

Market Site Application

About this form.

You can use this form to apply to operate a market on Council land within the City of Sydney Local Government Area.

NOTE: To discuss your application and before completing this form please contact the Market Coordinator at the City of Sydney on (02) 9265 9333

How to complete this form

1. Ensure all fields have been filled out correctly.
2. All fields on this form are mandatory and must be completed before submitting the application.
3. Once completed you can submit this form by email and in person. Please refer to the lodgement details section for further information.

Part 1: Applicant Details

Company / Organisation name

ABN / ACN number

Is your organisation Not for Profit?

No

Yes ►

If Yes, a copy of charitable or not for profit incorporated status and articles of association must be supplied with this application.

Contact name

Position

Address

Telephone number

Mobile phone number

Email address

List of previous markets or events undertaken by organisation:

Part 2: Type of Market

1. Name of Market

2. Type of Market

The City of Sydney asks you to identify with a market type to ensure your market offering is consistent with the needs of the community.

Select **one** of the following:

- Fresh food / Farmers market Goods market Specialty market Artisan Market Other

If other please specify:

3. Proposed Market Location?

4. What percentage of stall holders will be the producer, grower or the crafts person of the vended goods?

5. What percentage will be local products and services?

('Local' is defined as within 200km of Sydney centre for fresh food and within 10kms of the City of Sydney Local Government Area for pre-made and packaged food, goods and services)

6. Market frequency

Reoccurring on? (day of the week)

How often? (weekly / monthly)

How many times will the market be held during the 12 months trial?

Start time:

Finish time:

Bump in start / finish:

Bump out start / finish:

Market description (100 word maximum)

Aims of the market and its benefits to the community

Anticipated patron numbers:

Anticipated stall holder numbers:

Part 3: Market Format and Structures

Structures e.g. trestle tables, display of goods on the ground, marquees (please describe)

Elements of the Market (please tick all applicable)

Food

Fresh food Prepackaged food Food cooked on-site

Mobile vending vehicles ► Number at markets

Food vans ► Number at markets

Goods vending off back of truck ► Number at markets

Beverages

Coffee

Alcohol - serving (The sale or sampling of alcohol will require a liquor licence - apply to [NSW Office of Liquor & Gaming](#))

Alcohol - sampling & vending

Other ► Please specify:

Arts, Craft & miscellaneous

Arts and Craft

Jewellery and accessories

Products

Mass produced merchandise Secondhand goods Plants and Seedlings

Community, workshops & activities

Community meeting space Community information

Community activities (free) ► please specify:

Workshops & demonstrations ► please specify:

Part 3: Market Format and Structures.....(continued)

Infrastructure

- Stage ▶ please specify:
- P. A. equipment, purpose & use ▶ please specify:
- Live entertainment ▶ please specify:
- Fete stalls/Marquees - number & dimensions ▶ please specify:
- Generators - size & quantity ▶ please specify:
- Mobile refrigeration - size & quantity ▶ please specify:
- Table & chairs ▶ please specify:
- Other vending structures ▶ please specify:

Other machinery and equipment used- e.g. pre and post market - fork lift, pallet jacks etc. Specify below:

Part 4: Proposed Market Site

Site surface, percentage of site:

- grass %
- pedestrian footpath %
- road %
- hardstand %
- other %


Existing utilities and services on site:

- electricity water waste bins
- toilets - number and type ▶

Public transport options during proposed market hours:

Part 4: Proposed Market Site....continued

Off street all day parking provision for stall holders:

Road closure required: No Yes  Road closure requires the approval of the Local Pedestrian Cycling and Calming Committee.

Heritage

Some of the City's parks, open spaces and streets contain buildings, venues or iconic structures that are considered a Local Heritage Item or listed on the State Heritage Register. A heritage assessment may be required for your market proposal. You will be advised if this is required.

Part 5: Site Plan

Provide a site plan of the proposed market site that shows the relative size and proposed position of all infrastructure including:

- | | |
|---|------------------------------|
| - Stalls, vans and marquees | - Stages and community space |
| - Activity areas and amusement structures | - Toilets |
| - Rubbish and recycling bins | - Signs and banners |
| - PA equipment, speakers | - Entry and exit points |
| - Emergency evacuation areas | - Market site boundary |

** Please provide at least two (2) site configurations if your site has grass surfaces.

Part 6: Applicant Declaration

- I declare that all of the information I have supplied in this application is to best of my knowledge, true and correct.
- I understand that if the information I've provided is incomplete, my application may be delayed, rejected or more information may be requested.
- I acknowledge that if the information I've provided is misleading, any approval granted may be voided.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of this application.

Applicant Name - please print

Applicant Signature

Date

Lodgement Details

EMAIL: markets@cityofsydney.nsw.gov.au

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001

WHAT NOW: Once the application has been received, your application will be assessed and you will be advised of site availability and suitability.

For further information regarding your application please contact us by visiting cityofsydney.nsw.gov.au/contact-us

Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of contacting the applicant as needed with regards to this application to operate a market on Council land within the City of Sydney Local Government Area.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service. State Government Authorities required to collate applicable application and approval details.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.
- Storage:** The City Services Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan cityofsydney.nsw.gov.au/policies/privacy-management-plan.