

## **ATTACHMENT B**

**GUIDE TO SETTING UP A  
MARKET ON COUNCIL LAND**





ATTACHMENT D



# Guide to Setting Up a Market on Council Land 2014

# ATTACHMENT B

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# Table of Contents

<b>01/</b>	<b>INTRODUCTION</b>	<b>4</b>
<b>02/</b>	<b>SIX STEPS TO SETTING UP MARKET ON COUNCIL LAND</b>	<b>8</b>
	Step 1 Identify Your Market Type	11
	Step 2 Select a Site	12
	Step 3 Submit a Market Site Application Form	13
	Step 4 Plan Your Market	14
	Step 5 Community Consultation	15
	Step 6 Set Up Market	16
<b>03/</b>	<b>FEES</b>	<b>18</b>
<b>04/</b>	<b>WHAT TO INCLUDE IN A MARKET PROPOSAL</b>	<b>22</b>
<b>05/</b>	<b>MARKET OPERATIONAL REQUIREMENTS</b>	<b>26</b>
<b>06/</b>	<b>FREQUENTLY ASKED QUESTIONS</b>	<b>32</b>
<b>07/</b>	<b>APPENDICES</b>	<b>36</b>
	Appendix A - Market Site Application Form	38
	Appendix B - Site Suitability Checklist	44
	Appendix C - Market Site Impact Assessment	46

# ATTACHMENT B

# Introduction

## PART 01



**This guide is designed for market operators seeking to set up markets on Council Land in the City of Sydney Local Government Area.**

Its purpose is to guide market operators through the market application process, assist in identifying suitable sites, obtain consent to use the site (including development consent) and ensure the market meets legislative requirements.

The City supports markets in the following ways:

- A Markets Coordinator to help you through the approval and community consultation
- A Markets Panel to provide consultative advice to the Market Coordinator
- Quarterly reviews and support during initial 12 months term
- Templates and pro formas for developing operational plans
- Simplified application process for markets held four or less occasions in a year

### Market Policy

The City's Markets Policy complements this guide in providing guiding principles for supporting markets. The Markets Policy is on the City's website at <http://www.cityofsydney.nsw.gov.au/TBC>







# ATTACHMENT B

# Six Steps to Setting Up Market

**PART 02**



01

02

03

04

05

06

APPENDICES

**Markets provide for the needs of the community, ranging from the provision of fresh food to the provision of goods and services. Markets serve as an anchor for community to come together, get to know one another and celebrate everything local.**

New markets can be approved on a 12 months trial with quarterly reviews. There are six steps to getting your market up and running (a detailed flow chart of the steps is in Appendix D).



*Kings Cross Market*



### Which markets do not follow the steps outlined in this guide?

The Markets Policy and Guide do not apply to temporary markets on Council land. Temporary markets are markets that operate on up to four occasions in their first 12 months of operation.

The City's Event Guidelines, intended for one-off and temporary events, apply to temporary markets. A copy of the Events Guidelines is available on the City's website and at the City's Neighbourhood Service Centres and One Stop Shops.

Land owner's consent and development consent must be obtained for markets that are not on Council's land. The Markets Policy and Guide do not apply to those markets.

### STEP 1

#### Identify Your Market Type

##### Market Type

Successful markets begin with identifying the goods and services best suited to a community, by taking time to understand what goods and services exist or are lacking in an area. The City asks that you identify with a Market Type to ensure your market offering remain consistent with the needs of a community and as set out in your market charter:



##### MARKET TYPES

✓	<p><b>Fresh Food/Farmers Market</b> – a predominantly fresh food market that provides farmers and food producers opportunity to sell farm-origin and associated value-added processed food products directly to customers</p>
✓	<p><b>Goods Market</b> – a predominantly goods-based market that provides craftspeople, goods or service providers opportunity to sell new or used goods and services direct to customers</p>
✓	<p><b>Specialty Market</b> – a goods or service based market that provides one predominant type of goods or service direct to customers. Examples of specialty markets include Camera Markets, Antique Markets or Flower Markets</p>

#### Did you know?

Research commissioned in the UK by the London Development Agency in November 2005 to inform the Mayor's Food Strategy<sup>12</sup> found that customers shopping for food at street markets spend between £3,000 and £15,000 a day on nearby shops, and local retailers were almost universally supportive of markets.

*Source: The retail markets alliance / BCSC Educational trust, Markets 21, a policy and research review of UK retail and wholesale markets in the 21st century, p6*

### STEP 2

#### Select a Site

A well located market provides foundation for long term operation. Select a site to suit your Market Type. Use the Site Suitability Checklist (Appendix B) to assess potential Market Sites and determine how market use affects a site and its surrounds. The checklist provides performance criteria to help you select the most suitable site.

Typically markets are held outdoors, however, the City has a suite of landmark venues and community venues for hire. They include town halls, halls and auditoriums. You can find more information about these venues on the City's website at [www.cityofsydney.nsw.gov.au/business/initiatives/landmark-venues-for-hire](http://www.cityofsydney.nsw.gov.au/business/initiatives/landmark-venues-for-hire), or by speaking to the Venue Management Team at the City.

While the City encourages creative use of sites, some sites are better suited to erection of structures and vehicular access than others. Some market formats include:

#### MARKET FORMATS

✓	<p><b>Stalls and marquees</b></p> <p>– Best suited to sites with hardstand such as concrete, bitumen, brickwork and other paved surfaces. Overhead shelters are mandatory for food preparation and display of unpackaged food.</p>
✓	<p><b>Trestle tables and displays on the ground</b></p> <p>– Best suited to indoor sites, sites with overhead cover, grassed surfaces and natural landscapes.</p>
✓	<p><b>Other formats</b> – More recently, the City has received creative market proposals such as car boot sale markets, rooftop markets and markets comprised of portable trolley displays and tricycle stands.</p>



Sydney Sustainable Market, Taylor Square

You are encouraged to speak to the Market Coordinator to discuss the capacity of a site before proceeding to the next step. The Market Coordinator is able to help you identify whether a market may be permissible on a site in accordance with the Sydney Local Environment Plan 2012 (Sydney LEP).

If the site you identified is not owned by Council (ie. private land or land owned by another entity), get consent of the land owner and lodge a development application (DA), or contact Council for more information.





Surry Hills Market

### STEP 3

#### Submit a Market Site Application

The Market Site Application form can be submitted at the City's One Stop Shop or Neighbourhood Service Centres. The City will determine whether a site is appropriate for market use by assessing the site against the performance criteria listed in the Site Suitability Checklist. The City will also identify any conflicting use such as proposed infrastructural works, existing uses and inconsistencies between your proposal and if applicable, the site's plan of management.

All market sites are subject to the City's Procurement and Contract Management Policy. The Local Government Act 1993 and the Local Government (General) Regulation 2005, provide the legislative framework for tendering.

#### Did you know?

There are currently more than 17 regularly scheduled markets in the City, of which eight are 'fresh food markets' and seven are on Council land. In addition to regular markets, there are a handful of non-ongoing or annual market-events that are enjoyed by the community.

The City's Customer Service and Venue Management Teams receive regular requests from the community about wanting a market in their area and enquiries from market operators about where they are permitted to set up new markets. The City has developed this Guide to Setting Up Markets on Council Land to streamline application processes and make sure everyone benefits from having markets in their area.



Kings Cross Market

## STEP 4 Plan Your Market

All market operators are required to prepare a Market Proposal and Market Impact Report, with the exception of one-off and temporary markets approved through the Events Application process.

The Market Proposal is the key document that describes the layout, management and operational plan for your market. Details of what is required of Market Proposals are listed on pages 11 and 13.

The Market Impact Report addresses the impact of your market on surrounding residents, businesses and the environment. Irrelevant of whether you are a commercial or not for profit market operator, key to your market proposal is how you plan to engage the community and collaborate with stakeholders, such as nearby businesses and community groups in setting up market. The Market Impact Assessment template is at Appendix C.

The City requires all markets to have a minimum 10% stallholder participation by community groups, social enterprises, not for profit organisations and new start-up businesses. This is in addition to the requirement of a free community meeting space or entertainment area within market grounds.

Once the City reviews your Market Proposal and Market Impact Report, you will be advised whether a development application (DA) is required. Any DA will be assessed by City Planners.





Kings Cross Market

## STEP 5 Community Consultation

The City may consult the community about your market proposal. This consultation is undertaken by the City to consider community comments. It may include:

- Letters to residents and businesses surrounding a site about new market proposals
- Notification displayed on the site
- Details of the Market Proposal exhibited on the City's website

Community consultation is undertaken in addition to any public notices required by law.

The feedback the City receives from the community about your market will be used in the overall assessment of your application. The City will also provide you with comments from the community to refine your Market Proposal.

### Did you know?

Increasingly planners see public markets as a vital tool in addressing a range of concerns in cities: the need to bring people of different ethnic and socioeconomic backgrounds together; the need to make inviting and safe public spaces; the need to reinvigorate low- and moderate-income neighbourhoods and to support small-scale economic activity; the need to provide fresh, high-quality produce to inner-city residents; and the need to protect open space and preserve farming around cities.

*Source: Project for Public Spaces, 2003, Public Markets as a Vehicle for Social Integration and Upward Mobility, p5*



*Sydney Sustainable Market, Taylor Square*

## STEP 6

### Set Up Market

The City will provide approval for your market once your Market Proposal is updated to reflect final comments from the City about your proposal. Once your market is granted approval, apply for relevant permits and licences as soon as possible. Page 25 provides further information on permits and licences.

You will need to enter into an agreement with the City. This agreement (or consent or approval if the market is on land governed by the Roads Act) will have conditions that apply to the use of the land and operation of the market. At this point, if you are eligible, consider applying for appropriate support under the City's Grants and Sponsorship program and put your community building initiatives into place.

Work with the City during the first year to improve your market operation.

### Did you know?

The Australian Government, Department of Agriculture, Fisheries and Forestry provides grants of up to \$25 000 for farmers' markets, food rescue and similar activities, and up to \$10 000 for community gardens, city farms or similar activities, such as:

- Community food initiatives to build social networks, community cohesion and resilience, and build connections between farmers and consumers
- Improving people's knowledge about food production in urban areas and food preparation to encourage the adoption of healthy diets
- Helping to provide surplus safe and nutritious food to disadvantaged groups.

*See Community Food Grants on the Australian Government Department of Agriculture website at [www.daff.gov.au](http://www.daff.gov.au)*









# Fees

## PART 03



01

02

03

04

05

06

APPENDICES

### FEES

The following application fees are applicable for markets on Council land. Note: Fees are subject to change.

APPLICATION FEES		
✓	Market Site Application Form	\$200 for commercial organisations and \$100 for not for profit organisations (inc. GST)
✓	Market Proposal and Impact Assessment	\$0
✓	Community Notification and Public Exhibition	As applicable. You may obtain a quote from the City if required
✓	Development Application, if required	As applicable. You may obtain a quote from the City if required
✓	Procurement process, if required	Market Site Application fee applies to all applicants, see above

The following Land Use Fees apply for use of a market site.

SITE TYPE	LAND USE FEE	SITE MAINTENANCE FEE
✓ Council Land	<p>Commercial Market Operator: 20% of gross annual revenue*, estimated "at the beginning of each year.</p> <p>Not-for-profit Market Operator: 10% of gross annual revenue No fee charged for the initial 12 month term of new sites set up by not for profit market operators</p> <p><i>*The gross annual revenue is calculated by the approved stall numbers multiplied by the amount charged by Market Operator to stallholders.</i></p>	<p>Site Maintenance Fee is estimated at the beginning of the year by assessing utility use and maintenance required on your site, as a result of market use. It is charged incrementally to your monthly invoice.</p>
✓ City Venues	Refer to the City's fees and charges schedule for each venue	









# What to include in a Market Proposal

**PART 03**



01

02

03

04

05

06

APPENDICES

**The Market Proposal communicates your market plans to the City and the community. This section sets out what to include in a market proposal.**

### Section 1 Business Plan

#### 1.1. Description of Market

- a) Name of the market and its purpose
- b) Reasons why this market is good for the community and why you are running it (market charter)
- c) Time, location, frequency of market including bump in and out times
- d) Production schedule and equipment to be used on site
- e) Description of stall types, numbers and market activities including entertainment, workshops and any children's activities

#### 1.2. Site Plan

- a) Provide a site plan to show location of structures and access ways; including portaloos, stages, seating, generators, refrigeration, vendor loading areas, entry and exit points
- b) Provide at least two site configurations if there is grass on your site

#### 1.3. Site Impact Report

- a) Prepare a Site Impact Report using the Site Impact Assessment (appendix C). Provide information on how you will protect the site and surrounding environment, minimise impact on the community and ensure your market complements local economy.

#### 1.4. Market Administration

- a) Anticipated patron numbers
- b) Community engagement plan and provision of community space
- c) Marketing and promotion plan
- d) Product consistency and service quality assurance
- e) Vendor requirements and vending rules
- f) Vendor fees
- g) Vendor retention strategy
- h) If you are a not for profit organisation, how will you resource and finance the market

### Section 2 Market Management Plan

#### 2.1. Risk Management Plan

- a) Crowd management plan
- b) Emergency management plan and chain of command
- c) All weather protection, wet weather contingency and market cancellation procedure
- d) On-site contacts, name of the market manager and a staff absentee back-up plan
- e) Work, health and safety plan

#### 2.2. Waste Management and Sustainability Plan

- a) Waste minimisation plan
- b) Waste contractors and waste disposal procedures
- c) Reuse and resource recycling initiatives
- d) Whole market sustainability initiatives

#### 2.3. Transport and Traffic Management Plan

- a) Traffic management plan and traffic redirection plan
- b) Active transport provisions; including safe parking for bicycles, way finding signage and accessible pathways
- c) Communication of public transport information
- d) Vendor off-street all day parking arrangements
- e) On-site vehicle impact minimisation

#### 2.4. Public Health

- a) Portaloos and accessible toilet numbers and locations
- b) First aid and public health provision
- c) Security and money handling procedures
- d) Noise management plan, if applicable
- e) Weighting of temporary structures

## 2.5. Permits

Applications for approval of the following to be made to the City

- Temporary Food Vending Permits
- Temporary Structures Approval
- Temporary Road Closures

You may also require additional services at your market. Applications for the following are to be made direct to respective service provider:

- Temporary Event Liquor Licences (Office of Liquor, Gaming and Racing)
- User Pays Police (NSW Police)
- Sydney Buses (State Transit Authority)
- Road Occupancy Licence, Special Event
- Clearways (Roads and Maritime Services)
- City Rail (Rail Corp)
- Taxi Council
- St John Ambulance or other first aid provider
- NSW Ambulance Service

Fees and charges may be applicable, each service provider will advise.

### Did you know?

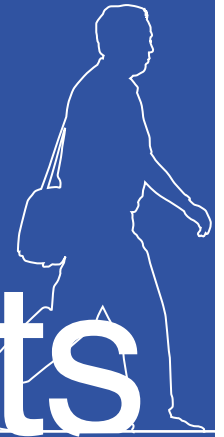
The popularity and number of farmers markets in Australia is growing. Farmers markets, along with other alternatively fresh food retail markets, have been reported to represent about 7% of the market for fresh food in Australia. By comparison, supermarkets have about 50% of the Australian food market.

The total number of farmers markets in Australia has more than doubled between 2004 and 2011. In addition, a majority of customers (71%) want to shop at farmers markets more often, according to a survey by the Victorian Farmers Markets Association in 2010. That survey also indicated that many customers travel some distance to shop at a farmers market if their nearest farmers markets is not operational.

*Source: Victorian Farmers Markets Association 2010, Inquiry into farmers markets, Victorian Farmers Markets Association submission to the Outer Suburban/Interface Services and Development Committee, Parliament of Victoria, Victoria*



# Market Operational Requirements



PART 05

01

02

03

04

05

06

APPENDICES

**This section provides additional market operational requirements and recommendations.**

### Insurance

You must obtain a Public Liability Insurance Policy for a minimum of \$10,000,000 noting City of Sydney Council as an interested party on the public liability certificate of currency. The City requires you to provide this certificate before entering into an agreement with you.

The City is not responsible for the risks you incur from operating a market. It is recommended you hold a current Workers Compensation Insurance Policy and other forms of business and operational protection.

### Performance Bond / Security Deposit

You may be required to provide a performance bond/ security deposit.

### Payment Terms

The Market Operator is required to pay a minimum of two months land-use fee in advance.

### Make Good and Site Maintenance

Where possible locate market stalls and infrastructure on hardstand areas rather than on grass. Ground surface protection mats (Terratrack, Trakmat or similar) are to be used where operation will be on grass. Guide patrons to walk on hardstand where possible.

A Site Maintenance Contribution fee is collected for the City to undertake works arising from market use. The City will undertake the following works:

- Landscape and general property maintenance
- General cleansing of the site
- Remediation of grass

The City will assess grass and landscape conditions periodically. Grassed areas may be closed for 6 weeks consecutively for remediation. Sites on grass may incur higher Site Maintenance Contribution fees.

This Site Maintenance Contribution fee does not include waste collection. You are required to organise commercial waste pick up at the conclusion of each market.

### Resource and Waste Management

The City's Sustainable Events Management Policy is a helpful place to start when looking at ways to reduce market impact on the environment. You can obtain a copy of this policy from the Market Coordinator. Key principles for developing your Resource and Waste Management Plan include:

#### Minimise resource use:

- Encourage vendors to minimise waste through reducing use of plastic bottles, plastic bags, plastic utensils, paper and minimising packaging.
- Consider implementing whole market sustainability initiatives; such as "plastic bag free" with vendors only offering paper bags and boxes, encouraging market patrons to bring their own bags and making the market "bottled water free"

#### Recycle and reuse

Use biodegradable or compostable products wherever possible. Provide adequate waste and recycling bins on the site; particularly placing additional bins adjacent to Council bins. Council bins do not have the capacity to service market operations.

#### Remove all waste immediately and sustainably from the site

At the conclusion of the market operation waste must be collected by a commercial waste service provider. Depending on waste disposal arrangements, recycling bin caps are to be used on bins. Bins should be placed:

- At key entry and exit points
- In areas where food and beverages are consumed
- Adjacent to existing Council bins
- Beside designated walkways and high traffic areas
- Where they can be effectively emptied and serviced, especially in peak periods

Make sure your site is returned back to the original condition at the end of each market event. You are required to remove litter from the streets surrounding your market site (up to 50 meters from your site boundary) or as specified in your agreement with the City for the use of the site.

## Sustainability Education and initiatives

Include in the Waste Management Plan how you plan to work with the City's waste education and community gardens programs. For example:

- Encourage stall holders to take back food waste to their farms or return to suppliers for onsite composting
- Consider running workshop programs to educate customers on seasonal buying, composting, worm farming at home, cooking to minimise food waste, meal planning and growing food at home
- Consider including an organic waste collection as part of your recycling system. For example Eveleigh Markets is linked in with a local resident who collects the food waste and composts it off site
- Where possible, place educational information at your market to inform patrons where waste and recyclable items from the market will go to, the distances in which produce or products travelled to reach the market, packaging minimisation initiatives, water bottle refilling points and other initiatives you have implemented

## Community Involvement and Collaboration

Make sure your market involves the local community by engaging community groups, sporting clubs, schools and community centres to participate in market activities. Provide space for the community to meet, participate in activities, perform and enjoy live entertainment. Ensure local services and community groups are given access to free or low cost stalls. Markets help connect communities and enliven public domain.

## Vendor and Supplier Selection

A good way to start is by choosing vendors that operate sustainably and safely. Consider vendors that operate or produce goods locally. Minimise the distance in which goods sold at your market have travelled to get there.



## Did you know?

Sydney Sustainable Markets at Taylor Square in Darlinghurst has a focus on sustainability and serving the specific needs of its community. It received a grant from City of Sydney to run a series of 15 sustainability workshops and cooking demonstrations in a pop-up education area. In addition to education, the pop-up area also provides a space for informal information exchange between local sustainability organisations, community groups and residents. The environment grant assisted with acquiring equipment for setting up the pop-up area and for the delivery of workshops.

### **Pedestrians and Cyclists**

A market with well-designed access routes and adequate space for gathering around vendor displays are integral to safe and accessible environments for patrons.

Under the Disability Discrimination Act it is unlawful to discriminate against someone if they have a disability. A person with a disability has a right to obtain goods and use services and facilities in the same way as people without a disability. Refer to the City of Sydney Access DCP 2004 and comply with the Disability (Access to Premises – Buildings) Standards 2010 to provide equitable access to buildings, use of services and facilities.

The Building Code of Australia provides requirements for site design, such as provision of accessible parking and circulation space to allow maneuverability of wheelchair turns and passing through doorways and access ways.

Provide ample bicycle parking to encourage patrons to cycle to the market. For example, the City regularly engage not for profit providers such as BikeSydney to provide bicycle racks at events.

It is important for you to ensure provision for this as the City has a 10% mode share target for bicycles. Communicate public transport and active transport access provisions clearly on your promotional material.

### **Traffic and Parking Management**

If you require road closure or alterations to the public road, traffic and parking arrangement, approval by the Local Pedestrian Cycling and Calming Committee is required.

Prepare a detailed Traffic Management Plan, including a Road Closure Plan, for the Committee. You can obtain more information about preparing these plans by contacting the City's Market Coordinator or Outdoor Events Team. Start this application process as early as possible.

You may be required to obtain the services of a traffic management company to redirect traffic over the duration of your market and to provide road signs in affected streets.

Ensure pedestrian paths, cycleways and shared zones are clearly marked. If vehicles are going onto site, ensure safety for pedestrians. For emergency vehicles to access the market site, a 4 metre wide access way is required.

The City recommends you arrange all day off-street parking for each participating vendor to ensure no additional pressure is placed on local street parking. Reduce the need for patron parking by ensuring your market location is easily accessible by public transport, walking and cycling.

### **Hours of Operation**

The City will assess proposed operating hours by considering surrounding site uses. Set up and pack down permissible times are dependent on impact on surrounding use and zoning.

### **Set up and pack down**

Consider how your vendors will access their trading sites. Provide them with a route that ensures protection of grass and natural landscape. Allocate loading zones and a schedule for loading for sites that are narrow or not easily accessible for vehicles. Ensure pedestrian safety during set up and pack down as public domain is used by everyone at all times.

### **Continual Improvement**

During the initial 12 months term agreement, you are scheduled to meet the Market Coordinator every three months to review feedback from the community and the City. The Market Operator is responsible for the continual improvement of the market. The City's Environmental Health Officers, Rangers and Markets Coordinator are responsible for inspecting markets and providing feedback to ensure public health and safety.









# Frequently Asked Questions

**PART 06**



01

02

03

04

05

06

APPENDICES

**Question 1****Is it necessary to undertake the Market Impact Assessment?**

The Market Impact Assessment (Appendix C) helps you understand your market impact on the local area, particularly social, economic and environmental issues and implement strategies to mitigate these. Your Market Impact Report must be submitted to the City along with your Market Proposal (Section 6).

**Question 2****How do I set up a Market on property not owned by Council?**

If the land you are proposing to run your market on is not Council land, contact the land owner to discuss the proposed use. You will require land owner's consent before lodging a development application. We recommend you speak to a City Planner about your proposed location before lodging the development application.

**Question 3****Is operating a night-time market different to operating a day-time market?**

The City's Open Sydney Strategy and Action Plan outline key directions for late night economy. Evening and night time markets are subject to zoning controls and plans of management for community land and Crown reserves. If your market trades between the hours of 10pm-7am and is located within a premise, the Sydney Development Control Plan 2012 applies. Speak to a City Planner about your proposed evening or night time trading hours.

**Question 4****Why are there different types of consents and agreements?**

Different types of land controlled by the Council require different types of agreement for use.

If your market is on community or operational land (which is land owned by Council), Council may grant you a lease or licence to run your market.

If the proposed site of your market is on a part or a reserve which is Crown land (land owned by the State of NSW but managed by Council), Council can grant you a lease or licence to operate on the site, but the proposed lease or licence must have prior approval of the Department of Crown Lands.

If your market is on land which is classified as 'road', in accordance with the Roads Act 1993, the City, as roads authority, grants you a 'consent' to use the road for the purpose of your market, on conditions set out in the consent document.

**Question 5****Why does the City give public notice of proposal to grant a lease or licence?**

If the City proposes to grant a lease or licence on community and Crown lands, it is required to give public notice of the proposal in accordance with the Local Government Act 1993 and Crown Lands Act 1989. The City is not required to give public notice for use of operational land, roads and footways.

Community consultation is an additional step the City undertakes to inform and consult the community where it considers it appropriate.

**Question 6****I have a question or concern about the market application process or particular market, what can I do?**

Contact the City on 02 9265 9333 and speak to the Markets Coordinator. If the question or concern is unable to be resolved, it will be directed to the Market Panel. The Markets Panel meets quarterly to review and address outstanding issues. Alternatively, you can submit your question or concern to [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au), along with your contact details. You will receive a reply once the committee has discussed your query.

## Question 7

### **Why does the Events Approval Process apply to markets that occur four times or less in its first year?**

The City supports innovation and testing of new ideas. We offer the opportunity to test new market models through the Events Approval Process, which is designed for non-ongoing or one-off events.

## Question 8

### **I've run four market occasions in the past year and I now plan to run additional market occasions in the coming year, do I need approval?**

Yes, your first four market occasions were most likely approved under the City's Events Approval process. Thereafter, irrespective of how many more market occasions you plan to run, you are required to submit a new Market Site Application Form to indicate your on-going request to use the site.

## Question 9

### **Is my market proposal considered exempt development?**

You will need to seek your own planning advice on whether your market is considered exempt development.

If it is not exempt, you will need to submit a development application. The City will review your development application against local and state policies including but not limited to the review of your site's zoning, number of days of operation; and where applicable the total floor area of tents and marquees, distance of structures to boundaries, height of structures, heritage items on the site and any applicable plans of management.

## Question 10

### **Can the City alter decisions, amend processes or set additional criteria at any time?**

The City may alter, amend and add market processes and criteria at any time. If the City receives multiple appropriate applications for a site, it may run an expression of interest or similar process.



# Appendices

**PART 07**



01

02

03

04

05

06

APPENDICES

## Market Site Application



### About this form.

You can use this form to apply to operate a market on Council land within the City of Sydney Local Government Area.

### How to complete this form

1. Ensure all fields have been filled out correctly.
2. All fields on this form are mandatory and must be completed before submitting the application.
3. Once completed you can submit this form by fax, email and in person. Please refer to the lodgement details section for further information.
4. An application fee of \$200 for commercial organisations, and \$100 for charitable or registered not for profit organisations is payable. You will be invoiced for this fee and any other fees payable.

**Part 1: Applicant Details**

Company / Organisation name

ABN / ACN number

Is your organisation Not for Profit?    No     Yes  ►    If Yes, proof of not for profit incorporated status and constitution must be supplied with this application.

Is your organisation:     Incorporated  
 Company Ltd by guarantee  
 Collective  
 Other, specify:

Contact name       Position

Address

Telephone number       Mobile phone number

Email address

List of previous markets or events undertaken by organisation:



## Part 2: Type of Market

### 1. Name of Market

### 2. Type of Market

The City asks you to identify with a Market Type to ensure your market offering is consistent with the needs of a community.

Select **one** of the following:

- Fresh food / Farmers market     Goods market     Specialty market

Please specify:

3. **What percentage of vendors will be the producer**, grower, craftsperson of the vended goods, or the person to render the service offered?

4. **What percentage will be local products and services?**

('Local' is defined as within 200km of Sydney centre for fresh food and within 10kms of the City of Sydney Local Government Area for pre-made and packaged food, goods and services)

### 5. Market frequency

Reoccurring on? (day of the week)  How often? (weekly / monthly)

How many times will the market be held during the 12 months trial?

Start time:  Finish time:

Bump In start / finish:  /  Bump Out start / finish:  /

Market description (100 word maximum)

Aims of the market and its benefits to the community

Anticipated patron numbers:

Vendor number

Anticipated vendor numbers:

Vendor stall number

## Part 3: Market Format and Structures

Structures e.g. trestle tables, display of goods on the ground (please describe)

### Elements of the Market (please tick all applicable)

#### Food

- Fresh food     
  Prepackaged food     
  Food cooked on-site
- Mobile vending vehicles      ▶ Number at markets
- Food vans      ▶ Number at markets
- Goods vending off back of truck      ▶ Number at markets

#### Beverages

- Coffee
- Alcohol - serving
- Alcohol - sampling & vending
- Other ▶ Please specify:

#### Arts, Craft & miscellaneous

- Arts and Craft
- Jewellery and accessories

#### Products

- Mass produced merchandise     
  Secondhand goods     
  Plants and Seedlings

#### Community, workshops & activities

- Community meeting space     
  Community information
- Community activities (free)      ▶ please specify:
- Workshops & demonstrations      ▶ please specify:

## Part 3: Market Format and Structures.....(continued)

### Infrastructure

- Stage ▶ please specify structure:
- P. A. equipment, purpose & use ▶ please specify:
- Live entertainment ▶ please specify type:
- Amusement rides ▶ please specify structure/s:
- Fete stalls - nbr & dimensions ▶ please specify:
- Hoekers & Marquees ▶ please specify structure/s:
- Generators - size & quantity ▶ please specify:
- Mobile refrigeration  
- size & quantity ▶ please specify:
- Table & chairs ▶ please specify:
- Shade marquees ▶ please specify:
- Other vending structures ▶ please specify:

**Other machinery and equipment used-** e.g. pre and post market - cherry picker, fork lift etc. Please specify:

## Part 4: Proposed Market Site

**Site surface, percentage of site:**

- grass	%	<input style="width: 50px;" type="text"/>	- hardstand	%	<input style="width: 50px;" type="text"/>
- pedestrian footpath	%	<input style="width: 50px;" type="text"/>	- road	%	<input style="width: 50px;" type="text"/>
			- other	%	<input style="width: 50px;" type="text"/>

**Existing utilities and services on site:**  electricity  water  waste bins  
 toilets - number and type ▶

**What are current land uses adjacent to the site?**

**Public transport options during proposed market hours:**

## Part 4: Proposed Market Site...continued

**Off street all day parking provision for vendors:**

**Alternative transport provisions** e.g.cycling, shuttle buses. Please specify:

**Road closure required:**      No     Yes  ► Road closure requires the approval of the Local Pedestrian Cycling and Calming Committee.

**Heritage**

Some of the City's parks, open spaces and streets contain buildings, venues or iconic structures that are considered a Local Heritage Item or listed on the State Heritage Register. A heritage assessment may be required for your market proposal. You will be advised if this is required.

## Part 5: Site Plan

Provide a site plan of the proposed market site that shows the relative size and proposed position of all infrastructure including:

- |   |                              |
|---|------------------------------|
| - Stalls, vans and marquees               | - Stages and community space |
| - Activity areas and amusement structures | - Toilets                    |
| - Rubbish and recycling bins              | - Signs and banners          |
| - PA equipment, speakers                  | - Entry and exit points      |
| - Emergency evacuation areas              | - Market site boundary       |

\*\* Please provide at least two (2) site configurations if your site has grass surfaces.

## Part 6: Applicant Declaration

- I declare that all of the information I have supplied in this application is to best of my knowledge, true and correct.
- I understand that if the information I've provided is incomplete, my application may be delayed, rejected or more information may be requested.
- I acknowledge that if the information I've provided is misleading, any approval granted may be voided.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of this application.
- I understand that once I have submitted this application, an application fee will be payable for which I will be invoiced.

Applicant Name - please print

Applicant Signature

Date

## Part 7: Method of Payment for Market Site Application

**IMPORTANT NOTES:** The City of Sydney advises against submitting credit card details via email. If you wish to pay by credit card, please lodge your application via fax, mail or in person. The City is currently investigating the feasibility of an online payment system for market site applications.

Cheque     Money Order     **Credit Card  ► Please complete the details below.**

I authorise the City of Sydney to charge my credit card for the amount of \$

Credit Card Number

Expiry Date (MM/YY)

Card Holder's Name

Card Holder's Signature

## Lodgement Details

**MAIL:** City of Sydney, GPO Box 1591, Sydney NSW 2001    **DX Address:** 1251 Sydney    **FAX:** 02 9265 9222

<b>IN PERSON:</b>	<b>CBD:</b> Level 2, 456 Kent Street,	Monday - Friday 8am - 6pm
	<b>Kings Cross:</b> 50-52 Darlinghurst Road,	Monday - Friday 9am - 5pm, Saturday 9am -12pm
	<b>Glebe:</b> 186 Glebe Point Rd,	Monday - Friday 9am - 5pm
	<b>Green Square:</b> 100 Joynton Ave,	Monday - Friday 10am - 6pm
	<b>Redfern:</b> 158 Redfern Street,	Monday - Friday 9am - 5pm, Saturday 9am -12pm

**WHAT NOW:** Once the application & fee has been received your application will be assessed and you will be advised of site availability and suitability.

**TELEPHONE:** (02) 9265 9333                      **WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

**EMAIL:** [markets@cityofsydney.nsw.gov.au](mailto:markets@cityofsydney.nsw.gov.au) - (credit card payment cannot be accepted via email)

## Privacy & Personal Information Protection Notice

<b>Purpose of Collection:</b>	For Council to assess the use of land, including exhibition to the public.
<b>Intended recipients:</b>	Council staff and approved contractors of the Council of the City of Sydney, including exhibition to the public .
<b>Supply:</b>	A Market Site application is voluntary however a completed application is required before an assessment can be made, including exhibition to the public.
<b>Access/Correction:</b>	Council staff or Government Information ( Public Access) Act requests, including exhibition to the public.
<b>Storage:</b>	Council's record management systems and Archives, including exhibition to the public.

## APPENDIX B

### Site Suitability Checklist

The list below provides an initial checklist for assessing a site's physical capacity for market use. A suitable site is able to achieve at least 70% criteria performance measure.

For considerations of market impact on the environmental, community and local economy, please refer to the Market Impact Assessment (Appendix C) and Market Operational Requirements (Section 5).

	SITE EVALUATION	CRITERIA	CRITERIA PERFORMANCE MEASURE	Y/N
✓	Capacity & Conditions	Location	Highly visible sites, such as high pedestrian or vehicle traffic routes, provide recognition and attract passing traffic	
		Landmark	Sites with a landmark such as a community centre or a well-known fountain provide increased location recognition	
		Slope	Levelled sites are preferable to sites on a gradient, particularly for erection of stalls and stages. Ensure site slopes and landings meet access standards	
		Heritage	Sites with heritage listed items are not recommended for markets. Development consent must be obtained for use of sites with heritage listed items	
		Surface	Fully grassed or landscaped sites are not recommended for markets. Hardstand is preferred for storage of goods, erection of temporary structures, vehicle travel and pedestrian access	
		Patron and vendor capacity	Estimate site capacity to accommodate anticipated vendor and patron numbers. Some vendors require larger sites to display goods, park refrigerated vans or may require access to onsite utilities. Consider how patrons will move through the site and gather around stalls and areas of entertainment	

	SITE EVALUATION	CRITERIA	CRITERIA PERFORMANCE MEASURE	Y/N
✓	Capacity & Conditions (continued)	Seating and community space	Ensure adequate seating is available. Provide seats and tables for patrons to eat and rest. Seats with backs and armrests are required for patrons physically restricted or unable to sit on low lying surfaces such as grass or benches without arm and back support. Provide space for the community to meet and gather, in the form of sheltered space, space for information sharing or entertainment. If the site is within proximity to a community centre, find ways to link your market with the centre by way of involving the centre or way finding between the centre and your market	
		Amphitheatre and entertainment space	Grassy slopes, wide steps, raised surfaces form a natural stage. These spaces encourage live music and a place for people to gather	
		Distance to existing markets	Ensure the site is located beyond reasonable walking distance (more than 10 minutes) of an existing market similar in product or service offering to your proposed market type	

	SITE EVALUATION	CRITERIA	CRITERIA PERFORMANCE MEASURE	Y/N
✓	Utilities & Infrastructure	Water and power	Access to power (preferably 3-phase) reduces need for use of portable generators. Sites with running water assists with vendor needs and points for patrons to refill water bottles	
		Toilets	The City's Public Toilet Strategy provides a guide on temporary public toilet facilities and accessible toilets	
		Overhead cover	Site undercover, indoor or has provision for wet weather provides weather protection and reduces uncertain trading conditions	
		Storage	Site with store rooms or cages are ideal for storage of ongoing use items such as banners, seats, tables, sun shade, traffic control equipment and ground protection mats	
		Sound amplification	Sites with in-built public announcement system increases likelihood of live entertainment. Consider how market noise and sound amplification impact adjoining or adjacent properties	
✓	Accessibility & Transportation	Parking capacity	Consider where your vendors will access all-day off street parking to ensure no additional traffic pressure is placed on the local area	
		Public transport	Regular public transport service connections to major transport interchanges reduces the need for provision of patron car parking and encourages visitation	
		Active transport	Consider how the site caters for people walking and cycling to the market. Are there accessible routes to and throughout site? Would you require additional bicycle racks?	
		Loading zones and emergency access	Where vehicles are unable to drive onto location, consider how the site would accommodate medium rigid vehicles. Sites that are too narrow for emergency vehicle access are not ideal for operating markets	
		Equitable access	The Disability Discrimination Act 1992 requires nondiscriminatory access for all people regardless of disability. Review your site circulation space, doorway space, and navigation throughout the site such as uneven surfaces, surface material and raised footpaths.	



	SITE EVALUATION	CRITERIA	CRITERIA PERFORMANCE MEASURE	Y/N
✓	Long term potential	Potential to expand	Consider the availability of adjacent sites such as laneways, parks, car parks, vacant properties, school grounds and other Council owned sites. All sites require land owner's consent and may require development consent as well	
		Minimising long term impact	Review how the market impacts existing uses in the surrounding area and how you can minimise market impact. Use the Market Impact Assessment (Appendix C) to consider social, economic and environmental impacts	
		Proximity to other markets and retail shops	Ensure your market does not duplicate goods and services offered by businesses within the local area and nearby markets.	

## APPENDIX C

### Market Impact Assessment

Market Operators are required to use the following Market Impact Assessment to develop a Market Impact Report. Market Impact Reports are submitted alongside Market Proposals for the approval process and form part of a Market Performance Review at the conclusion of the initial 12 months term.

IMPACT CONSIDERATION	ANTICIPATED IMPACTS DURING OPERATION	ANTICIPATED IMPACTS DURING SET UP, PACK DOWN & LONG TERM	LEVEL OF IMPACT NEGLIGIBLE/ MINIMUM/ MODERATE	MITIGATION MEASURES DESCRIBE ACTIONS & MEASURES	LEVEL OF IMPACT AFTER MITIGATION IMPLEMENTED NEGLIGIBLE/ MINIMUM/ MODERATE
✓ ENVIRONMENT					
<b>Traffic</b> <ul style="list-style-type: none"> <li>Likely impact resulting from market activities eg. road closure, traffic redirection, loading zones and increased traffic in local streets</li> <li>Number of all-day parking spots required for stall holders</li> <li>Parking provisions for patrons conflicting with people who currently use parking in the area</li> </ul>					
<b>Waste</b> <ul style="list-style-type: none"> <li>Collection, storage, handling and disposal of compostable, recyclable and general waste</li> <li>Handbills, postering, tagging and graffiti minimisation</li> <li>Resource and packaging minimisation</li> <li>Use of compostable and recyclable packaging and utensils instead of one-off use products</li> </ul>					
<b>Water use and run off</b> <ul style="list-style-type: none"> <li>Liquid spillage by patrons and stall holders</li> <li>Use of public taps and drainage</li> </ul>					
<ul style="list-style-type: none"> <li>Site surface</li> <li>Grass, mulch, soil and landscaping, protection and protection monitoring</li> <li>Pegging and structures damage to the ground</li> </ul>					

IMPACT CONSIDERATION	ANTICIPATED IMPACTS DURING OPERATION	ANTICIPATED IMPACTS DURING SET UP, PACK DOWN & LONG TERM	LEVEL OF IMPACT NEGLIGIBLE/ MINIMUM/ MODERATE	MITIGATION MEASURES DESCRIBE ACTIONS & MEASURES	LEVEL OF IMPACT AFTER MITIGATION IMPLEMENTED NEGLIGIBLE/ MINIMUM/ MODERATE
✓ ENVIRONMENT (CONTINUED)					
<b>Visual impacts</b> <ul style="list-style-type: none"> <li>Visual amenity, site design and types of activities held in highly visual areas</li> <li>Blocking or damage to trees, vegetation and landscaping</li> </ul>					
<b>Heritage</b> <ul style="list-style-type: none"> <li>Heritage listed and conservation items on site and surround site</li> </ul>					

IMPACT CONSIDERATION	ANTICIPATED IMPACTS DURING OPERATION	ANTICIPATED IMPACTS DURING SET UP, PACK DOWN & LONG TERM	LEVEL OF IMPACT NEGLIGIBLE/ MINIMUM/ MODERATE	MITIGATION MEASURES DESCRIBE ACTIONS & MEASURES	LEVEL OF IMPACT AFTER MITIGATION IMPLEMENTED NEGLIGIBLE/ MINIMUM/ MODERATE
✓ SOCIAL					
<b>Public access and safety</b> <ul style="list-style-type: none"> <li>Safety during daytime operation</li> <li>Safety during evening markets (if applicable)</li> <li>Site configuration and structures creating unsafe conditions</li> <li>Access and points of congestion around vendor stalls or displays</li> </ul>					
<b>Community facilities and services</b> <ul style="list-style-type: none"> <li>Likely impact on local communities, community facilities or services</li> </ul>					
<b>Noise</b> <ul style="list-style-type: none"> <li>Noise and disturbances from patrons and vehicles entering and exiting site</li> <li>General noise and noise from equipment and tools generated by the market (requires control and must not result in transmission of 'offensive noise' as defined in the Protection of the Environmental Operations Act 1997 at the neared affected area. Amplified sounds must not exceed an LAmax of 75dB(A))</li> </ul>					
<b>Community engagement and capacity building</b> <ul style="list-style-type: none"> <li>Interaction with City projects, programs and other events in the local area</li> <li>Interaction with the local community</li> <li>Impact on diverse social groups (including but not limited to young people, older people, aboriginal people, people from CALD backgrounds, GLBT people and people with a disability)</li> </ul>					

IMPACT CONSIDERATION	ANTICIPATED IMPACTS DURING OPERATION	ANTICIPATED IMPACTS DURING SET UP, PACK DOWN & LONG TERM	LEVEL OF IMPACT NEGLIGIBLE/ MINIMUM/ MODERATE	MITIGATION MEASURES DESCRIBE ACTIONS & MEASURES	LEVEL OF IMPACT AFTER MITIGATION IMPLEMENTED NEGLIGIBLE/ MINIMUM/ MODERATE
✓	SOCIAL (CONTINUED)				
	<p><b>Vendor and suppliers</b></p> <ul style="list-style-type: none"> <li>• Ensure ethical, local and sustainable vendors and suppliers</li> <li>• Ensure market meets public health and safety requirements</li> <li>• Ensure vendors and suppliers have public liability, product liability and if applicable a Temporary Food Vending permit</li> </ul>				

- 01
- 02
- 03
- 04
- 05
- 06
- APPENDICES

IMPACT CONSIDERATION	ANTICIPATED IMPACTS DURING OPERATION	ANTICIPATED IMPACTS DURING SET UP, PACK DOWN & LONG TERM	LEVEL OF IMPACT NEGLIGIBLE/ MINIMUM/ MODERATE	MITIGATION MEASURES DESCRIBE ACTIONS & MEASURES	LEVEL OF IMPACT AFTER MITIGATION IMPLEMENTED NEGLIGIBLE/ MINIMUM/ MODERATE
✓ ECONOMIC					
<b>Local businesses</b> <ul style="list-style-type: none"> <li>Impact on business activities surrounding the site</li> <li>Ensure complementary to existing retail offering in surrounding areas</li> <li>Impact on nearby markets</li> </ul>					
<b>Reputation and Image</b> <ul style="list-style-type: none"> <li>Impact of market reputation and image for the local area</li> </ul>					
<b>Cost to Council</b> <ul style="list-style-type: none"> <li>Additional costs to City of Sydney in increased maintenance (waste, transport, rangers and environmental health inspectors, ground surface)</li> </ul>					
<b>Wider and long term economic benefits</b> <ul style="list-style-type: none"> <li>Engagement of local businesses and main street retailers</li> <li>Other economic benefits arising from the market</li> </ul>					

# ATTACHMENT B



# ATTACHMENT B

