

Application form to operate a farmers market – where a development application is not required

Part 1 Applicant Details

Farmers market name			
Contact person name			
Postal address	Street Address:		
	Suburb/Town:	State:	Postcode:
Phone numbers	Business hours:	After hours:	
Email address			
Applicant signature			Date:/...../.....

Part 2 Group Details

Number of members	Current:	Intended maximum:	
Is the group incorporated?	Yes <input type="checkbox"/>	Incorporation number:	
	No <input type="checkbox"/>	Please indicate below contact details of the group who is auspicing the project.	
Is the group being auspiced by an existing Incorporated Group for the purposes of the project?	Yes <input type="checkbox"/>	Fill in contact details below and attach a letter of support from the auspicing Group	
	No <input type="checkbox"/>	Please talk to us we may be able to suggest an appropriate auspice.	
Auspicing group name			
Contact person name			
Postal address	Street address:		
	Suburb:	State:	Postcode:
Phone numbers	Business hours:	After hours:	
Contact person Signature			Date:/...../.....

How is the farmers market group structured? Include brief details on roles, meetings, decision-making and conflict resolution.	
Do any of the members of the farmers market group have previous experience running farmers markets and if so, are they able to provide support to your group?	No <input type="checkbox"/> Yes <input type="checkbox"/> - please attach details
Does the farmers market group include members with skills needed for running the market? (Tick boxes as appropriate)	Managing volunteers <input type="checkbox"/> Engaging farmers and stallholders <input type="checkbox"/> Council liaison <input type="checkbox"/> Community development <input type="checkbox"/> Group management <input type="checkbox"/>
If any of these skills do not exist within the Group, how do you intend to obtain them?	

Part 3 Site Details

Proposed Farmers Market Address	Number and Street:		
	Suburb:	State:	Postcode:
What is the land currently used for, eg passive recreation, sporting groups, carpark etc?			
Are there any existing structures or services on the site?			

Accessibility

How far is the site from public transport, bicycle tracks and footpaths?	
How close are the nearest toilets for public use?	
Is the site accessible for a range of user groups, including disabled access if required by participants?	

Location

How far is the site from the retail centre? Close proximity can be considered beneficial for the increased retail options for consumers.	

Size

Is the site of adequate land size to accommodate the farmers market and associated infrastructure? Consider the number of stalls, pedestrian movement, waste management and signage.	

Waste management

How will you manage organic waste and recyclables?	
How will you manage materials that are not recyclable?	

Part 4 Farmers market details

<p>What is the purpose(s) of the proposed farmers market</p> <p>(tick as many as applicable)?</p>	<p>Promoting locally produced food <input type="checkbox"/></p> <p>Community building <input type="checkbox"/></p> <p>Improved access to healthy food <input type="checkbox"/></p> <p>Supporting local farmers to retail their product <input type="checkbox"/></p> <p>Other (specify). <input type="checkbox"/></p>
<p>What is the benefit of this project to the greater community?</p>	<div></div>
<p>Is this project proposed to link to any existing community activities?</p>	<div></div>
<p>How has the surrounding community been consulted about the project and what were the outcomes? (Explain the methods and scope of consultation used and the key community issues raised for and against the proposed farmers market.)</p>	<div></div>
<p>Who are the stallholders that you have confirmed to sell at your market and what will they sell?</p>	<div></div>

Farmers Market Plan of Management

It must be demonstrated that there is adequate commitment and capacity within the group to plan and establish the farmers market and provide for its ongoing operation. A Plan of Management is a good tool to demonstrate these requirements and long-term planning. At a minimum, the following should be included in your Plan of Management and attached to this application.

- Aims and objectives of the group
- How organic and other waste will be managed
- Inclusion of not-for-profit fundraising stallholders
- How you will ensure site remains tidy
- The conflict-resolution process
- How new stallholders will be recruited
- How you will minimise noise and odour
- An A3-sized Farmers Market layout plan
- What products will be sold
- Group structure
- Exit strategy
- How water will be conserved
- How pests will be controlled
- How vandalism will be prevented
- Hours of operation and access
- How decisions will be made

Part 5 Application Checklist

Have you:	• filled in all parts of this form?
	• attached the Plan of Management for your proposed farmers market, including an A3-sized basic Concept Plan of the layout of the market?
	• attached a copy of your (or your auspicing Group's) Certificate of Currency for Public Liability Cover of at least \$10,000,000?
	• attached letter of support for your project from auspicing group (if requested in Part 2)?
	• attached other letters of support for your project (optional)?

Part 6 Lodgement Details

You can lodge the completed form with any supporting material as follows:

By Email: *(Insert email address)*

By Mail: *(Insert address)*

Attention: (Insert title of responsible manager)

OFFICE USE ONLY

Approval to Issue: Yes No

Date Approved: / /

Signature: **PUBLIC HEALTH OFFICER**

Information to be included when a development application is required for a farmers market to be established.

APPENDIX 1

Information to be Submitted with any Development Application for a Market.

Applications lodged with Council for consent to conduct a market must be accompanied by the following:

- a) A plan, drawn to scale, showing the area of land the market will occupy, together with a stall layout.

The plan should also illustrate:

- The size and number of stalls
- The width of access ways
- Provision for the free movement of emergency vehicles or crowds
- Access for servicing of waste receptacles and waste water holding tanks, where applicable,
- Access for stallholders
- Car parking

- b) Details of the type of stalls proposed.
- c) Details of waste disposal and amenities.
- d) Frequency and duration of the market.
- e) Emergency Evacuation Plan.
- f) Risk Management Plan.
- g) Waste Management Plan.
- h) Details of signage.
- i) Details of amplified sound or music.
- j) Water supply points and availability of potable water.
- k) Toilet facilities and numbers for each sex.
- l) Electricity distribution points.
- m) Arrangements made to facilitate food stall registration.
- n) Traffic Management Plan.
- o) Information on how funds from the market will be allocated.