

Kiosk and Cylinder Program - Registration Form

Form Preview

Eligibility

* indicates a required field

Applicants: Please Read Before You Start

- Before completing this registration form, you should read the Kiosk Program eligibility criteria on our [Kiosk website](#).
- **PLEASE NOTE:** Incomplete registrations 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 Program.
- If you contact us at any stage during the registration 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
- **It's important to complete these questions first so you don't waste time if you're not eligible.**

Registration Number

This field is read only.

Confirmation of Eligibility

Before proceeding, please confirm the following:

- You have read and understood the Kiosk Program Eligibility criteria.
- You hold, or are prepared to obtain, Public Liability Insurance coverage of \$20 million.
- You operate a Class 3 or 4 registered food business (low risk, pre-packaged), if selling food. 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 all statements above are true and correct. *

Yes

About Your Business

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

Describe your business

Kiosk and Cylinder Program - Registration Form

Form Preview

Word count:

Must be no more than 200 words.

Briefly describe your business, including: The type of business you run, Where and how you currently sell or 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?

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 (for example: a Company, Partnership, Sole Trader)

Trading name *

Primary address *

Address

Primary Contact Details

Primary contact *

Title First Name Last Name

Position held in organisation *

Kiosk and Cylinder Program - Registration Form

Form Preview

Primary contact email address *

Must be an email address.

Primary contact phone number *

Must be an Australian phone number.

Organisation Details

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

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

If your organisation is a Trust, you are not eligible to hold a permit in this program.

Locations

Which program are you registering interest in?

Please select with program you wish to register interest in

- Kiosk Cylinder Both

Kiosks

Please note: You will need to indicate the location you are most interested in operating from. Should the site become available throughout the 3 year license cycle, we can notify you of availability to submit a more detailed Expression of Interest application.

For more information on sites see our [Kiosk website](#).

Please select which location you are interested in

- Bank Kiosk - SE cnr Collins/Elizabeth - 68 Elizabeth St (Power Yes, Water Yes, Drainage No)
- City Square Kiosk - NW cnr Swanston/Collins - 220 Collins St (Power Yes, Water Yes, Drainage No)
- Collins Arch Kiosk - SE cnr Collins/William - 447 Collins St (Power No, Water Yes, Drainage Yes)
- Docklands Kiosk - NW cnr Bourke/Harbour - 800 Bourke St (Power Yes, Water Yes, Drainage Yes)
- GPO Kiosk - NE cnr Bourke/Elizabeth - 350 Bourke St (Power Yes, Water Yes, Drainage No)

Kiosk and Cylinder Program - Registration Form

Form Preview

- Town Hall Kiosk - SE cnr Swanston/Lt Collins - 90 Swanston St (Power Yes, Water Yes, Drainage Yes)

Cylinders

Please note: You will need to indicate the location you are most interested in operating from. Should the site become available throughout the 3 year license cycle, we can notify you of availability to submit a more detailed Expression of Interest application.

For more information on sites see our [Kiosk website](#).

Please select which location you are interested in

- Century Cylinder - SW cnr Swanston/ Lt Collins St - 125-133 Swanston St (Power Yes, Water Yes)
- Chinatown Cylinder - NE cnr Swanston/Lt Bourke - 236 Swanston St (Power Yes, Water No)
- Leviathan Cylinder - SW cnr Swanston/Bourke - 167 Bourke St (Power No, Water No)
- London Stores Cylinder - SE cnr Bourke/Elizabeth - 156 Elizabeth St (Power No, Water No)
- Royal Mall Cylinder - SE cnr Swanston/Bourke - 174 Swanston St (Power Yes, Water No)
- Michael Lane Cylinder - SW cnr Bourke/Queen St - 461 Bourke St (Power No, Water No)
- NAB Cylinder - NE cnr Elizabeth/Flinders Ln - 60 Elizabeth St (Power No, Water No)
- QV Cylinder - NE cnr Swanston/Lonsdale - 278 Swanston St (Power No, Water No)
- Southern Cross Cylinder - W of Spencer/Bourke - 171 Spencer St (Power Yes, Water No)

Product & Trading Details

* indicates a required field

Products Overview

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

- No
- Yes - Only food and beverage
- Yes - In conjunction with other products

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

Food and Drink Requirements

For more information, see [Food safety | City of Melbourne](#)

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

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

Note - High risk is food which requires temperature control and re Fridgeration

Please describe the food and drink products you intend to sell

Kiosk and Cylinder Program - Registration Form

Form Preview

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? *

- Yes No

Other Products of Services

Please complete the following fields on items you plan to sell

Important: Products and services must be unique, distinctive and high quality. Locally made and sustainable (non-disposable items are considered favourably

What do you intend to sell *

- | | |
|---|---|
| <input type="checkbox"/> Apparel (clothing, footwear) | <input type="checkbox"/> Services (Advice or Product repairs) |
| <input type="checkbox"/> Art (Paintings, Photography, postcards etc) | <input type="checkbox"/> Small Electronics |
| <input type="checkbox"/> Beauty (Skincare, makeup, perfume) | <input type="checkbox"/> Stationary, books or toys |
| <input type="checkbox"/> Homewares (candles, glassware, decorations) | <input type="checkbox"/> No |
| <input type="checkbox"/> Jewellery | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Outdoor Equipment (Plants, Flowers, gardening items) | |

Please select all that apply, or specify details

Provide an overview of the products/ services you intend to sell

If you are only selling food or drinks, please enter 'N/A'

Operational Details

Provide a brief history of your business including duration and experience, number of employees and business profile. *

Word count:

Must be no more than 200 words.

Consider how you intend to operate at your preferred site

You can find information on [Public liability insurance](#)

Supporting Documents

Upload a copy of your business plan (Optional)

Attach a file:

Kiosk and Cylinder Program - Registration Form

Form Preview

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

Attach a file:

Terms and Conditions

Confirmation, Authority and Privacy

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

Kiosk Program Terms and Conditions

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

Authority

I have authority on behalf of the organisation applying for the Kiosk Program to lodge this registration.

Privacy Policy

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