

Please ensure that you have read and understood all **terms and conditions** to this activity before completing this form.

HOW TO COMPLETE THIS FORM

1. Ensure that all fields have been filled out correctly.
2. Fields on this form marked with an asterisk (*) are mandatory and must be completed before submitting the application.

SECTION 1: APPLICANT DETAILS

Title	First name(s)*	Website/Other
Family name*		Email address*
Postal address*		
Suburb*		Permit Holder Title First name(s)*
State*	Postcode*	Family name*
Contact telephone number*		

SECTION 2: Activity details

Market name/title*

Activity/Performance description* (for outdoor markets add menu with prices)

Activity date*	Activity time*	Activity location*	Bump in time*	Bump out time*	Market start time*	Market finish time*

If you are applying for a recurring market please specify how often the markets will take place (e.g. weekly, monthly)*

SECTION 3: Social, economic and environmental benefit

Will there be any social, economic or environmental benefits to Parramatta?

SECTION 4: Supporting documentation

I have supplied the following supporting documents:

Site plan (to scale)	Vendors food handling certificate
Waste management plan	Public Liability
Traffic management plan	
Risk assessment plan	

SECTION 5: TERMS & CONDITIONS – OUTDOOR MARKETS - MUST READ AND SIGN

General

- Any organisation or person applying to conduct markets must nominate a permit holder.
- The permit holder must be onsite at all times as nominated on the permit.
- The permit holder must issue a copy of the permit to all stall holders. Permits must be displayed for the duration of the market.
- Portable signage is permitted subject to approval.
- At least seven days prior to the market, the permit holder must collect the Permit at Council offices, City of Parramatta, 126 Church Street, Parramatta NSW 2150. The permit holder must retain copy of the Permit and any special conditions at all times in easy access for public inspection.
- The permit holder must supply a list of stallholders if requested by Council
- The Permit will not be issued until payment is received in full.
- Cancellation of a permit occurs immediately when:
 - Any of these Terms and Condition is breached;
 - Any special written condition of the permit is breached;
 - Refusal to follow the direction of an Authorised Council Officer;
 - Should Council identify any misrepresentation in the application. Cancellation of a previous permit may be taken into account in future requests by the organisation and associated individuals.
- The Local Government Act (1993) gives Council the power to assign special conditions to any permit to undertake activity in a public domain. Such conditions will be specified in written approvals and/or permit granted by Council.
- Authorised Council Officers, Community Safety Officers or emergency services may require an activity to cease at any

time. The activity may be required to cease if it is deemed to be causing an inconvenience, harm to the public or property, a nuisance or causing offence to the public or property. The activity must comply immediately to any request to suspend, relocate or cease the activity or permit.

- All market infrastructure and equipment must be removed at the close of trade, unless otherwise approved under special consideration.

Location

- Markets must be conducted within the approved location nominated on the permit.
- Locations available for markets may change at any point in time, subject to various external factors.
- Stallholders requiring power for their activity may be able to access power on site, if available, but have no entitlement.

Date and times

- Markets must be conducted within the approved time nominated on the permit, inclusive of breaks, bump-in and bump-out.

Impact on amenity

- Any market activity which creates offensive noise, as defined by the Protection of the Environment Operations Act (1997) is prohibited.
- The exact mix of stalls, types of food offered and goods on offer is subject to approval at the time of making application.

Access

- Vehicle movements are only permitted during bump-in and bump-out, and must not occur during the trading hours of the market.

- No vehicles may remain in the market during trading. Any special exception to this condition must be sought at the time of application, and dashboard permits may be issued in special circumstances.
- A minimum of 2 meters clearance is required for pedestrian walkways.
- If a road closure is required for the market, it must be nominated on the application however, approval is subject to a separate application to Parramatta Traffic Committee.
- Any road closed during the market operations must maintain a 3 meter clearance for emergency vehicle access.

Waste

- The permit holder must ensure that the market location is kept clean and tidy during and immediately after the approved permit period.
- All general litter and waste is to be swept, collected, removed from site and disposed of in a proper manner.
- Any waste generated by stall holders must be removed from site and must not be swept into the street gutters or adjacent areas.
- Ground coverings are required within all food serving marquees.

Signature*

Risk

- The permit holder is responsible for making any decisions to cancel the markets due to inclement weather conditions.
- The applicant will be held responsible for remediating any damage they or the stall holders or the market participants, cause to public property such as marquees, landscaping, street furniture, and footpath paving to the satisfaction of Council officers.
- The permit holder is responsible for public safety including the safety and security of market structures.
- In the event of any incidents or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, preferably supported by photographic evidence, and submitted to Council.

Marquees/portable advertising

- Where a marquee is used weights must be used on the base of each leg
- Marquee walls should be up.
- All tear-drop and pull-up banners also need to be weighted.

SECTION 6: Declaration

I declare that the information that I have provided in this application is true and correct. If granted a Permit, I agree to comply with the conditions of use in association with that permit including by not limited to:

- I have read and understood the terms and conditions outlined for this activity;
- I will abide by the conditions outlined in the permit issued to me;
- I will notify City of Parramatta if my performance changes significantly;
- I will make my permit available for inspection by an authorised officer of Council upon request and follow any lawful direction issued by that officer;
- I will notify City of Parramatta of any changes to my contact details;
- I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- I will agree that all permits are non-refundable. I acknowledge that information found to be false in support of this application will result in my permit being cancelled.

Applicant name*

Signature*

Date*

City of Parramatta is committed to protecting your privacy. The personal information you provide on this application is being collected by City of Parramatta for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent. Unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed.

LODGING THIS APPLICATION

You can lodge the complete application form and supporting documents:

By email: Please submit saved application and supporting documents to streetactivity@cityofparramatta.nsw.gov.au

In person: City of Parramatta, 126 Church Street, Parramatta NSW 2150