



APPLICATION FORM 2025

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

Stall Size:

3M 4M 5M 6M OTHER

If the stall is approved the size will be checked by Market coordinator at first market. Market coordinator may change nominated stall size, if found not reported correctly. The Committee reserve the right to alter and add fees to a stall invoice.

Permanent Trading Basis:

NEW APPLICATION 2025 OR RE-APPLICATION (traded in 2024)

ALL NEW PERMANENT APPLICATIONS ARE REQUIRED TO PROVIDE A \$500 BOND.
THIS BOND MAY BE REFUNDED ON COMPLETION OF THE FULL SEASON OR ROLLED OVER FOR THE FOLLOWING YEAR.

Casual Trading Basis:

NEW APPLICATION 2025 OR RE-APPLICATION (traded in 2024)

Categories:

HOT FOOD	<input type="checkbox"/>	COLD DRINKS	<input type="checkbox"/>	COLD FOOD	<input type="checkbox"/>
PLANTS/FLOWERS	<input type="checkbox"/>	FRUIT & VEG	<input type="checkbox"/>	ART & CRAFTS	<input type="checkbox"/>
SERVICE	<input type="checkbox"/>	POLITICAL	<input type="checkbox"/>	DESSERTS/SNACK	<input type="checkbox"/>

RE-APPLICATIONS FOR PERMANENT STALLS CLOSE March 31st, 2025

NEW APPLICATIONS FOR PERMANENT STALLS CLOSE April 15th, 2025

NAME of APPLICANT/S.....

BUSINESS NAME and ABN (if applicable)

POSTAL ADDRESS

HOME PHONE (optional)MOBILE/S

EMAIL ADDRESS.....

RULES & REGULATIONS

TRADING DATES & TIMES

First Market Date: **2nd May 2025**

Last Market Date: **31st October 2025**

All stalls are to be operational and open from 5pm till 9:00pm. If a stall has sold out before the market closing time the stall is to display a **SOLD-OUT** sign and remain open with lights on. Stalls should carry enough stock to ensure the ability to trade until 9:00pm. Stalls that sell out before 8:30pm more than three times in a row will be referred to the committee for review of their position at the Market.

PLEASE NOTE: NO STALL IS TO COMMENCE TRADING BEFORE 2PM. NO EXCEPTIONS.

POWER & GAS & FIRE EXTINGUISHERS

Approved signal Switch Power boards are to be off the ground and leads are to be 2.5 metres safely from the ground. All ground Power cables must not pose to be a trip hazard and be covered in accordance with work safe rules.

Double Adaptors are not permitted.

Stallholders will be liable for any damages caused by their faulty electrical equipment.

All electrical equipment must be tested and tagged prior to Markets commencing.

Gas bottles must but be fitted with safety valves and stored appropriately. All gas installations must be certified and have a compliance plate fitted.

All Food Stalls using deep fryers must have fire extinguishers and a fire blanket.

All Stalls are strictly to adhere to Work Safe Regulations with no exception. The Market coordinator will conduct inspections prior to the start of the first market of the season and at random stages of the market season.

INSURANCE

All Permanent Stallholders must have a current \$20m public liability insurance policy and supply a copy of your policy Certificate of Currency with this application. If policies expire through the season a copy of the renewed policy must be sent to the committee. Stalls without valid policy will be suspended from trading.

PHOTOGRAPHY

Photographs may be taken of you, your stall, and your staff throughout the market season by representatives of the Palmerston and Rural Markets. These are to be used for social media, advertising, and marketing of the Palmerston and Rural Markets.

HEALTH & SMOKING & ANIMALS

All Food Stalls are to supply a copy of their NT Health Department Certificate AND Food Safety Supervisor Certificate (SITSS00069) with this application to trade.

It is the Stall Holders responsibility to comply with the NT Health Act. Any stall that has had their Health Department certification suspended or cancelled they must immediately cease trading at Palmerston Markets, and immediately notify the committee of the circumstances. If the Health Department Certification is reinstated the stall holder must first receive approval from the committee before returning to trading at Palmerston Markets.

The Market Precinct is a Smoke Free Zone, in accordance with Northern Territory Government requirements.

Smoking is permitted STRICTLY 2 metres outside the Market Zone Area (map at information stall).

Animals are prohibited unless permission has been given (e.g., Petting Zoo, Animal Welfare and Aid Dogs).

VEHICLES AND TRAFFIC MANAGEMENT

Traffic management staff will be at the Market entry points (from 8:30am) and exit points (from 9pm) to ensure that you enter and exit the Market safely and do not endanger the public or damage the site with your vehicle. You must obey their instructions and have your hazard lights on when driving inside the Market Area! Speed must not exceed walking pace.

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

Vehicles reversing or manoeuvring a trailer must have a spotter watching for pedestrians and 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. 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 Market 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 after 9:15pm. NOT INCLUDING EMERGENCY VEHICLES.

Any damage caused to the site, garden beds or grassed areas by stallholder vehicles or stall activities that are reported to the Market coordinator may be forwarded to the Committee. The Committee may require the stallholder to pay for measures needed to repair any damage caused by the stallholder. Failure to do so may result in the loss of the stalls Bond and / or the suspension of your permit to trade in the Market.

WASTE & CLEANLINESS

Wastewater must be disposed of at the sullage pit and waste cooking oil at the oil tank only. Please avoid spillages and notify the Co-ordinator or a staff member if a spillage occurs! Cardboard is to be flattened and put in the blue recycling bin. Stall sites are to be clean and tidy at the end of night.

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

(UNDER NO CIRCUMSTANCE IS WASTE FROM OTHER MARKETS OR PLACE OF BUSINESS IS TO BE DISPOSED OF IN MARKET PROVIDED WASTE BINS, SULLAGE PIT OR OIL TANK. STRICT CONSEQUENCES/PENALTIES APPLY IF CAUGHT NOT ABIDING BY THIS RULE.)

SITE ALLOCATIONS, APPROVALS

The Market Co-ordinator in conjunction with Committee approval may change or re-allocate the position of any stall without notice.

If a stall holder wishes to relocate to a new position, they must apply to the Market Co-ordinator detailing the new location and reason for the move. The market Co-ordinator may approve or seek approval from the committee. The stall holder will be advised of the outcome of their application to move following the next Committee Meeting. Only after approval may the stall holder relocate to the new location.

APPLICATION VARIATIONS

Variations to this application must be requested in writing and are subject to committee approval. Variations may include additional products, change of products, or change of stall ownership.

COMPLIANCE & BEHAVIOUR

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

BREACH OF RULES AND REGULATIONS

If the committee is made aware of a stallholder in breach of rules and regulations, they will be sent a written notice of the breach. The breach must be rectified by the next market. Serious breaches of rules and regulations may result in cancellation of position from the markets.

SUPPORTING DOCUMENTATION REQUIRED

Relevant Documents MUST be provided to process your Application

1. Stall Owner Identification - Driver's License / Passport / Birth Certificate.
2. Certificate of Currency for Public and Product Liability (Food Stalls require \$20 Million cover/A.C.S. Stalls require \$10 Million cover)
3. Copy of Business Registration Provided
4. Copy of Food Registration Provided (If Applicable)
5. Fisheries Licence Provided (If Applicable)
6. Food Safety Supervisor Certificate (SITSS00069) (If Applicable)
7. Gas Compliance Certificate (If Applicable)

FEES & PAYMENTS

ABSENCES & HOLIDAYS

Absences for Permanent Stallholders require full payment, even if notified in advance. Notification of any absence is required by phone/email no later than close of business each **THURSDAY** prior to the absence. The Committee will review the permanency of any stall which is absent for more than **3** weeks during Market Season without due notice and acceptable excuses given.

ASSOCIATION MEMBERSHIP

Permanent Stallholders are to pay \$30 for association membership this season. There is **ONE membership allocated for each permanent stall**, allowing one vote at the Annual General Meeting or other Association meetings per permanent stall.

MARKET FEE SCHEDULES

Full Season Fees
(To be paid in full by 2nd May 2025.)

Monthly Season Fees
(First payment due 2nd May 2025, then monthly on / or before 2nd Market of each month.)
Market Committee reserves the rights to revoke, suspend or refuse to renew.
The Market Treasurer holds all responsibility for collection of market monies and banking.

PAYMENT OPTIONS

Direct Transfer:

Palmerston Markets Association

BSB: 035-318

Acc: 74-0113

You must include a reference with all deposits (***your stall name and Invoice Number***) For Invoice Reconciliation and Receipt

Cash payment:

Cash payments will be made at the Market Information Both directed by the Market Treasurer. The Market Treasure holds the rights to nominate Market Employee/s (IAW Market Employee/s Contract) and or any other Committee Member holding a financial delegation.

By signing this application, I, the undersigned Applicant agree that I have read and understood all **RULES & REGULATIONS** and **FEES & PAYMENTS** associated with this application and have answered all questions and that all information on this application is true and correct.

NAME: **WITNESS:**

SIGNATURE: **SIGNATURE:**

Date: / /2025

PERMANENT STALL FEE SCHEDULE

Fees are calculated using the meterage of your stall frontage, extra meterage not reported will be assessed at the square meter fee of \$5.00 p/2m. (measured by the Co-ordinator & Treasurer). Your stall includes tow bars in usable space. Stallholders are not allowed to use the garden beds for preparation or storage of stall materials. (All fee's are GST-Exclusive)

Stall Size	3 Metres Frontage (3 x 3)	4 Metres Frontage (4m x 3m)	5 Metres Frontage (5m x3m)	6 Metres Frontage (6m x 3m)	Greater than 6 Metres	BIN LEVY	Member ship
Hot Food Stalls	\$387 per Month \$2,317 per season	\$494 per Month \$2,959 per season	\$601 per month \$3,604 per season	\$665 per Month \$3,990 per season	Price and availability advised by committee	Plus \$150 Per Season	\$30 Per Season
Cold Food, Deserts, drinks, and Snack Stalls	\$279 per month \$1,672 per season	\$343 per month \$2,057 per season	\$429 per month \$2,574 per season	\$563 per month \$3,375 per season	Price and availability advised by committee	Plus \$150 Per Season	\$30 Per Season
Fruit & Vegetable /Fresh Seafood Stalls	\$194 per month \$1161 per season	\$215 per month \$1,287 per season	\$237 per month \$1,419 per season	\$257 per month \$1,540 per season	Price and availability advised by committee	Plus \$150 Per Season	\$30 Per Season
Political Stalls	\$210 per month \$1320 per season	N/A	N/A	N/A	N/A	N/A	\$30 Per Season
Service Stalls	\$151 per month \$902 per Season	\$173 per month \$1034 per Season	\$195 per month \$1166 per Season	\$215 per month \$1290 per Season	Price and availability advised by committee	N/A	\$30 Per Season
Art, Craft & Plants	\$65 per month \$385 per Season	\$87 per month \$517 per season	\$108 per month \$644 per Season	\$129 per month \$770 Per Season	Price and availability advised by committee	N/A	\$30 Per Season

CASUAL STALL FEE SCHEDULE

Fees are calculated using the meterage of your stall frontage, extra meterage not reported will be assessed at the square meter fee of \$5.00 p/2m. (measured by the Co-ordinator & Treasurer). Your stall includes tow bars in usable space. Stallholders are not allowed to use the garden beds for preparation or storage of stall materials. (All fee's are GST-Exclusive)

CATEGORY	3 Metres Frontage	4 Metres Frontage	5 Metres Frontage	6 Metres Frontage
Art/Craft/Plants	\$20/week	\$30/week	\$50/week	\$65/week
Information	\$25/week	\$30/week	\$35/week	\$40/week
Religious	\$30/week	\$40/week	\$45/week	\$55/week
Fundraising	\$20/week	\$25/week	\$30/week	\$40/week
Educational (non-profit)	No Charge	No Charge	No Charge	\$40/week
Police/ St John
Ambulance/ Military	No Charge	No Charge	No Charge	No Charge
Political	\$70/market	N/A	N/A	N/A
Service	\$50/week	\$55/week	\$60/week	\$70/week

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

