

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 Local Government Area (LGA).

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

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 an Event Application Form available from the Event Organisers Toolbox on [Event Organisers Toolbox - Dubbo Regional Council](#)

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 our Event Planning Guide found in our Event Organisers Toolbox [Event Organisers Toolbox - Dubbo Regional Council](#)

Applications should be submitted at least 2 weeks in advance of planned market activity.

SECTION 1 MARKET OWNER DETAILS	
Organisation	
Market Name	
Email Address	
Contact Number	
Postal Address	Postcode

SECTION 2 BILLING INFORMATION	
Name	
Organisation	
ABN	
Email Address	

<input checked="" type="checkbox"/>	SECTION 3 LOCATION
	Church Street Mall (including Rotunda), Macquarie Street, Dubbo
	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
	Percy Street, Wellington
	Wise Park, Mitchell Highway, Geurie
	Wongarbon Park, Wongarbon

SECTION 4 BOOKING DETAILS				
Only dates within the 2025/2026 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

[illegible]

Please indicate how many people you expect will attend your market

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

I will be arranging additional toilets	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 arranged (refer below calculation)	Yes	No
If you answered <i>yes</i> , please indicate who will be supplying the bins.		
If you answered <i>no</i> , please indicate why you are not arranging additional bins		

Toilet Facilities for events where alcohol is not available:

	Males			Females	
Patrons	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
- 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/event-organisers-toolbox)

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 2025/2027 (all fees inclusive of GST)			
SPACE	COMMUNITY RATE PER DAY	COMMERCIAL RATE PER DAY	Additional services at actual cost
Macquarie Street/Talbragar Street, Dubbo	\$468	\$596	
Percy Street, Wellington	\$468	\$596	
Macquarie Lions Park, Dubbo	\$361	\$508	
Victoria Park, Dubbo	\$361	\$508	
Cameron Park, Wellington	\$210	\$508	
Wise Park, Geurie	\$210	\$508	
Wongarbon Park, Wongarbon	\$210	\$508	

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.
10. 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.
11. The market owner is responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs.
12. 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 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.
13. 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.

14. 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.
15. 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 bins and waste services please contact a local supplier.

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. Pegs must not be longer than 200mm or wider than 5mm. 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.