

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

There are seven (7) 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 a Major Event Application Form available from the Event Organisers Toolbox on [www.dubbo.nsw.gov.au](http://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 by 30 June, or at least 2 weeks in advance of planned market activity.

### SECTION 1 | MARKET OWNER DETAILS

<b>Organisation</b>			
Type of organisation	<input type="checkbox"/> Charity	<input type="checkbox"/> Not-for-profit	<input type="checkbox"/> Commercial business
Market Name			
Email Address			
Contact Number			
Postal Address			
<b>ACTION REQUIRED</b> Please provide a copy of your organisation's Charity Certificate or Certificate of Incorporation with this application.			

### SECTION 2 | BILLING INFORMATION

Name
Organisation
ABN
Email Address
Contact Phone

b	SECTION 3   LOCATION
	Church Street Mall (including Rotunda), Macquarie Street, Dubbo
	Macquarie Street – Between Wingewarra Street and Talbragar Street
	Macquarie Lions Park, Bligh Street, Dubbo
	Victoria Park, Corner Darling and Talbragar streets, Dubbo
	Cameron Park, Nanima Crescent, Wellington
	Wise Park, Mitchell Highway, Geurie
	Wongarbon Park, Wongarbon
<p><b>ACTION REQUIRED</b>            Fees and charges apply to booking the locations above for Market Activity.</p>	

SECTION 4   BOOKING DETAILS
<p>Only dates within the 2022/2023 financial year can be booked for Market Activity. Please list in the following format:  <b>DAY - DATE - TIME FRAME (including bump in and bump out)</b></p>
Empty space for booking details



SECTION 5   MARKET OWNER OBLIGATIONS	
PART 1	ELEMENT
A	For activity to take place the event organiser needs \$20M Product & \$20M Public Liability noting Dubbo Regional Council as an indemnified party.
B	Risk Management Plans must incorporate the event's Emergency Evacuation Procedure, emergency vehicle ingress and egress, and any actions required under a Public Health Order if in place.
C	A site plan is required showing the venue of the market and the location of stalls in terms of boundaries of the market. The site plan must include the location for emergency ingress and egress, as well as the first-aid location. Please contact Regional Events if you would like a venue map.
D	To ensure your event is accessible to all of the community, an Accessibility Plan should be in place.
<b>ACTION REQUIRED</b> Please attach the following: <ol style="list-style-type: none"> <li>1. Certificate of Currency for \$20M Product and \$20M Public Liability</li> <li>2. Risk Management Plan including Emergency Management Plan</li> <li>3. Site Plan</li> </ol>	
PART 2	ELEMENT
A	How many people do you expect to attract to this market?
B	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.
C	If your application is approved you will be required to comply with the terms and conditions outlined in this document.
D	If your event features any of the following, please refer to the ACTION REQUIRED section below. <ul style="list-style-type: none"> <li>- Alcohol</li> <li>- Amusement rides</li> <li>- Fireworks</li> <li>- Food</li> </ul>
<b>ACTION REQUIRED</b> <ol style="list-style-type: none"> <li>1. ALCOHOL // An application for a Liquor Licence must be submitted to Liquor &amp; Gaming NSW at least 28 days prior to your event.</li> <li>2. AMUSEMENT RIDES // An Amusement Device Application must be submitted to Dubbo Regional Council at least 21 days prior to your event.</li> <li>3. FIREWORKS OR PYROTECHNICS // Please submit with your application a copy of the pyro technician's permit from Work Cover, a copy of the pyro technician's Certificate of Currency for \$20M Public Liability, and a copy of the pyro technician's Risk Management Plan</li> <li>4. FOOD // Please refer to Section 6 of this application.</li> </ol>	

## SECTION 6 | FOOD VENDORS

PART 1	ELEMENT
A	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 Council.
B	Each food vendor 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 food vendors are attending their event.
C	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.

**ACTION REQUIRED**

If you are engaging food vendors please attach to this application a list of food vendors including: trading name, contact name, contact details (including phone, address, and email) as well as the name of the Council this vendor is registered with.

## SECTION 7 | COUNCIL SUPPORT AND PROMOTION

PART 1	LEVEL OF SUPPORT
A	Event Organisers Toolbox including handy templates and resources. <a href="https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/event-organisers-toolbox">https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/event-organisers-toolbox</a>
B	Promotion of your market <a href="https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/promote-your-event">https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/promote-your-event</a>
C	Contact Council's Regional Events Branch for advice and assistance (02) 6801 4000   <a href="mailto:regionalevents@dubbo.nsw.gov.au">regionalevents@dubbo.nsw.gov.au</a>
D	Check on the timing of your market to avoid a clash of dates: <a href="http://dubbo.com.au/Events/calendar">http://dubbo.com.au/Events/calendar</a>

## SECTION 8 | FEE SCHEDULE 2022/2023

3SPACE	REGISTERED CHARITY	NFP	COMMERCIAL	
Church St Mall (incl Rotunda) and/or Macquarie St - bounded by Wingewarra/Talbragar Sts	\$280	\$394	\$502	Additional services as actual cost.
Macquarie Lions Park	\$176	\$305	\$420	
Victoria Park	\$176	\$305	\$420	
Cameron Park	\$176	\$305	\$420	
Wise Park	\$176	\$305	\$420	
Wongarbon Park	\$176	\$305	\$420	

**TERMS AND CONDITIONS**

1. Dubbo Regional Council reserves the right to utilise public space in an area designated for market activity if the space is required to conduct Council run community programs or events. For example installation of the Dubbo or Wellington Christmas tree or activations in support of spend local or visitor campaigns. Notice in writing will be provided to the market owner at least five (5) weeks prior to the commencement.
2. Dubbo Regional Council reserves the right to revoke a booking if the booking is in conflict with maintenance or improvement works. Notice in writing will be provided to the market owner at least five (5) weeks prior to the commencement.
3. Booking dates and times are to be strictly adhered to.
4. The activity being conducted is permitted only at the area stated within the application and as indicated in the site plan.
5. 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.
6. 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).
7. 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. Waste from the market is the responsibility of the market owner. Waste bins provided for use by the community are not to be used by stallholders/vendors to dispose of waste. If additional waste bins are required to meet the needs of the market these must be arranged by the market owner.
8. Strictly, no unauthorised vehicles are to be driven or parked on any park, garden or non-defined vehicle area without written approval from Council.
9. If a Public Health Order is in place you will be required to meet any restrictions or conditions that may apply to your market.
10. Markets held on footpaths that share space with commercial businesses must provide within the site plan the location of the stalls evidencing that a distance of 100m is in place of an existing business selling the same goods or services.
11. 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.
12. 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 any business effected by activity (including restricted access) is required.
13. 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.
14. Food items must be displayed no less than 750mm above the ground and protected from Contamination via coverings, packaging, sneeze guard, etc.
16. Food items transported or stored must be kept no less than 150mm above footpath level and protected from contamination via coverings, packaging, etc.

17. 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.
18. The market owner is responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs.
19. 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.
20. 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.
21. 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.
22. Any incidents relating to damage of Council assets must be reported directly to Council. Any other incidents must be referred to the appropriate agency for action.

#### **SPECIFIC CONDITIONS APPLICABLE TO VENUES:**

##### **Macquarie Street**

Due to operational needs and Council's responsibility to ensure early morning clearing and cleaning of the CBD, any market activity held on a Saturday or a Sunday must not take place prior to 5am. This includes bump in and placement of stalls/vehicles/structures.

The Old Dubbo Gaol plaza area is currently under construction. Once completed Council reserves the the right to determine use of this space for market activity. This includes existing bookings and new bookings.

Markets held at the Rotunda area must monitor vehicular movement to ensure that no vehicles cross the coloured lights located adjacent to the toilet block.

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.

A 3m clear passageway is to be maintained for pedestrians in the Macquarie Street Beautification locations and 2 meters at other designated locations.

##### **Victoria Park**

Strictly no vehicles are permitted to drive or park on the grassed areas.

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

