

MARKET STALL APPLICATION FORM

About this form:	This form is to apply for an Annual Market Stall License – relevant to ALL Markets within the Inner West Council area.
How to complete:	<ol style="list-style-type: none"> 1. Ensure that all fields have been filled out correctly, dated and signed. 2. Once completed, please refer to the lodgement details section for further information. 3. Cannot be lodged without current insurance policy

1. Applicant details:

Family / Corporation / Company Name <small>(if company, company seal to be affixed)</small>		ACN	
		ABN	
Contact Name			
Postal Address			
Phone No		Mobile	
Email			

2. Market Stall details:

Location and number of Stall/s:	Location	Number of Stall/s Required
	<input type="checkbox"/> Balmain Market	
	<input type="checkbox"/> Orange Grove Farmer's Market	
	<input type="checkbox"/> Rozelle Market	
	<input type="checkbox"/> Addison Road Community Market	
	<input type="checkbox"/>	
Trading Name of Stall/s:		
No of Stall/s:		
Person in Control of Stall/s:		
Address of Contact Person:		
Email Address:		
Contact Numbers:		
List of food to be sold at the stall/s: <i>(Note: Section 6.5 of the Temporary Food Premises Code does not permit <u>pre-cooked</u> potentially hazardous food such as chicken, meat, seafood, rice etc to be sold from a temporary food stall)</i>		

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3. Equipment list:

Equipment / Surfaces	List of Equipment being used at the stall/s
Food warming devices:	
Refrigeration:	
Hand washing facilities:	(must provide warm running water)
Waste facilities:	
Counter food protection/sneeze guards:	
Overhead protection over all cooking/food preparation areas:	
Floor covering:	

4. Details of off-site food preparation area(s)

The location(s) of any off-site preparation areas, including cooking and partial preparation such as chopping and cutting of ingredients, must be listed below. Each preparation area must meet Council's health requirements. If the location(s) are not in the Inner West Council area, evidence of registration with the applicable Council must be provided.

Food preparation site:	Yes	No
Is food preparation being carried out off-site other than at the stall? If yes, provide address of the location where food preparation is being carried out below:	<input type="checkbox"/>	<input type="checkbox"/>
*		
Is this location in the Inner West Council area?	<input type="checkbox"/>	<input type="checkbox"/>
If the location is not in the Inner West Council area, have you attached evidence of registration with the applicable Council for this location?	<input type="checkbox"/>	<input type="checkbox"/>

5. Insurance policy checklist requirements (mandatory)	Yes	No
Is the insurance policy current?	<input type="checkbox"/>	<input type="checkbox"/>
Does the insurance policy cover all food to be sold at the stall?	<input type="checkbox"/>	<input type="checkbox"/>
Is Public Liability valued at \$10 million ?	<input type="checkbox"/>	<input type="checkbox"/>
Is Product Liability valued at \$10 million ?	<input type="checkbox"/>	<input type="checkbox"/>
Is Inner West Council nominated as interested party?	<input type="checkbox"/>	<input type="checkbox"/>

6. Fee information:

- The application fee is a **non-refundable** Please refer to Council's website for the applicable fee.
- Please note that the application fee does not include inspection fees. Inspection fees will be charged after the completion of any inspections undertaken by Council's Health Officers.

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Declaration & Signature:

I declare that all information supplied on this form is true and correct and there are necessary records and / or documentation to support this application form.			
Print name here:			
Signature:		Date:	

Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

How to lodge

Lodging an application requires a completed application form. All relevant information and the payment of the required fee (where a fee applies). The application will be checked at lodgement to ensure the required information is provided.

- **Incomplete or illegible applications will not be accepted and will be returned – You must include a current and up to date insurance policy with this application – see section 5 above.**

Lodge by email: council@innerwest.nsw.gov.au

Lodge in person: Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

Opening hours: Monday-Friday, 8:30am-5:00pm www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am to 4:30pm.

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049

Fees and charges: Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Cheques are to be made payable to: Inner West Council

Office use only

Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
Record number (if applicable):		Cashier code:	
Customer number (only for CRM related forms):		Initial of officer:	

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Important Information for Market Stall Applicants

The sale of food in NSW is regulated by the *Food Act 2003* and *Food Regulation 2010*. Anyone who wishes to operate a temporary food stall for the sale of food within the Leichhardt area must be registered and approved with Council. Food for sale includes all prepared and pre-packaged food.

Application requirements

The following information must be submitted to Council for approval prior to the operation of a Market Stall:-

1. A completed 'Market Stall Application Form';
2. An application fee (please refer to Council's website for a break-down of fees);
3. A current insurance Policy; and
4. If applicable, a confirmation letter from the appropriate Council of any off-site food preparation areas.

Please note that the insurance policy must include the following information:-

- **Show a current expiry date (the policy must not expire prior to the end of the current financial year period);**
- **Inner West Council must be nominated as an interested party;**
- **Public liability must be valued at 10 million dollars; and**
- **Product liability must be valued at 10 million dollars.**

Applications must be submitted at least five (5) working days **prior** to trading at any market. Lodgement of an application form does not constitute approval to commence operations. Trading at any market can only commence once a laminated permit has been issued by Council. Please allow at least two (2) working days for the processing of any market stall application.

Market Stall license

All market stall licenses are valid until 30 June of the financial year. Any person who holds a market stall licence and wishes to operate after 1 July of the new financial year, must renew their licence by paying the annual renewal fee of – see Councils Fees and Charges policy - www.innerwest.nsw.gov.au/FeesAndCharges. A valid insurance policy (for the new financial year period) is also to be provided to Council should the existing policy expire by 30 June of the previous financial year period.

Notification of Market Stall

Section 4 of Food Safety Standard 3.2.2 requires anyone involved in selling food at a temporary event to notify their food activity details to the NSW Food Authority prior to the commencement of any food handling operations. Upon receipt of your temporary food premises permit, you are required to notify your details to the NSW Food Authority at www.foodnotify.nsw.gov.au. Failure to notify your details can incur an individual fine or penalty notice.

Preparation of Food

Food that will be sold at a temporary food stall and which has been prepared at a different location (other than at the food stall) must be prepared in a food preparation area that has been registered by the applicable Council. Food preparation areas that are not within the Inner West Council area must be registered with the applicable Council in which it is located. Evidence of registration with the appropriate Council must be provided with the application form (refer to point 4 of application form). Evidence of registration applies for pre-prepared and pre-packaged foods.