

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

There are currently eight (8) locations in the Dubbo Regional Council LGA identified as suitable for markets.

***IMPORTANT:** On completion of the **Riverside Events Precinct**, all markets/events staged on parks in Dubbo will be relocated to this purpose-built space.

You are not required to complete this form if the 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 [Event Organisers Toolbox - Dubbo Regional Council \(nsw.gov.au\)](http://www.dubbo.nsw.gov.au/event-organisers-toolbox)

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 2 weeks in advance of planned market activity.

| SECTION 1 MARKET OWNER DETAILS | | | |
|---|---------|----------------|---------------------|
| Organisation | | | |
| Type of organisation | Charity | Not-for-profit | Commercial business |
| Market Name | | | |
| Email Address | | | |
| Contact Number | | | |
| Postal Address | | Postcode | |
| ACTION REQUIRED If your market is operated by a charity or not-for-profit entity, 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 | | | |

| <input checked="" type="checkbox"/> | SECTION 3 LOCATION | | | | |
|--|---|------------|-------------|----------|--|
| | Church Street Mall (including Rotunda), Macquarie Street, Dubbo* | | | | |
| | Percy Street, Wellington | | | | |
| | Macquarie Street – Between Wingewarra Street and Talbragar Street, Dubbo* | | | | |
| | 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 | | | | |
| Fees and charges apply to booking the locations above for Market Activity. | | | | | |
| SECTION 4 BOOKING DETAILS | | | | | |
| Only dates within the 2024/2025 financial year can be booked for Market Activity. <i>Please complete the following</i> | | | | | |
| DAY AND DATE | BUMP IN | START TIME | FINISH TIME | BUMP OUT | |
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| DAY AND DATE | BUMP IN | START TIME | FINISH TIME | BUMP OUT |
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Please indicate how many people you expect will attend your event

Based on the number of patrons expected at your event, please answer the following:

| | | |
|--|-----|----|
| Additional toilets will be required (refer matrix below) | Yes | No |
| If you answered <i>yes</i> , please indicate the supplier of the toilets: | | |
| If you answered <i>no</i> , please indicate why: | | |
| Additional waste bins will be required (refer below calculation) | Yes | No |
| If you answered <i>yes</i> , please indicate how many waste bins are required. Council will arrange and invoice you accordingly. | | |
| If you answered <i>no</i> , please indicate why: | | |
| Do you require any additional services or support? If so, please indicate below: | | |

Toilet Facilities for events where alcohol is not available:

| Patrons | Males | | | Females | |
|---------|-------|---------|-------------|---------|-------------|
| | WC | Urinals | Hand Basins | WC | Hand Basins |
| <500 | 1 | 2 | 2 | 6 | 2 |
| <1000 | 2 | 4 | 4 | 9 | 4 |
| <2000 | 4 | 8 | 6 | 12 | 6 |
| <3000 | 6 | 15 | 10 | 18 | 10 |
| <5000 | 8 | 25 | 17 | 30 | 17 |

Waste Facilities:

For a four (4) hour event with food stalls and a crowd size of 1000 people:

- Calculation: 1000 people x 1 litre = 1000 litres of waste and 1000 litres of recycling required
- Waste bins required: divide 1000 by 240 litres (a standard wheelie bin) = 4 x waste bins required
- Recycling bins required: divide 1000 by 240 litres = 4 x recycling bins required

The following documentation is required to be submitted with your application:

- Certificate of Currency - \$20M Public Liability Insurance and \$20M Product Liability Insurance
- Risk Management Plan incorporating the market’s Emergency Management Plan
- A site plan showing the location of market activity, boundaries, emergency ingress and egress, as well as the location where first aid is located. Please contact Regional Events if you require a venue map.
- If your market prepares or sells food you must complete a **Food Vendor Notification Form**. The **template is available here:** [Event Organisers Toolbox - Dubbo Regional Council \(nsw.gov.au\)](https://www.dubbo.nsw.gov.au/regionalevents/food-vendor-notification-form)

Other documentation that should be in place: how you plan to conduct your market in a sustainable manner, how people with special needs can access your market, how you are going to collect and dispose of rubbish/litter.

| SECTION 8 FEE SCHEDULE 2024/2025 (all fees inclusive of GST) | | | | |
|--|--------------------|----------------|------------|-------------------------------------|
| SPACE | REGISTERED CHARITY | NOT FOR PROFIT | COMMERCIAL | |
| Macquarie Street, Dubbo | \$324.00 | \$456.00 | \$581.00 | Additional services at actual cost. |
| Percy Street, Wellington | | | | |
| Macquarie Lions Park, Dubbo | \$204.00 | \$352.00 | \$495.00 | |
| Victoria Park, Dubbo | \$204.00 | \$352.00 | \$495.00 | |
| Cameron Park, Wellington | \$204.00 | \$352.00 | \$495.00 | |
| Wise Park, Geurie | \$204.00 | \$352.00 | \$495.00 | |
| Wongarbon Park, Wongarbon | \$204.00 | \$352.00 | \$495.00 | |

| AGREEMENT TERMS AND CONDITIONS | |
|----------------------------------|--|
| <input type="checkbox"/> | I have read and agree to the terms and conditions applicable to this booking (refer below) |



TERMS AND CONDITIONS

GENERAL

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 Dubbo or Wellington's Christmas tree or activations in support of spend local or visitors 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; including bump in and bump out times.
4. The activity being conducted is permitted only at the area stated within the application.
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.
8. Food items must be displayed no less than 750mm above the ground and protected from contamination via coverings, packaging, sneeze guard, etc.
9. Food items transported or stored must be kept no less than 150mm above footpath level and protected from contamination via coverings, packaging, etc.
1. 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.
2. The market owner is responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs.
3. 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.
4. 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.

5. 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.
6. 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.

TOILETS

1. Any market owners staging markets on locations which include public toilets are not to assume exclusive use of patrons to the market.
2. The market owner must ensure that an appropriate number of toilets are arranged based on the scope of the event and patronage.
3. The market owner must ensure that all toilets within the vicinity of the market are maintained and stocked throughout the duration of the market.
To arrange additional toilets please contact a local supplier.
4. **Council can assist with cleaning and maintenance. This will be at actual cost. To arrange please contact Council's Recreation Co-ordinator on 6801 4000.**

WASTE

1. 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.
2. If waste bins are required to meet the needs of the market these must be arranged by the market owner.
 - **To arrange additional bins including delivery and collection, please contact Council's Recreation Co-ordinator on 6801 4000.**

SPECIFIC CONDITIONS APPLICABLE TO VENUES:

Dubbo and Wellington CBD areas

1. Due to operational needs and Council's responsibility to ensure early morning cleaning 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.
2. Stalls are required to be at least 1.0m apart to enable pedestrian movement to and from the footpath from parked vehicles
3. A 2m clear passageway is to be maintained for pedestrians (Refer Macquarie Street passageway restriction below)
4. Markets held on footpaths that shared space with commercial businesses must provide within the site plan the location of the stall evidencing that a distance of 100m is in place of an existing business selling the goods or services.

5. 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.
6. 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.
7. 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 activity (including restricted access) is required.

Macquarie Street

1. A 3m clear passageway is to be maintained for pedestrians
2. The Old Dubbo Gaol plaza area is currently under construction. Once completed, Council reserves the right to determine use of this space for market activity. This includes existing bookings and new bookings.
3. 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
4. Markets held at the Rotunda area must avoid vehicular movement across the coloured lights located adjacent to the toilet block.

Victoria Park

1. **Sand or water weights must be used to secure any structures.** Use of pegs is prohibited. Any damage to underground service or Council equipment as a consequence of use of pegs will be charged to the event owner at 'actual cost'.
2. The area surrounding the War Memorial Cenotaph must not be used to support market activity or traffic control.
3. Stallholders and participants of the market are prohibited from driving or parking on grassed areas.

Parks and reserves

1. **Sand or water weights must be used to secure any structures.** Use of pegs is prohibited. Any damage to underground service or Council equipment as a consequence of use of pegs will be charged to the event owner at 'actual cost'.
2. Stallholders and participants of the market are prohibited from driving or parking on grassed areas.

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