

## **Attachment B**

<p><b>Draft Guidelines for Setting Up a Market on Council Land</b></p>
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# Guidelines for setting up a market on Council land



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# About these guidelines

This guide is ~~designed~~ for market operators seeking to set up markets on Council land in the City of Sydney local government area.

~~It's purpose is to~~ **The** guide **aims to assist** market operators through the market application process, identifying suitable sites, **and how to** obtain consent to use the site. ~~(including development consent) and ensure the market meets legislative requirements.~~

The City of Sydney supports markets ~~in the following ways~~ **on Council land in several ways.**

**These include:**

- **Dedicated** markets coordinator to help **applicants and organisers** ~~you~~ through the **application**, approval and ~~community consultation~~ **stages and then the ongoing reviews and operational support once a market is set up**
- ~~A markets panel to provide consultative advice to the market coordinator~~
- ~~Quarterly reviews and support during initial 12 months term~~
- ~~Templates and proformas provided for developing operational plans and assessments~~
- Simplified application process for markets held ~~four or less~~ **than 12 occasions a in** year to ~~test community interest or provide an opportunity for flexible themed or special one-off markets for certain occasions, such as Christmas or Easter markets, for example.~~

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## Markets policy

The City of Sydney Markets Policy complements this guide in providing guiding principles for supporting markets. ~~The Markets policy is on the City's website at~~  
[www.cityofsydney.nsw.gov.au/business/city-spaces/markets](http://www.cityofsydney.nsw.gov.au/business/city-spaces/markets)

# Setting up a market

Markets can provide for the needs of the community, ranging from the provision of providing fresh food to the provision of providing goods and services. Markets can 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.

Choose a market type

Identify a site

Submit a market site application

Plan your market

Community consultation

Set up a market

**The following steps show the process to get a market up and running.**

- **Identify a market type**
- **Identify a market site**
- **Lodge a market site application**
- **Produce a market proposal**
- **Community consultation and notification**
- **Request for proposals open**
- **Market proposal assessment and selection**
- **Set up the market**

What markets do not follow the steps outlined in this guide?

**Note:** The City of Sydney Markets Policy and this Guide **to Setting up Markets on Council Land** do not apply to temporary markets **on Council Land**. Temporary markets are markets that operate up to ~~four~~ **twelve (12) occasions** in their first a twelve (12) **month period** months of operation.

The City **of Sydney** Event Guidelines, intended for one-off and **apply to** temporary markets **that are intended for one-off and temporary events**. A copy of the Event Guidelines is available on the City of Sydney website or from the City of Sydney customer service centre or neighbourhood service centres.

Landowner's consent, and **including** development consent **where applicable**, must be obtained for markets that are not on Council land. The Markets Policy and this guide do not apply to those markets **held on land that is not under the City of Sydney's ownership or care and control**.

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## Identify a 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 may be lacking in the area.

The City **of Sydney** asks **requires** that you identify a market type to ensure **ensuring** your market offering remains consistent with the needs of a community and ~~as set out in your market charter~~ **does not unreasonably compete with goods or services that may already be available in the area**.

## Market Types

### ***Some market type examples include:***

- **Fresh food/farmers market** – a ***mainly*** 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
- **Goods market** – a ***mainly*** predominantly goods-based market that provides craftspeople, goods, or service providers an opportunity to sell new or used goods and services direct to customers
- **Speciality market** – a goods or service-based market that provides one ***main*** predominantly type of goods or service direct to customers. Examples of speciality markets can include camera markets, antique or flower markets



## Select a site ~~Identify a market site~~

A well-located market can provide a strong foundation for a successful long-term operation. ~~Select a site to suit your market type.~~ **A market site must be selected that suits the type of market being proposed.** Use the site suitability checklist (Appendix A) to assess potential market sites and determine how market use affects a site and its surrounds. **The site suitability checklist (see attachment A in this guide) should be used to assess potential market sites and determine how a market may affect a site and its surrounds.** This checklist provides performance criteria to help select the most suitable site.

Typically, markets are held outdoors, however the City ~~of Sydney~~ has a suite of landmark venues and community venues for hire. They include town halls, halls and auditoriums **several indoor venues and community spaces that may also be available for market hire.** You can find **Contact the Community Venues team** for more information about indoor community venues – [communityvenues@cityofsydney.nsw.gov.au](mailto:communityvenues@cityofsydney.nsw.gov.au) or via 9265 9333.

~~While the City~~ Whilst we encourage creative use of sites, some sites are better suited to erection of erect structures and for vehicular access than others. Some market formats can include:

- **Stalls and marquees** – best suited to sites with hardstand such as concrete, bitumen, brickwork and other paved surfaces **to avoid damage to turfed areas.** Overhead shelters are mandatory for food preparation and display of **displaying** unpackaged food **so need to be considered where applicable as to their positioning on a site.**
- **Trestle tables and ground displays on the ground** – best suited for indoor sites, sites with overhead cover, grassed surfaces and natural landscapes **for example due to the absence of inclement weather cover.**
- **Other formats** – ~~more recently, the City has received~~ **may include** creative market proposals such as car boot sale markets, rooftop markets and markets ~~comprised of~~ comprising portable trolley displays and tricycle stands.

~~You are encouraged to~~ **Market applicants should** speak to our Markets Coordinator to discuss the capacity of a site before proceeding to the next step.

The Markets Coordinator is able to ~~can help~~ identify whether **if a** market is permissible on a site in accordance with the Sydney Local Environment Plan 2012 (Sydney LEP). **permitted on a particular site in line with NSW Government legislation, including the Local Government Act 1993, the Sydney Local Environmental Plan 2012 and any other relevant policies and legislation before a proposal progresses to an application.**

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## Submit a market site application ~~Lodge a market site application~~

The market site application **form** can be **downloaded** submitted at ~~from the~~ **the City of Sydney website.** The city's one stop shop or neighbourhood service centres or by emailing [openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au)

**Applications must be lodged by sending the completed application by email to [markets@cityofsydney.nsw.gov.au](mailto:markets@cityofsydney.nsw.gov.au), or submitted in hard copy at our customer service centre or neighbourhood service centres.**

The City of Sydney 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. **determine if a site is appropriate for market use by assessing the site against the performance criteria listed in the site suitability checklist (see attachment A), together with any other criteria relevant to a particular site. The City of Sydney will also determine any specific requirements and identify any conflicting works or existing bookings that may be scheduled for the proposed location.**

## ~~Plan your market~~ **Produce a market proposal**

***A market proposal must be prepared that describes the layout, management, and operational plan for a market to allow the City of Sydney assess the proposal and its feasibility.***

***Details of what to consider in a market proposal are listed on Page 10 of this guide. Market operational requirements as detailed on Page 12 should also be reviewed to inform a market proposal.*** 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 24 and 25.

***To inform the details and production of the market proposal a market impact assessment (see Attachment B in this guide) should be used to identify and address likely impacts of the market on surrounding residents, businesses, and the environment.***

***A key factor for a market proposal is how the market can engage the community and collaborate with stakeholders, such as nearby businesses and community groups.***

***The City of Sydney requires all markets to prioritise collaboration with existing businesses and stakeholders surrounding a market site for any proposal. A proposed market cannot pose an undue conflict with any businesses or services being offered within a reasonable distance surrounding a market site.***

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 a market. the Market impact assessment template is at appendix C.

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

***Once a market proposal is finalised it should be lodged with the City of Sydney for review. Our Markets Coordinator will then start the required community notification, consultation and request for proposal processes as detailed below.***

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.

***Market proposals can be lodged by email to [markets@cityofsydney.nsw.gov.au](mailto:markets@cityofsydney.nsw.gov.au), or in hard copy at our customer service centre or neighbourhood service centres.***

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## **Community Consultation and Notification**

***Once a market proposal is lodged for review and assessment, the City of Sydney will notify and consult with the local community on the proposed market site and market type.*** The City may undertake consultation with the local community about your market proposal. this consultation is undertaken by the City to consider community comments.

***We consult the community to consider comments and feedback.*** This may include:

- Letters to the residents and businesses surrounding a site about a market proposal
- Notification **signs** displayed on site the **proposed market site**



- Details of the market proposal exhibited on the City's website ***proposed market placed on the City of Sydney website***
- ***Public notices placed in local publications***

***While the City of Sydney is only required to notify the community for proposed market licences on certain types of land, we recognise the importance of consultation and will notify the community for all proposed market sites on all City of Sydney owned or operated land.*** Community consultation is undertaken in addition to any public notices required by law.

The feedback ~~the city~~ ***we*** receive from the community about a market will be considered in the overall assessment of a market application.

***We may also provide comments from the community to a market applicant to refine a market proposal and address community concerns or needs, where required.*** ~~The City will also provide you with comments from the community to refine your market proposal.~~

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## 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 and under the City's grants and sponsorship program and put the community building initiatives into place.~~

~~Especially during the first year of holding your market, regular meetings with the City will assist in improving your operation.~~

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## Requests for proposals

***To ensure the community receives the best offerings for City of Sydney spaces, during the public notification and consultation period for any new market proposal the City of Sydney will accept additional market applications for a proposed site through a request for proposal (RFP) process. This process will run concurrently to the public notice publication and conclude on the same date as the public consultation feedback.***

***The process requires any additional applicants to provide information about them as an operator and their initial proposal for a market on the site identified for initial assessment.***

***The details for any request for proposals and the lodgement deadlines will be included in public notices and on the City of Sydney's website, with a link to the request for proposal document that needs to be completed for any additional applications.***

***Any request for proposal applications must be received before the closing time and date specified in the public notice and should be lodged via email to [markets@cityofsydney.nsw.gov.au](mailto:markets@cityofsydney.nsw.gov.au), or in hard copy at customer service or neighbourhood service centres.***

***Note: any request for proposal documents lodged in hard copy must be time and date stamped by a City of Sydney employee when it is received.***

## **Market proposal assessment and selection**

***If the notification and consultation period ends with no other qualifying proposals lodged during the request for proposals period, the City of Sydney will proceed to assess the original proposal on its own merits and in line with assessment criteria set out by the City of Sydney.***

***If the City of Sydney receives a request for proposal during the notification and consultation period that meets the standard requirements, the applicant will be asked to produce a formal market proposal, as detailed above and on page 10 for assessment and consideration, along with the original market proposal. All proposals will be assessed on their own merits and under the same assessment criteria set out by the City of Sydney.***

***The City of Sydney will initially assess applications to identify a short-list that will progress to the next stage based on the viability of the proposal and in relation to the assessment criteria.***

***Shortlisted applicants will be asked to prepare and deliver a presentation to City of Sydney staff on their market proposal and to be interviewed on the operational details and vision for the market. This can include assessing and discussing details of the proposal such as logistical considerations for safety, security, traffic management, and waste management. It can also include operational considerations such as the realistic number of stalls expected and estimated budgets and forecast revenues.***

***The City of Sydney may identify a successful proposal and operator at the conclusion of the assessments. At this time, conditional approval will be issued, pending final documents and permits, where required.***

***The City of Sydney will look favourably on a market proposal and operator who can:***

- ***curate an innovative market that also provides a platform for cultural vitality through art, performance, and bringing the local community together***
- ***through a curated offering, provide a point of difference to the existing market offerings within the City of Sydney local government area***
- ***engage and include local businesses, stakeholders, and community groups into a market to promote cohesiveness and complement the surrounding area and existing businesses***
- ***demonstrate a clear commitment to zero waste to landfill, aligning with the goals of Sustainable Sydney 2050, including a ban on single use plastic bags, a commitment to use biodegradable containers including, but not limited to beverage, takeaway containers, and cutlery within the market***
- ***demonstrate a commitment to reducing food waste through utilising services such as food rescue organisations for unsold food or food waste collection for recycling.***

***Market operators must also be able to meet the following objectives:***

- ***operate the market as an interesting and vibrant destination***
- ***operate a market that sells a high quality of goods/services representing value for money***
- ***maintain high standards of presentation and customer success***
- ***ensure that the market's operation complements and adds value to the existing businesses in the area***
- ***ensure the market does not sell or promote any prohibited items on Council land, such as fur, miss-labelled fake fur, and exotic animal skin products, other than where this is permitted under traditional first nation cultural practices***
- ***professionally organise, manage, and operate the market***
- ***have regular contact with Council and submit performance reports as part of the ongoing review of the market***
- ***ensure compliance with all requirements of the licence agreement as well as other***

***applicable legislative or planning obligations***

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## ***Set up the market***

***Once a market is granted conditional approval, an operator will need to prepare and lodge final operational documents and apply for relevant ancillary permits and licences, where applicable.***

***Page 11 provides further information on other permits and licences that may be required before the market can start operating which will also be identified by our Markets Coordinator when conditional approval is issued.***

***The successful operator will need to enter into a formal agreement with the City of Sydney to operate a market. This will either be a licence agreement for a market operating on Council land classified as operational or community, (including public reserves and Crown land), or a consent granted under the Roads Act 1993 for a market operating on a roadway or footpath.***

***The agreement will contain conditions that apply to the use of the land and operation of the market.***

# Fees

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

**Note: The City of Sydney reserves the right to review and vary fees and charges outlined in this guide where required.**

ITEM	FEE
Market site application form	<del>\$0</del> \$200 for commercial organisations and \$100 for not for profit organisations (inc. GST)
Market proposal and impact assessment	\$0
Community notification and public consultation	As applicable. You may obtain a quote from the City of Sydney if required.
Development application, if required	As applicable. You may obtain a quote from the City of Sydney if required.

The following land use fees apply for a market site.

Site fee	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</p> <p>No fee charged for the initial 12-month terms of new sites set up by not-for-profit market operators.</p> <p>*The gross annual revenue is calculated by the approved average stall numbers multiplied by the amount charged by market operator to stallholders.</p>	Site maintenance fee is estimated at the beginning of the year by assessing utility use and maintenance required on a site, as a result of market use. It is charged incrementally to monthly invoices.

**The City of Sydney's grants and sponsorship programs are designed to support the community to develop projects and works which directly benefit one or more of the following key areas:**

- **celebrating culture and creativity**
- **supporting the economy and business**
- **ensuring environmental sustainability**
- **building community.**

## Guidelines for setting up a market on Council land

***View more information about our grants and sponsorship programs, or contact the grants team at [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or phone 02 9265 9333.***

# What to include in a market proposal

The market proposal details your market plans to the City of Sydney and the community.

This section sets out what to include in a market proposal.

## SECTION 1

### 1.1 Description of market

Include:

- Name of the market and its purpose
- A market charter which should explain why this market is good for the community and the philosophy that underpins it.
- Production schedule detailing the time, location, frequency of the market, including bump-in and bump-out times.
- List of equipment to be used on site.
- Description of stall types, numbers and market activities including entertainment, workshops, and any children's activities.

### 1.2 Site plans

- Provide a site plan to show the location of structures (including stallholder structures) and access ways including any toilets, stages, seating, generators, refrigeration, stallholder loading areas, entry and exit points.
- Provide at least 2 site configurations (one as a wet weather contingency) if there is grass within the market site.

### 1.3 Site impact report

- Prepare a site impact report using the site impact assessment proforma (see attachment B) This needs to provide information on how you will protect the site and surrounding environment, minimise impact on the community and ensure your market complements the local economy.

### 1.4 Market administration

Include details on:

- anticipated patron numbers
- community engagement plan and provision of community space at the market
- marketing and promotional plan
- product consistency and service quality assurance
- stallholder manual and agreement
- stallholder fees
- stallholder retention strategy



## SECTION 2

### 2.1 Risk management plans

- Crowd management
- Emergency management plans and chain of command
- All weather protection, wet weather contingencies and market cancellation procedure
- On-site contacts, such as market manager and a staff absentee back-up plan
- Work, health and safety plan

### 2.2 Waste management and sustainability plans

Include plans and details regarding:

- Waste minimisation plan
- Reuse and resource recycling initiatives
- Whole market sustainability initiatives

### 2.3 Transport and traffic management plan (*where applicable*)

- Provide a traffic management plan and traffic redirection plan if applicable
- Provide details on active transport provisions, including safe parking for bicycles, way finding signs for accessible pathways and so on

### 2.4 Public Health

Include details on:

- Portaloos and accessible toilet locations and numbers
- First aid
- Security and money handling procedures
- Noise management plan, if applicable
- Weighting and securing of structures

### 2.5 Permits

Applications for approval of the following must be made to the City of Sydney, where applicable, for ancillary approvals prior to a market being permissible to commence:

- Temporary food vending permits
- Temporary road closures
- Traffic management on City roads

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

- Temporary event liquor licences (Liquor & Gaming NSW)
- User-pays police (NSW Police Force)
- Sydney buses approvals (State Transit Authority)
- Road occupancy licence (Transport for NSW)
- Clearways (Transport for NSW)
- Taxi Council approvals (NSW Taxi Council)
- St John Ambulance or other first aid provider (Ambulance NSW)

***Fees and charges may apply for the above services. Each service provider will advise directly about any applicable fees for their services or approvals. Fees and charges may be applicable, each service provider will advise.***

# Market operational requirements

This section provides additional market operational requirements and recommendations.

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## Insurance

You must obtain a public liability insurance policy for a minimum of **\$20 million** ~~\$10,000,000~~ ~~nothing City of Sydney Council as an interested party on the public liability insurance.~~ The City of Sydney requires a market operator to provide this certificate of currency before entering into a licence agreement.

The City of Sydney is not responsible for the risks incurred from operating a market in a public space. It is recommended you hold a current workers compensation insurance policy and other forms of businesses and operational protection.

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## Performance bond/security deposit

You may be required to provide a performance bond/security deposit **before market operation starts. This will be discussed and confirmed with the Markets Coordinator.**

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## Payment terms

A market operator is required to pay a minimum of one month's land-use fee in advance **to the City of Sydney before market operation starts.**

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## Make good and site maintenance

Where possible markets should locate market stalls and infrastructure on hardstand areas rather than on grass. Ground surface protection mats (Trakmat, Terratrack or similar) are to be used where vehicles will be operated on, or impactful infrastructure located on, grassed areas.

Site layouts should be designed to guide patrons to walk on existing pathways and hardstand where possible.

A site maintenance contribution fee may be collected for the City of Sydney to undertake works arising from market use. ~~The City will undertake the following works:~~ **These may include the following works associated with a market's operation effect on a site:**

- landscape and general property maintenance
- general cleansing of the site
- remediation of grass.

The City of Sydney will assess grass and landscape conditions periodically. Grassed areas may require closures for several weeks if returfing and remediation are required. Sites on grass may incur higher site maintenance **fees due to the increased damage to turf and landscaping**.

A site maintenance fee does not include waste collection services. ~~You are required to organise commercial waste pick up at the conclusion of each market.~~ **A market operator is required to organise commercial waste collection at the conclusion of each market with an appropriate service provider.**

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## Resource and waste management

The City of Sydney [sustainable event guidelines](#) is a helpful resource to inform 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:

- **Ensure compliance with local and state government requirements relating to the prohibition of plastic bags, single use plastics and many forms of pamphlets and flyers provided at markets.**
- Encourage stallholders to minimise waste through reducing use of packaging where possible.
- Consider implementing whole market sustainability initiatives, such as ~~'plastic bag free' with stallholders only offering paper bags and boxes encouraging market patrons to bring their own bags and making the market bottle water free.~~ **zero waste markets across the whole market and reduced carbon footprint initiatives for vehicular use related to the markets production.**

### Recycle and reuse:

- Use biodegradable or compostable products where possible **required and feasible, in line with the City of Sydney reduction of single use items policy and relevant state government policies and initiatives.** ~~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.~~
- **Additional bins should be placed next to City of Sydney bins to ensure waste from the markets does not conflict with the capacity of these bins on any site.**
- **City of Sydney bins do not have the capacity to service market operations in most circumstances.**

### 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.

Additional bins should be placed at the following locations as a minimum:

- key entry and exit points
- areas where food and drink are consumed
- next to City of Sydney bins
- beside designated walkways and high traffic areas
- where they can be effectively emptied and serviced, especially in peak periods.

**Market operators must** make sure the site is returned to its original condition at the end of each market. An operator is required to remove associated litter from the streets surrounding a market site up to 50m from the site boundary, or as specified in the licence agreement with the City of Sydney for the use of the site.

## Sustainability education and initiatives

The waste management plan for a market should include how an operator plans to work with the City of Sydney's waste and education and community gardens program. For example:

- encourage stallholders to take food waste back to their farms or 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 organic waste collection as part of your recycling system.

Wherever possible, include educational information at a 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 for community involvement and collaboration.

A market must involve the local community and should engage community groups, sporting clubs, schools, colleges, and community centres, for example, to participate in a market where possible. Markets must provide space for the community to meet, participate in activities, perform, and enjoy live entertainment where possible.

Local service and community groups must be given access to free or low-cost stalls at any market, as markets can help connect communities and enliven the public domain.

## Stallholder and supplier selection

***Stallholders must be able to operate sustainably and safely. Priority should be given to stallholders that operate or produce goods locally, to minimise the distance in which goods sold at a market have travelled to get there.*** ~~A good way to start is by choosing stallholders that operate sustainably and safely. Consider stallholders that operate or produce goods locally. Thereby minimising the distance in which goods sold at your market have travelled to get there.~~

## Pedestrians and cyclists

~~A market with~~ Well-designed access routes and adequate space for gathering around stallholder 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 disability has a right to obtain goods and use services and facilities in the same way as people without disability. Refer to the City of Sydney's inclusive and accessible public domain policy. ~~City of Sydney access DCP 2004 and comply with 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 providing accessible parking and circulation space to allow manoeuvrability of wheelchair turns and passing through doorways and accessways.

Ample room for bicycle parking should be provided to encourage patrons to ride to the market. Public transport and active transport access must be communicated clearly on any promotional material for a market.

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

## Traffic and parking management

If you require a road closure or alterations to the public road, traffic or parking arrangements, approval is required from the Local Pedestrian Cycling and Traffic Calming Committee **before the operation of a market.**

***A detailed traffic management plan, including road closure plans where applicable, must be prepared for lodgement with the committee, within the deadlines required by Transport for***

**NSW. Information on application requirements and deadlines for submission to committees can be discussed with the market's coordinator once an in-principle approval has been confirmed for a market proposal.** 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 as early as possible.

**The City of Sydney recommends operators source off-street parking for stallholders to ensure no additional pressures are placed on local streets for parking. Markets should be ideally situated close to transport links to reduce requirements for vehicle use for the public attending a market.** 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 sites, ensure safety for pedestrians. For emergency vehicles to access the market site, a 4 metre wide access way is required.

The City recommends you try and arrange all day off street parking for each participating stallholder 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 of Sydney will assess proposed operating hours by considering surrounding site uses. Permitted set up and pack down times are dependent on impacts to the surrounding stakeholders, uses and zoning.

### Set up and pack down

**Access for stallholders for their trading site must be considered to reduce conflicts with vehicle and produce movements across pathways and pedestrian areas. A route should be provided that ensures protection of grass and natural landscape. Loading zones should be allocated on a scheduled basis to avoid conflicts with access for stallholders. Pedestrian safety must be maintained as an upmost priority throughout the use of a public space for a market.** Consider how your stallholders 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 licence agreement term, a market operator will be required to meet with our Markets Coordinator for ongoing operational reviews, market performance and feedback from the community and the City of Sydney.

Our Markets Coordinator will ensure that any community issues notified to the City of Sydney are raised in a timely manner with the operator and will follow up any resulting actions.

The market operator will be asked to conduct a survey of customers after 6 months and 12 months of operating. The markets coordinator will be able to assist the operator in how to set up and conduct the surveys.

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 on all market matters to ensure public health and safety.

# Attachments

## Attachment A

### Site suitability checklist

This is an initial checklist for assessing a site's physical capacity for market use. In assessing an application, the City of Sydney's Markets Coordinator will discuss this checklist with an applicant to assess the site suitability.

In considering the market impact on the environment, community, and local economy, refer to the market impact assessment (attachment B) and market operational requirements.

### Capacity and conditions

Criteria	Criteria performance measure	Y/N
Location	Highly visible sites, such as high pedestrian or vehicle traffic routes, provide recognition and attract passing traffic.	
Landmark	Sites with a well-known landmark 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 always 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, as infrastructure cannot be staked into the turf. Hardstand is preferred for storage of goods, erection of temporary structures, vehicle travel and pedestrian access.	
Patron and stallholder capacity	Estimate site capacity to ensure it will accommodate anticipated stallholder and patron numbers. Consider how patrons will move through the site and the stall layout.	
Seating and community space	<p>Ensure adequate seating is available. Providing seats and tables for patrons is a great way to ensure patrons stay longer at your market.</p> <p>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</p>	



Criteria	Criteria performance measure	Y/N
	the centre by way of involving the centre or wayfinding 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 of an existing market similar in product or service offering to your proposed market type.	

### Utilities and infrastructure

Criteria	Criteria performance and measure	Y/N
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 of Sydney's public toilet strategy provides a guide on temporary public toilet facilities and accessible toilets	
Overhead cover	A degree of cover at a market site provides weather protection and reduces uncertain trading conditions.	
Storage	Sites with storerooms or cages are ideal for storage of ongoing use items such as banners, seats, tables, sunshade, traffic control equipment and ground protection mats.	
Sound amplification	Sites with an in-built announcement system increase the opportunity for live entertainment.  Always consider how market noise and sound amplification may impact adjoining or neighbouring properties.	

### Accessibility and transportation

Criteria	Criteria performance measure	Y/N
Parking capacity	Consider where your stallholders may access all-day off-street parking to ensure no additional traffic pressure is place 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.	

Criteria	Criteria performance measure	Y/N
Active transport	Consider how the site caters for people walking or riding bikes to the market. Are there accessible routes to and throughout the site? Would you require bike parking?	
Loading zones and emergency access	Where vehicles are unable to drive onto the site, consider how the stallholders would be unable to load and unload their vehicles. Sites that are too narrow for emergency vehicle access are not ideal for operating markets.	
Equitable access	The <i>Disability Discrimination Act 1992</i> requires non-discriminatory 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.	

### Long term potential

Criteria	Criteria performance measure	Y/N
Potential to expand	Consider the availability of nearby sites such as laneways, parks, car parks, vacant properties, school grounds and other Council owned sites. All sites require landowner'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 (attachment B) 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.	

## Attachment B

### Market impact assessment

#### ENVIRONMENT

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible /minimum /moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
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#### Traffic

- Impact resulting from market activities. For example, road closure, traffic redirection, loading zones and increased traffic in local streets.
- Number of all-day parking spots required for stall holders.
- Parking provisions for patrons conflicting with people who currently use parking in the area.

#### Waste

- Collection, storage, handling, and disposal of compostable, recyclable and general waste
- Resource and packing minimization
- Gray water and cooking oil

#### Water use and run off

- Liquid spillage by patrons and stall holders.

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible /minimum /moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
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- Use of public taps and drainage.
- Liquid spillage by patrons and stall holders.
- Use of public taps and drainage

### Visual impacts

- Liquid spillage by patrons and stall holders.
- Use of public taps and drainage.
- Site surface.
- Grass, soil and landscaping, protection and protection monitoring

### Heritage

- Heritage listed and conservation items onsite and surrounding site.

## SOCIAL

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible/ Minimum/ moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
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### Public access and safety

- Safety during daytime operation.

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible/ Minimum/ moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
	<ul style="list-style-type: none"> <li>Safety during evening markets (if applicable).</li> <li>Site configuration and structures creating unsafe conditions.</li> <li>Access and points of congestion around stalls or displays.</li> </ul>			
<b>Community engagement and capacity building</b> <ul style="list-style-type: none"> <li>Interaction with City of Sydney projects, programs, and other events in the local area.</li> <li>Interaction with the local community.</li> <li>Impact on diverse social groups (including young people, older people, Aboriginal and Torres Strait Islander peoples, people from CALD backgrounds, LGBTIQ communities and people with disability)</li> </ul>				
<b>Stallholders and suppliers</b> <ul style="list-style-type: none"> <li>Ensure ethical, local, and sustainable stallholders and suppliers.</li> <li>Ensure market meets public health and safety requirements.</li> </ul>				

## ECONOMIC

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible/ minimum/ moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
<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>				



