

# Kiosk and Cylinder - Expression of Interest

## Form Preview

### Eligibility

\* indicates a required field

#### Applicants: Please Read Before You Start

- Before completing this EOI application form, you should read the Kiosk and Cylinder program and assessment criteria on our [Kiosk website](#).
- **PLEASE NOTE:** Incomplete applications or applications received after the closing date will not be considered.
- This section is designed to help you—and us—understand if you're eligible to operate as part of the Kiosk and Cylinder Program.
- If you contact us at any stage during the application process, please quote your application number (see below).
- Please understand there are 9 cylinders and 6 kiosks within the municipality and locations are highly competitive
- **IMPORTANT** - As EOIs will be scored against other submissions, based on the quality and level of detail provided. The more information you provide will help us to review your EOI submission

**It's important to complete these questions first so you don't waste time if you're not eligible.**

#### Application Number

This field is read only.

#### Confirmation of Eligibility

##### Before proceeding, please confirm the following:

- You have read and understood the Kiosk and Cylinder assessment criteria.
- You hold, or are prepared to obtain, Public Liability Insurance coverage of \$20 million.
- You have a valid and active business registration with the [Australian Business Register](#)
- You must be able to trade for a minimum of five days a week. We will prioritise submissions that commit to maximising trading days and times.
- If selling food, you operate a Class 3 or 4 registered food business (low risk, pre-packaged). Class 2 businesses have operated from some sites historically and require considerable financial investment from the trader.
- Products and services must be unique, distinctive and of high quality. Locally made, ethically produced and environmentally responsible items will be viewed more favourably. Disposable or mass-market products will not be considered. Please note, we do not permit body art (piercings, tattooing, etc) from these sites.
- You have a business plan outlining how you intend to operate at your preferred site

**You must confirm that all statements above are true and correct. \***

Yes

No

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### Assessment Criteria

Before proceeding, please confirm you understand the assessment criteria and weighting.

- Business Overview - 25%
- Product Overview - 20%
- Business History and Experience - 20%
- Waste and Sustainability - 5%
- Site Branding and Presence - 10%
- Marketing and Promotion - 10%
- Business Plan - 10%

**You must confirm you understand the assessment criteria \***

Yes  No

### Contact Details

\* indicates a required field

### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to [City of Melbourne Privacy Policy](#)

### Applicant Details

**Applicant name \***

Organisation Name

Name of person or organisation who will be listed as the permit holder

**Trading name \***

**Primary address \***

Address

  

### Primary Contact Details

**Primary contact \***

Title First Name Last Name

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**Position held in organisation \***

**Primary contact email address \***

Must be an email address.

**Primary contact phone number \***

Must be an Australian phone number.

**Secondary contact phone number**

Must be an Australian phone number.

## Organisation Details

\* indicates a required field

**What is your organisation/company's legal structure? Please select the most appropriate entity type from the list below \***

- |  |   |
|--|---|
| <input type="radio"/> Unincorporated association   | <input type="radio"/> Partnership (not including a trust) |
| <input type="radio"/> Incorporated association     | <input type="radio"/> Sole trader                         |
| <input type="radio"/> Cooperative                  | <input type="radio"/> Unknown                             |
| <input type="radio"/> Company limited by guarantee | <input type="radio"/> Other:                              |

Please note: Trusts are not eligible to hold a Street Trading permit. If your organisation is a Trust, you cannot apply for a permit in this program.

**Does your organisation have an Australian Business Number (ABN)? (Note trusts can not hold this permit) \***

- Yes  No

If you do not have an ABN, please provide more information below

**Applicant ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

**Do you have an Australian Company Number (ACN)? \***

Yes

No

**What is your ACN?**

Incorporated Association or Australian Company Number

**If you do not have an ACN, please outline your business structure for tax purposes**

If you intend to obtain an ABN/ACN based on the outcome of this EOI, please provide details here.

## Locations

\* indicates a required field

Which program are you expressing interest in?

**Select one of the following \***

Kiosk

Cylinder

**If you are unsuccessful, would you like your submission to be kept on file to be considered for other sites at a later date**

Yes

No

## Kiosks

**Please note:** Your application will be assessed based on the information you provide and how suitable you are for the opportunity. You'll be asked to select your first, second, and third site preferences. Your first choice will be prioritised, followed by your second and third choices.

Applications are scored, and those with the highest scores are more likely to be offered their first preference. While site preference is considered, your overall application score carries the most weight in the assessment process.

For more information on sites see [Kiosk and Cylinders](#).

**First preference - Which site would you most like to be allocated? \***

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**Second preference - Which site is your second choice? \***

**Third preference - Which site is your third choice?**

## Cylinders

**Please note:** Your application will be assessed based on the information you provide and how suitable you are for the opportunity. You'll be asked to select your first, second, and third site preferences. Your first choice will be prioritised, followed by your second and third choices.

Applications are scored, and those with the highest scores are more likely to be offered their first preference. While site preference is considered, your overall application score carries the most weight in the assessment process.

For more information on sites see [Kiosk and Cylinders](#).

**First preference - Which site would you most like to be allocated? \***

**Second preference - Which site is your second choice? \***

**Third preference - Which site is your third choice?**

## Site fit-out cost projection

This information helps us assess the financial viability of your proposal. We understand that exact figures may not be available at this stage.

If your proposal includes the sale of high risk unpackaged (Class 2) food and beverage, there may be significant investment required to ensure the site complies with premises standards, under the Food Act 1984. For more information, see [Food safety](#).

Costs to consider include plumbing, Greater Western Water connections, legal point of discharge for waste water, electrical fit out. These costs would be covered by the applicant

**Please provide your estimated cost to fit out your preferred site, including any anticipated expenses for equipment, signage, or installation.**

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If you have quotes or supplier estimates, feel free to attach them to support your application in the supporting documents section at the end of this form

## Business Operations Overview

\* indicates a required field

**Business Operations Overview section is weighted 25%**

### About Your Business

Please tell us about your business and why you are interested in participating in the Kiosk and Cylinder program.

Outline how you intend to operate the space, staffing commitments, and processes for the operation of the business.

**Describe your business and how it operates \***

Word count:

Must be no more than 500 words.

Briefly describe your business, including: The type of business you run. Where and how you currently operate (e.g. online store, markets, pop-ups)

**Why are you interested in this program? \***

Word count:

Must be no more than 200 words.

What appeals to you about operating from a kiosk or cylinder site? How does this opportunity align with your business goals?

**How do you see your business contributing to an activate and vibrant streetscape? \***

Word count:

Must be no more than 200 words.

Consider the program's focus on local, ethical, sustainable businesses. How will your business add value to the space and community?

### Days of Trade

**Select which days you intend to trade \***

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Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

You must trade for a minimum of 5 days a week

### Trading Hours

**Please outline your trading hours below \***

If hours vary on different days, please outline them in HH:MM format for opening and closing times with AM and PM. For Example 09:00AM to 09:00PM

### Product Details

\* indicates a required field

**Product Overview section is weighted 20%**

### Product Overview

**What are you selling? \***

Word count:

Must be no more than 50 words.

Briefly describe the products or services you offering

### Infrastructure Requirements

**Do you require access to power? \***

Yes

No

Unsure

**Do you require access to water (both supply and waste water)? \***

Yes

No

Unsure

Sites require sullage tanks for wastewater, and do not have drainage connections. Sullage tanks are the license holders responsibility

### Type of Product

**Do you intend to sell food and/or drinks? \***

No

Yes - only food and beverage

Yes - food and beverage In conjunction with other products

Please note food and beverage operations are extremely limited in cylinder's and kiosks

### Food and Drink requirements

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For more information on City of Melbourne requirements relating to food, see [Food safety](#).

For information on food business classes, see [classifications for food businesses](#).

### Please select which type of food/drink you intend to sell

- High risk unpackaged food
- High risk prepackaged food
- Low risk prepackaged food

If you are not sure, please outline what you are selling in the other field

### Please describe in detail the food and drink products you intend to sell \*

### Where do you intend to prepare or source your products (please select all that are applicable) \*

- Prepare on site
- Prepare off site and deliver
- From a supplier ready to sell
- Other:
- From a supplier and prepare on site

### Please explain how your food and drink preparation and service will comply with relevant premises standards, under the Food Act 1984 \*

If proposing high risk unpackaged food, consider how you will prepare food on or off site, transport, store and serve the products in detail

### Do you have a current Certificate of Registration of Food Premises for an existing premises in the City of Melbourne \*

- Yes
- No

### Have you spoken with our Health and Wellbeing Department about what you are planning as part of this application? \*

- Yes
- No

If not, see <https://www.melbourne.vic.gov.au/food-safety> for more information

## Other Products or Services

Please complete the following fields on items you plan to sell

**Important:** Products and services must be unique, distinctive and of high quality. Locally made, ethically produced and environmentally responsible items will be viewed more favourably. Disposable or mass-market products will not be considered.

### What type of items do you intend to sell \*

- Apparel (clothing, footwear)
- Art (Paintings, Photography, postcards etc)
- Beauty (Skincare, makeup, perfume)
- Homewares (candles, glassware, decorations)
- Outdoor Equipment (Plants, Flowers, gardening items)
- Services (Advice or Product repairs)
- Small Electronics
- Stationary, books or toys

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Jewellery

Other:

Please select all that apply, or specify details

## Please provide an detailed overview of the Products or Services you intend to sell

Include details on the price range and expected weekly sales turnover

## Operations

\* indicates a required field

Please provide the following details about how your business will operate at the site.

### Do you understand that all infrastructure must being contained within the kiosk/cylinder, and trading zone? \*

Yes

No

All food storage and preparation equipment must be contained within the structure itself

For more information on sites, including trading zone information, see [Kiosk and Cylinders](#).

## Business History and Experience

### Business History and Experience is weighted 20%

Briefly describe your business history, including how long you've operated, relevant experience, size of the business, and a general business profile.

\*

## Waste and Sustainability

### Waste and Sustainability is weighted 5%

#### Waste Management

Waste is the license holders responsibility and waste generated from business production can not be disposed of in public bins. Please outline any sustainable practices you will implement, including recycling and efforts to reduce landfill waste.

If you require access to water, please outline how you plan to manage the removal of waste water from the site, or provide a waste water sullage plan as a supporting document If you are planning to sell food and drinks, please outline how you will manage waste generated and divert it from landfill.

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### Sustainability

Outline how your operation is sustainably focused, including minimising single use plastics, imported or disposable items, sustainable sources of power, carbon offsetting and diverting waste from landfill.

**How will you manage and remove all waste generated at the site? \***

**How is your product, packaging and operations environmentally sustainable? \***

### Site Branding and Street Presence

**Site Branding And Presence is weighted 10%**

Branding, promotion and site layout is an important way to promote your business. Please consider how you will display your products and use the site, as well as branding or promotional materials (e.g. signage, posters, etc). Also consider how you will present the space, to add vibrancy to the area while keeping with the streetscape characteristics and maintaining a presence on the street.

You may wish to provide an attachment showing your proposed design for the space to support your response.

**How will you brand and present the site? \***

### Marketing and Promotion

\* indicates a required field

**Marketing and Promotion section is weighted 10%**

**How will you promote your business at the proposed location \***

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Facebook  | <input type="checkbox"/> X (formerly twitter)               |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> I don't use any marketing channels |
| <input type="checkbox"/> Tik Tok   | <input type="checkbox"/> Other: <input type="text"/>        |
| <input type="checkbox"/> Website   |   |

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**Please list your relevant social media handles, website links, and the number of followers or likes (if applicable).**

Information on social media presence, how you will market the business online. If you do not have social media, please enter 'N/A'

**If you have a marketing plan or strategy to promote your business, please outline it below**

if you have a separate document, consider adding it as an attachment

## Supporting Documents & Public Liability Insurance

\* indicates a required field

### Business Plan

**Business Plan is weighted 10%**

**Upload a copy of your business plan \***

Attach a file:

Outlining projected sales, pricing, business operating methods, other place activation initiatives to add to the amenity of the area and streetscape vibrancy.

### Supporting Documents

**Upload a photograph of your proposed product/s \***

Attach a file:

**Upload a design of the proposed stall layout \***

Attach a file:

Plan must show how you plan to use the space, and adhere to the trading zone requirements

**If serving food, upload copy of your Certificate of Registration of Food Premises**

Attach a file:

**Upload any other supporting documents you may have, such as an operations plan, business proposal, marketing plan or artist portfolio (Optional)**

Attach a file:

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## Form Preview

**Upload any other supporting documents you may have, such as an operations plan, business proposal, marketing plan or artist portfolio (Optional)**

Attach a file:

**Upload any other supporting documents you may have, such as an operations plan, business proposal, marketing plan or artist portfolio (Optional)**

Attach a file:

### Public Liability Insurance

**Do you have a current Public Liability Insurance to the value of \$20 Million \***

Yes  No

If Yes, you will be prompted to attached a copy below

**Provide a copy of your \$20 million Public Liability Insurance certificate**

Attach a file:

## Terms and Conditions

### Confirmation, Authority and Privacy

Before submitting your application, please read the Terms and Conditions on our [Kiosks website](#) and the [City of Melbourne Privacy Policy](#).

#### **Kiosk/Cylinder Terms and Conditions**

I have completed this form to the best of my knowledge and have read and understood the Kiosk/Cylinder Terms and Conditions.

#### **Authority**

I have authority to apply for the Kiosk or Cylinder permit on behalf of the organisation named in this application.

#### **Privacy Policy**

I have read and understood the City of Melbourne privacy policy.