



CASUAL APPLICATION FORM 2018

(Office Use Only) RECEIVED BY: _____ FIRST TRADING: _____ LAST TRADING: _____

Stall Size:
 UNDER 2M 3M 4M 5M 6M OTHER

Trading Basis:
 NEW APPLICATION RE-APPLICATION

Categories:

POLITICAL <input type="checkbox"/>	COLD FOOD <input type="checkbox"/>	FISH/SEAFOOD <input type="checkbox"/>
PLANTS <input type="checkbox"/>	FRUIT & VEG <input type="checkbox"/>	ART & CRAFTS <input type="checkbox"/>
SERVICE <input type="checkbox"/>	INFORMATION <input type="checkbox"/>	OTHER <input type="checkbox"/>

NAME of APPLICANT/S.....

BUSINESS NAME (Plus ABN if applicable).....

POSTAL ADDRESS

HOME PHONE MOBILE/S.....

EMAIL ADDRESS.....

By signing this application, the Applicant/s agree that the information provided is correct and current. The Applicant/s also agree that they have read and understood the **RULES & REGULATIONS** (pages 2/3) and **FEES & PAYMENTS** (page 4) of the 2018 Palmerston and Rural Markets’ “Casual Application Form” and that they will abide by those Rules & Regulations. Failure to comply will result in a review of the Applicant/s attendance and trading at the Palmerston Markets during 2018.

DATE:/...../2018

NAME: SIGNATURE:

NAME: SIGNATURE:

ELECTRICAL LISTING

Please list all electrical items used for the operation of your stall.

Please note: all electrical items require testing & tagging before you can trade.

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DETAILED PRODUCT LISTING

List all products you wish to sell.

Please note: no second hand electrical items or live animals can be sold at the market.

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RULES & REGULATIONS

TRADING DATES & TIMES

First Market Date: 27th April 2018 (No Trading During the Darwin Show)

Last Market Date: 26th October 2018

All stalls are to be operational from 5 pm till 9 pm

NO STALL MAY START TRADING BEFORE 2PM.. NO EXCEPTIONS!

POWER & LEADS

Power boards are to be off the ground and overhead leads are to be at least 2.5 metres above the ground.

No double adaptors are permitted. All electrical equipment must be tested and tagged by a licenced operator before trading. Stallholders are liable for any damages caused by faulty electrical equipment.

PHOTOGRAPHY

Photographs may be taken of you, your employees and/or stall throughout the Market season to be used in media and advertising formats, to promote the Palmerston and Rural Markets.

HEALTH: SMOKING & ANIMALS

It is the Stall Holders responsibility to comply with all Government regulations.

The Market Precinct is a Smoke-Free and Dog-Free Zone in accordance with the regulations of the Northern Territory Government and the City of Palmerston.

WASTE & CLEANLINESS

Small black garbage bins and wheelie bins provided by the Market are for Public use only. Stallholders' general waste must be disposed of in the large skip bin provided. Cardboard is to be flattened before disposal in the blue recycling bin. Each site is to be clean and tidy at the end of night.

Stallholders will be liable for charges incurred due to negligence or non-compliance.

VEHICLES AND TRAFFIC MANAGEMENT

The Goyder Square site has several entry points (see map page 5). All vehicles entering the site must turn on their **HAZARD** lights while the vehicle is moving inside the Market area.

Vehicles must give way to pedestrians and follow traffic controllers' instructions.

Vehicles reversing or manoeuvring a trailer must have another person watching out for pedestrians and other vehicles. **On arrival you must first remove all stall items from your vehicle** – then remove your vehicle immediately from the Market area so other stallholders may enter too. All vehicles are to be removed from the Market area by 4:30pm. **No vehicles are to remain during trading hours unless authorised by the Co-ordinator. Stalls are to be packed up before** you bring your vehicle in for loading at the close of each trading night. **Vehicle re-entry to the Market Precinct is STRICTLY from 9.15pm only. No exceptions.**

TRAFFIC ENTRY AND MOVEMENT AROUND THE MARKET AREA:

Traffic management staff will be situated at the Market entry points (from 8-30am) and exit points (from 9.00pm). They will ensure that you enter and exit the Market safely and do not endanger the general public or damage the site with your vehicle.

Any damage caused to the site garden beds or grassed areas by your vehicles or stall activities will be reported to the Committee and Co-ordinator and you will be required to pay for any measures needed to fix the damage. Failure to do so may result in the loss of your Bond and/or the suspension of your permit to trade in the Market.

SITE ALLOCATIONS, APPROVALS & CASUAL SITES

The Committee reserves the right to allocate and/or alter the position of any casual stall without notice.

Casual Sites are allocated on a weekly basis and are not guaranteed to be in the same position each week.

APPLICATION VARIATIONS

Variations to this application must be requested in writing and are subject to Committee approval.

Variations may include additional products/services or a change in stall ownership.

COMPLIANCE & BEHAVIOUR

By signing this application, **you and your staff are agreeing to comply** with all details listed, including payment of fees, Council By-laws, Territory Government and Commonwealth laws and regulations.

Failure to comply with the details of this application, audit failure, or inappropriate behaviour and conduct will result in immediate action and may result in the cancellation of site allocations or your permit to trade.

FEES & PAYMENTS

PAYMENT

Payment is required in cash, on a weekly basis, and **MUST** be paid on the night of trading at the Information Booth or to a Market fee collector.

FEE SCHEDULE:

Stall size is frontage only (including tow bars), and will be measured & charged accordingly. No stall is allowed a side longer than their frontage. Any stall which measures 0.5 of a metre or more over a whole number measured will be charged at the higher rate i.e. if your stall is 4.5 metres long you will be charged at the 5 metre rate.

CATEGORY	Up to 2.5 Metres Frontage	3 Metres Frontage	4 Metres Frontage	5 Metres Frontage	6 Metres Frontage
Art/Craft/Plants	\$35/week	\$40/week	\$50/week	\$60/week	\$65/week
Information	\$20/week	\$25/week	\$30/week	\$35/week	\$40/week
Religious	\$25/week	\$30/week	\$40/week	\$45/week	\$55/week
Fundraising	\$10/week	\$20/week	\$25/week	\$30/week	\$40/week
Educational (non-profit)
Police/ St John Ambulance	No Charge	No Charge	No Charge	No Charge	No Charge
Political	\$30/market	\$35/market	\$40/market	\$45/week	\$50/week
Fruit & Vegetable	\$40/week	\$45/week	\$55/week	\$65/week	\$75/week
Service	\$35/week	\$40/week	\$45/week	\$50/week	\$60/week

TRAFFIC ENTRY AND MOVEMENT AROUND THE MARKET AREA

There will be traffic management staff situated at the Market entry points (from 8-30am) and exit points (from 9.00pm). You must obey their directions. They will ensure that you enter and exit the Market safely and do not endanger the general public or damage the site with your vehicle. You must have your flashing hazard lights on when driving inside the Market Area!

Any damage caused to the site garden beds or grassed areas by your vehicles or stall activities will be reported to the Committee and Co-ordinator and you will be required to pay for any measures needed to fix the damage. Failure to do so may result in the loss of your Bond and/or the suspension of your permit to trade in the Market.

Note: **E**'s mark the only permissible vehicle entry and exit points for the Market.

