



CITY OF MELBOURNE

Application for Street Trading Permit Market

Please read the notes in Section 2 before completing the form. Print in black/blue ink using BLOCK LETTERS.

The application must reach the City of Melbourne at least 30 working days before the proposed Market date.

PO Box 1603, Melbourne 3001 Telephone (03) 9658 9658 streettrading@melbourne.vic.gov.au

SECTION 1

The Applicant Who is making this application?

Name _____ Company Name _____

Address _____

Email _____

Phone during business hours _____

The Land What is the address of the proposed Market in the public place?

Address _____

Please attach two copies of a site plan, drawn to scale 1:100, showing the proposed site, location of building lines, existing trees, light poles, street furniture, pits, fire hydrants and other features.

The Proposal What is the proposed name of Market?

Please indicate frequency, days and dates you wish to operate the proposed market

Weekly - Mon Tue Wed Thu Fri Sat Sun

Monthly - Mon Tue Wed Thu Fri Sat Sun

Other _____

Date of first Market and Proposed Hours of Operation _____

The Applicant

I declare that all the information I have given is true and correct.

Name _____ Date _____

Signature _____

Please Note: Council reserves the right to take up a police reference check and/or other reference checks.

Please submit completed application form including plans and required documents to:

1. In person to:

Engineering Services
City of Melbourne
Level 4
200 Little Collins Street
Melbourne VIC 3000

2. By mail to:

Coordinator - Street Trading
Engineering Services
City of Melbourne
PO Box 1603
Melbourne VIC 3001

Enquiries:

Telephone: (03) 9658 8454 or
(03) 9658 8711
Email:
streettrading@melbourne.vic.gov.au
Facsimile: (03) 9658 8886

How to Apply for a Street Trading Permit to operate a Market?

Applicants must complete an "Application for Street Trading Permit (Market)"

SECTION 2 MARKET APPLICATION REQUIREMENTS & MARKET FEES

Applications must contain the following information. Applications are assessed in the order in which they are received. Applications deficient in detail will be returned to the applicant with a letter requesting further information. Applications take 30 working days to process.

You must give full details of your proposal and attach as many supporting documents as possible.

1. The Applicant

- Give your full name and the name of the company or organisation, if applicable.
- Give your postal address and your contact phone number and email.

2. Site Plan

Attach two copies of site plans, drawn to scale (1:100) showing a plan of the market location and layout of stalls. The plan must indicate the location of proposed stalls along the public place nominated. The plan should indicate all streetscape conditions, infrastructure, features and all of the following:

- layout of the marquees/stalls, pedestrian access, etc. (street trading sites and staff sites)
- type, design and measurement of the marquees/stalls
- restricted areas
- seating (if any)
- pedestrian routes including access to and from market area
- entrances and exits of buildings surrounding market area
- location of permanent public amenities, and those proposed
- location of permanent public rubbish bins, and those proposed
- entertainment areas including stage location (if applicable)
- vehicle access routes
- parking
- security location
- first aid posts
- fire extinguishers
- lost children/ property (if applicable)
- main power/ gas control i.e.- generator locations
- water access
- access and egress for emergency services
- location of proposed signage and other promotional infrastructure and activities

3. Market details

Submit details including:

- the name of the market and dates proposed.
- name of organisation, company or person making application
- the contact name(s) of the market manager
- description/ market concept
- frequency of market operation
- the estimated number of participants
- potential disruptions to residents and businesses
- road closures proposed, (if any).
- public transport disruptions (if any).

4. Public Liability Insurance

A minimum of \$20 million Public Liability Insurance, clearly indemnifying Council against any claims for the duration of the operation of the market and a Certificate of Currency.

SECTION 2 MARKET APPLICATION REQUIREMENTS (CONTINUED)

5. Detailed 'Running Sheet/ Market Schedule'

Submit detailed information indicating:

- Time of market
- Contact Details of essential people and officials
- Company/ contact person responsible for market operations(supervisor)

6. Communication plan

Prepare details and evidence confirming:

- Stakeholder notification letter – notification must be sent to affected stakeholders. Evidence of consultation with the relevant residents and local trader/ business association, authorities must be produced. Prior to undertaking stakeholder notification, a draft of the communication material should be submitted to the City of Melbourne for approval.
- Written letter of support - from the local business traders and resident/business association.
- Signage/ promotional material – submit a draft to Council for approval.
- Newspaper advertisement (if a large scale road closure applies, submit a draft to City of Melbourne for approval).
- evidence that you have notified police and fire brigade prior to the commencement of market.

7. Market Stall Vendor List

Prepare and submit a list indicating the following details

- trading name
- contact details
- product description
- stall holder location(s) according to the above site plan
- evidence of Food Act 1984 registration

8. Infrastructure/facilities/ structures

Prepare information describing in point form:

- description (i.e. marquees, trestle tables, chairs, decorations)
- measurements
- sandbags/ anchoring devices to secure the above items

9. Risk Management Plan

Prepare a risk management plan to identify risks associated with operating a market at the location proposed and measures to address the risks.

10. Emergency management;

It is important that your market proposal has a detailed plan describing how your operation will respond to emergencies. This will reduce the potential for injury and illness and avoid panic. An emergency management plan must be given to all participants, which should also be attached to 'Stall Holder Information Sheet'. It is vital that all participants are made aware of their responsibilities in case of an emergency. The plan must include:

- details of emergency vehicle access
- list of staff employed as fire wardens, first aid officers, area wardens
- immediate action, how to stop or minimise the hazard (eg – availability and use of fire extinguishers and first aid kits)
- labelling/ signage of fire extinguishers, first aid kits, evacuation plans and assembly points
- who to call to raise the alarm
- how to notify emergency personnel (ambulance, fire brigade, SES, electricity, gas, police)
- how, when and where to evacuate

SECTION 2 MARKET APPLICATION REQUIREMENTS (CONTINUED)

11. Traffic Management Plan

If a public place such as a road related area requires closure to enable the operation of Market, a traffic management plan must be prepared by an accredited Traffic Management Company (Department of Infrastructure requirements) indicating:

- Any road closures (if any)
- Vehicle access points onto the promenade for stall holders
- The time the vendors will occupy and vacate the site
- Description of traffic management in place to minimise vehicular conflict with pedestrian/cyclists – the use of traffic controllers to escort vehicles is required (Pedestrian Management Plan)
- The name of the 'Vic Roads' accredited Traffic Management Company preparing/ implementing plan
- Contact names of staff/contractors managing the road closures on the day.

12. Stall Holder Information Sheet

A document must be sent to each stall operator specifying your market rules and requirements. A draft copy must be submitted to City of Melbourne for approval. Emergency management plan must be included in this document.

13. Security

Please outline relevant information (if any).

14. First aid and public health

Please outline relevant information (if any).

15. Pedestrian management

Please outline relevant information (if any).

16. Consumption and sale of liquor

Any sale or service of alcohol proposed must be approved in writing by Responsible Alcohol Victoria.

17. Waste management

- description of existing public bins
- additional bins proposed and location
- cleaning program of market site after the completion of event.

18. Noise management

Please outline relevant information (if any).

19. Power and lighting

Please outline relevant information (if any).

20. Health Services (food and beverage)

Please contact Council's Health Services Branch on 9658 8811 to obtain the appropriate information about registering food stalls under the Food Act 1984.

21. Handbills/ Fundraising/Parking Permits

Please contact Council's Parking And Traffic Permits Team on 9658 9658 to obtain temporary permits – if applicable.

22. Place of public entertainment

Occupancy permit may be required from Council's Building and Planning Branch Street Trading Officers will determine if this applicable after your draft submission.

Additional Requirements

Festivals and events – If the application is linked to any festival or event, written approval from the Event/Festival Organisers, including Council's Events Melbourne Branch is required.

Food – Food Act 1984 Registration with the Council's Health Services Branch is required for the sale of food.

Insurance – \$20,000,000.00 minimum Public Liability Insurance is required, clearly indemnifying the Council against any claims whatsoever for the duration of the Temporary Street Trading permit, if approved by the Council.

Fees and Charges

An annual fee is charged for markets operating on a recurring basis. There are 3 fee categories.:

- A fee of \$1050.50 applies for Markets that consist of up to 10 street trading stalls;
 - A fee of \$1576.00 applies for Markets that consist of more than 10 street trading stalls & less than 15;
 - Plus a fee of \$78.50 per market stall, for any number over 15 stalls.
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Request for fee exemption

Social enterprises, registered charities and recognised not-for profit organisations may apply to have fees waived. Applications to waive fees must be made in writing and addressed to the Team Leader, Street Trading (Refer to Section below).

Such requests to waive fees will be considered on a case -by-case basis and strictly in accordance with Council's adopted guidelines and strategies. The waiving of fees will only be considered once the completed application form and all supporting documentation has been received.

Registered Charity

When seeking waiver of the fee, the applicant must submit a copy of the registered fundraiser/charity registration number issued by Consumer Affairs Victoria. The Registration No. is issued pursuant to the provisions of the Fundraising Act 1998 which defines a fundraiser as any person or organisation, including a business that collects money for a beneficiary, cause or thing, rather than solely for their own profit or commercial benefit.

Endorsement as a Deductible Gift Recipient - Australian Taxation Office

Permit fee may be waived if the applicant has been endorsed by the Australian Taxation Office as a Deductible Gift Recipient under Subdivision 30-BA of the Income Tax Assessment Act 1997.

A copy of the endorsement from the Australian Taxation Office must be submitted together with the application form for a Street Trading Permit (Market). Full fee will apply if the applicant fails to submit the registration number.

Fees will also be waived to the following organisations as they are exempted from registration according to Consumer Affairs Victoria:

- state government schools, school council's, registered non-government schools and kindergartens;
- universities, TAFE colleges and other tertiary education institutions;
- public and denominational hospitals, public health services, state-funded residential care services and other registered health agencies funded by the state government;
- political parties registered under the Victorian or Commonwealth Electoral Acts;
- trade unions registered in Victoria;
- federally registered association of employees, associations of employers or enterprise associations;

- organisations that receive less than \$10,000.00 gross in a financial year from fundraising, are not paid for conducting the fundraising and use only unpaid volunteers;
- Returned Services League - Victorian Branch
- Victoria /Commonwealth Police
- St John Ambulance Services
- State Emergency Services
- Amnesty International
- Voluntary Charitable Organisations (Rotary Clubs, Jaycees, Apex Clubs etc)
- Red Cross, Salvation Army, Smith Family, Brother Hood of St Lawrence, St Vincent De-Paul)
- any incorporated association registered with Consumer Affairs Victoria and acting not for profit.

Remember:

- It is against the law to give false or misleading information.
- It is an offence to sell goods from the public space without first applying and obtaining a Street Trading Permit from the City of Melbourne.
- The application must be submitted to reach Council at least 30 working days before the commencement of the proposed use.
- Do not send the permit fee with the application. If the application is approved you will be asked to pay the permit fee.
- Street Trading Permit, if issued, will only be valid for a **specified period**.

Please Note:

The City of Melbourne is committed to protecting your privacy. The personal information you provide on this application, is being collected by the City of Melbourne for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested, means your permit application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to the City of Melbourne whilst completing this application, please contact us on +61 3 9658 9658. Access our privacy statement at www.melbourne.vic.gov.au