

APPLICATION TO CONDUCT MARKET ACTIVITY

OFFICE USE ONLY

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Market owners are required to apply each financial year to conduct market activity on public space including parks and reserves in the Dubbo Region LGA.

There are eight (8) locations in the Dubbo Region LGA identified as suitable for market activity.

You are not required to complete this form if the market activity is being conducted as part of an event. Event owners staging activity that includes markets are required to complete an Event Application Form available from the Event Organisers Toolbox on www.dubbo.nsw.gov.au

If you are planning to stage a market on privately owned/operated land, please contact Council's Duty Planner on 02 6801 4000 to enquire regarding appropriate land use consents that may be required.

Before completing this form please refer to NSW Government's Event Starter Guide <https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>

Applications should be submitted at least 8 weeks in advance of planned market activity.

SECTION 1 | MARKET OWNER DETAILS

Organisation			
Type of organisation	<input type="checkbox"/> Charity ¹	<input type="checkbox"/> Not-for-profit ²	<input type="checkbox"/> Commercial business
Market Name			
Email Address			
Contact Number			
Postal Address			
1 If you ticked Charity you will need to provide a copy of your organisation's Charity Certificate			
2 If you ticked Not-for-profit you will need to provide a copy of your organisation's Certificate of Incorporation			



SECTION 2 | LOCATION³

	Church Street Mall (including Rotunda), Macquarie Street, Dubbo
	Macquarie Street – Between Wingewarra Street and Talbragar Street
	Macquarie Lions Park, Bligh Street, Dubbo
	Ollie Robbins Oval, Bligh Street, Dubbo
	Victoria Park, Corner Darling and Talbragar streets, Dubbo
	Cameron Park, Nanima Crescent, Wellington
	Wise Park, Mitchell Highway, Geurie
	Wongarbon Park, Wongarbon
3 To book these locations you will be required to present current \$20M Public Liability.	

SECTION 3 | BOOKING DETAILS⁴

Please list in the following format:

DAY - DATE - TIME-FRAME (including bump in and bump out)

⁴ If you intend to hold market activity on a monthly/bimonthly basis, approval will be granted for up to 12 months only.

SECTION 4 | FOOD VENDORS⁵

As the event owner you are responsible for ensuring that stallholders distributing/selling/preparing food at your event are aware of their obligations under the Food Act 2003 and the Australian food Standards Code to notify Local Council.

Accordingly, each stallholder is required to be registered with their home base Council and notify the Council in which the event is being held of their attendance. Council also requires event owners to inform Council of which stallholders are attending their event.

Food and Beverage Stallholder
Information Spreadsheet

Please attach an excel spreadsheet to your application, showing:

- Stallholder trading name
- Stallholder contact name
- Stallholder contact email address
- Description of food or beverage to be sold. Eg coffee, ice cream.
- Indication of which Council is this business registered with.

If a stallholder/vendor is location within 100m of an existing business selling the same goods or services, written approval to conduct the stall will be required from the owner of the business.

SECTION 5 | MARKET OWNER OBLIGATIONS⁶

PART 1	ELEMENT	YES/NO
A	Have you attached a Certificate of Currency for \$20M Public Liability noting Dubbo Regional Council as an indemnified party?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B	Have you attached a completed Risk Management Plan incorporating: Emergency Evacuation Procedure and emergency vehicle ingress and egress?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C	If a Public Health Order is in place you will be required to submit a safety plan to meet any restrictions or conditions that may apply to your market. Have you attached a safety plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	Have you attached a completed Accessibility Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

⁶ As the owner of the market you have a duty of care to ensure that you identify possible risks and put in place actions to mitigate risk to persons or property. This includes ensuring that participants/stallholders have also assessed risk and put in to place a plan of action. Please refer to Council's online Event Organisers Toolbox for a handy template to help guide you to prepare a Risk Management Plan.

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SECTION 6 MARKET OWNER OBLIGATIONS ⁷		
PART 2	ELEMENT	YES/NO
A	Will the market be serving or supplying food? Please refer NSW Food Authority Guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No
B	Will alcohol be served or supplied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C	Is there plans to have a jumping castle or amusement ride at your market?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	How many people do you expect to attract to this market?	<input type="text"/>
E	Have you determined number of toilets required to meet needs of people attending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F	Have you started work on a waste management plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G	The market owner will incur any costs as a result of damage to underground utilities resulting from pegs or stakes used to support marquees and or signage.	
H	If your application is approved you will be required to comply with the terms and conditions outlined in this document.	
<p>⁷ https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/</p>		

SECTION 7 COUNCIL SUPPORT AND PROMOTION		
PART 1	LEVEL OF SUPPORT	WEBLINK
A	Event Organisers Toolbox including handy templates and resources.	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/event-organisers-toolbox
B	Promotion of your market	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/promote-your-event
C	Advice and Assistance Contact Council's Marketing, Events and Partnerships team (02) 6801 4000 regionalevents@dubbo.nsw.gov.au	
D	Check on the timing of your market to avoid a clash of dates: http://dubbo.com.au/Events/calendar	

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SECTION 8 | BILLING INFORMATION

Name	
Organisation	
ABN	
Email Address	
Contact Phone	

SECTION 9 | FEE SCHEDULE 2020/2021⁸

SPACE	REGISTERED CHARITY	NOT-FOR-PROFIT	COMMERCIAL	
Rotunda and/or Macquarie Street footpaths (between Wingewarra & Talbragar Streets)	\$260	\$374	\$477	Additional services at actual cost.
Macquarie Lions Park	\$155	\$270	\$370	
Ollie Robbins Oval	\$155	\$270	\$370	
Victoria Park	\$155	\$270	\$370	
Cameron Park	\$155	\$270	\$370	
Wise Park	\$155	\$270	\$370	
Wongarbon Park	\$155	\$270	\$370	
Fees include GST				
8 Fees and charges as per Dubbo Regional Council's current Revenue Policy.				

TERMS AND CONDITIONS

GENERAL

1. Booking dates and times are to be strictly adhered to.
2. The activity being conducted is permitted only at the area stated within the application.
3. The sites listed above are public spaces and therefore exclusiveness to an area booked for an event is not guaranteed. It should be noted that no additional market or event activity will be approved that will conflict with your booking.
4. Open spaces are to be used in the condition they appear (e.g. mowing and maintenance is not carried out specifically for an event but rather on a scheduled roster).
5. Open spaces are to be left clean and tidy after use. Failure to comply with this regulation will result in the user group being invoiced for the 'actual costs' of litter control.
6. Strictly, no unauthorised vehicles are to be driven or parked on any park, garden or non-defined vehicle area without written approval from Council.

MARKET OWNER RESPONSIBILITIES

7. Markets held on footpaths that share space with commercial businesses must provide a site plan to ensure stallholders are not located within 100m of an existing business selling the same goods or services
8. If a stallholder/vendor is located within 100m of an existing business selling the same goods or services, written approval to conduct the stall will be required from the owner of the business.
9. No market activity is to impede or obstruct public spaces and/or restrict pedestrian access to public spaces and business located in the CBD precinct. Approval, expressed in writing, of businesses effected by market activity (including restricted access) will be required.
10. All market activity undertaken kerbside is required to be a distance of 1.0m from the kerb to facilitate pedestrian access; including in bus set-down/pick-up areas. The restricted distance includes all structures and ropes to secure structures.
11. Stalls located in the CBD of Dubbo are required to be at least 1.0m apart to enable pedestrian movement to and from the footpath from parked vehicles.
12. 3m clear passageway is to be maintained for pedestrians in the Macquarie Street Beautification locations and 2 meters at other designated locations.
13. Food items must be displayed no less than 750mm above the ground and protected from contamination via coverings, packaging, sneeze guard, etc.
14. Food items transported or stored must be kept no less than 150mm above footpath level and protected from contamination via coverings, packaging, etc.
15. Market owners are obliged to identify any structures or environs that may be of risk to persons or property. Please contact Council immediately on 6801 4000. Calls are logged using this service, and allocated to staff so the appropriate inspections and work can be carried out to ensure faults are fixed.
16. The market owner is responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.
17. As the owner of the market you have a duty of care to ensure that you identify possible risks and put in place actions to mitigate risk to persons or property. This includes ensuring that participants/stallholders have also assessed risk and put in to place a plan of action. Please refer to Council's online Event Organisers Toolbox for a handy template to help guide you to prepare a Risk Management Plan.
18. As the owner of the market it is your responsibility to ensure that food vendors are preparing and serving food in accordance with NSW Food Authority Guidelines. Your market may be subject to periodic inspections by Council's Environmental and Health Officers.
19. Signage for Temporary Events must comply with the following in accordance with the relevant legislation*. Please refer to Council's online Event Organisers Toolbox for the Signage Guidelines.

Failure to comply with the above may result in regulatory action and fines being issued.

For further information

Please contact Dubbo Regional Council's Events Unit on 02 6801 4000.