration and Statement of Trade

Please note that a new state wide system now exists for health. Your temporary or mobile food business must be registered with your principal Council. A copy of your current Certificate of Registration must be provided, along with a Statement Of Trade form. No fee is applicable.

Health and Safety Issues

You need to ensure that your operation, including the equipment that you use, complies with all relevant legislative requirements. A copy of your Food Safety Program must be available for viewing on site on Festival day. All vending sites will be visited to ensure compliance by Health Inspectors on Festival Day.

Accessibility

St Kilda Festival is committed to providing accessibility to people with disabilities. Please ensure you have a counter at a suitable height for the service of people with a disability or a process to recognise and service people with a disability.

Trader Access and Parking Passes

To gain vehicle access to the St Kilda Festival Precinct during the allowable time periods on Festival Day, the accompanying vehicle registration form must be completed with your application to be accredited with St Kilda Festival. All vehicles must be removed off site on Festival day before 9:00am. Late arrivals will not be granted access to their site. During the event operational hours, no vehicles apart from designated emergency vehicles are allowed on site. The owner of any vehicle that is illegally parked may receive a parking fine or have the vehicle towed at their own expense. Trader access maps and parking passes will be forwarded prior to the event.

Event Cleaning

Before leaving, all vendors must ensure that NO WASTE is left on and around their site except in the appropriate bins that have been provided. You are required to:

- Take all cooking oil & fat off site for appropriate disposal
- Collapse all cardboard for removal and place it in the appropriate bins provided.

A cleaning fee will be incurred if the site is not left in a state deemed appropriate by St Kilda Festival Management.