

## **Staff Checklist – Farmers Market**

### **Distribute guidelines and supporting documents to enquiring group / individual**

There needs to be a group commitment and consideration to the questions and issues raised in supporting documents including determining a group contact and how the group will attain public liability insurance.

### **Discuss project with applicant group**

Groups can discuss matters such as proposed site/s, group structure etc to identify/resolve any outstanding issues.

### **Request the group submits an application form**

Assist group through the process of lodging an application and advise them to wait for approval prior to proceeding.

### **Assessment**

Council will assess applications in accordance with the *NSW Local Government Act, 1993* and this policy.

### **Agreement / approval / licence or lease issued**

If approved and depending on the tenure and management structure governing the land- a temporary 1 year agreement / approval / licence or lease will be issued to the successful group and provided all conditions are satisfied, a subsequent 3 or 5 year agreement / approval / licence or lease with on-going renewal will be issued.

### **Re-negotiation with group**

If not approved, Council staff will negotiate with the group to see if they would like to work through the reasons why the farmers market was not approved to see if a further application can be submitted once the concerns of Council are addressed.

### **Works can commence**

Farmers Market and application for grants and funding can commence.