

APPLICATION TO CONDUCT MARKET ACTIVITY

OFFICE USE ONLY

TRIM Reference	FILE18/637	ED /
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Effective 1 July 2019, this Application Form is required to be completed if you wish to conduct market activity on public space including parks and reserves 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 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 Council's Event Starter Guide.

Applications should be submitted at least 6 weeks in advance of planned market activity.

SECTION ONE | 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			

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SECTION TWO | LOCATION³

Church Street Mall (including Rotunda), Macquarie Street, Dubbo ⁴
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.
4 Please complete Section 3 and 4.

SECTION FIVE MARKET OWNER OBLIGATIONS			
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 an Emergency Evacuation Procedure? ⁷	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C	Have you attached a completed Accessibility Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>7 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.</p>			
PART 2	ELEMENT	REF	YES/NO
A	Will the market be serving or supplying food?	2.6	<input type="checkbox"/> Yes <input type="checkbox"/> No
B	Will alcohol be served or supplied?	5.2	<input type="checkbox"/> Yes <input type="checkbox"/> No
C	Is there plans to have a jumping castle or amusement ride at your market?	5.3	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	How many people do you expect to attract to this market?		
E	Have you determined number of toilets required to meet needs of people attending?	2.11	<input type="checkbox"/> Yes <input type="checkbox"/> No
F	Have you started work on a waste management plan?	2.13	<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>8 As the owner of the market it is your responsibility to ensure that food vendors are preparing and serving food in accordance with the Temporary Event Food Guidelines. Food vendors are required to comply with NSW Food Authority Guidelines. Your market may be subject to periodic inspections by Council's Environmental and Health Officers.</p>			

SECTION SIX 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--Community-and-Awards/support-for-your-event
B	Promotion of your market	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events--Community-and-Awards/promote-your-event
C	Advice and Assistance Contact Council's Marketing, Events and Partnerships team (02) 6801 4000 marketingandevents@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 SEVEN | BILLING INFORMATION

Name
Organisation
ABN
Email Address
Contact Phone

FEE SCHEDULE 2019/2020⁹

SPACE	ASSET OWNER	REGISTERED CHARITY	NOT-FOR-PROFIT	COMMERCIAL	
Rotunda	Infrastructure and Assets	\$250	\$364	\$464	Additional services at actual cost.
Macquarie Lions Park	Community and Recreation	\$150	\$264	\$364	
Ollie Robbins Oval	Community and Recreation	\$150	\$264	\$364	
Victoria Park	Community and Recreation	\$150	\$264	\$364	
Cameron Park	Community and Recreation	\$150	\$264	\$364	
Wise Park	Community and Recreation	\$150	\$264	\$364	
Wongarbon Park	Community and Recreation	\$150	\$264	\$364	

⁹ Fees and charges as per Dubbo Regional Council's 2019/2020 Revenue Policy

TERMS AND CONDITIONS

1. Booking dates and times are to be strictly adhered to.
2. 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.
3. 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).
4. 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.
5. Strictly, no unauthorised vehicles are to be driven or parked on any park, garden or non-defined vehicle area without written approval from Council.
6. 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.
7. The market owner is responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.

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8. Signage for Temporary Events must comply with the following in accordance with the relevant legislation*:
- a. One banner and one sign with a total combined area of less than 6m² is permitted offsite. Off-site signage must:
 - i. not be placed in residential areas,
 - ii. not be placed on any public land or assets,
 - iii. not be permanently fixed,
 - iv. not incorporate any illumination, bill posters or bunting,
 - v. have land owner/occupier consent.
 - vi. all signage must not be displayed earlier than 14 days before the event and must be removed within 2 days after the event.

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

*relevant legislation - Protection of the Environment Operations Act 1998 and State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

For further information

Please contact Dubbo Regional Council's Customer Service Centre on 02 6801 4000.

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Have you viewed all applicable documents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has this application been processed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Amount to be invoiced?	\$	
Invoiced by	Date	