

# APPLICATION TO FORM A FARMERS' MARKET - TEMPLATE

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Please note: The intention of this document is to provide a basic template as a starting point for council staff to develop a Farmers' Market application form. Content should be updated in line with internal council policies and procedures. To access the full resource kit please visit <http://rdanorthernrivers.org.au/food-futures-council-resources/>

## Contents

Application process where a Development Application is required .....	2
Application process where a Development Application is not required .....	3
Applicant checklist.....	3
Part 1 Applicant details .....	4
Part 2 Market organisation structure .....	4
Part 3 Market model .....	5
Part 4 Site details .....	6
Accessibility .....	7
Location .....	8
Size.....	8
Waste management .....	8
Part 4 Farmers' market details.....	10
Part 5 Lodgement details .....	11

# Application process where a Development Application is required

Where council requires a Farmers' Market application to be submitted with a Development Application (DA), you will be required to follow the regular DA process and attach the following additional information:

## APPENDIX 1

### Information to be Submitted with any Development Application for a Market.

Applications lodged with Council for consent to conduct a market must be accompanied by the following:

- a) A plan, drawn to scale, showing the area of land the market will occupy, together with a stall layout.

The plan should also illustrate:

- The size and number of stalls
  - The width of access ways
  - Provision for the free movement of emergency vehicles or crowds
  - Access for servicing of waste receptacles and waste water holding tanks, where applicable,
  - Access for stallholders
  - Car parking
- b) Details of the type of stalls proposed.
- c) Details of waste disposal and amenities.
- d) Frequency and duration of the market.
- e) Emergency Evacuation Plan.
- f) Risk Management Plan.
- g) Waste Management Plan.
- h) Details of signage.
- i) Details of amplified sound or music.
- j) Water supply points and availability of potable water.
- k) Toilet facilities and numbers for each sex.
- l) Electricity distribution points.
- m) Arrangements made to facilitate food stall registration.
- n) Traffic Management Plan.
- o) Information on how funds from the market will be allocated.

# Application process where a Development Application is not required

## Applicant checklist

Before submitting this form, please ensure that you have read the Farmers' Market Guidelines *(Council to insert hyperlink to where guidelines can be found)*.

The purpose of this form is to ensure that council has all the information required to assess your application as efficiently as possible. It must be demonstrated that there is adequate commitment and capacity within the group to plan and establish the farmers' market and provide for its ongoing operation. A Plan of Management is a good tool to demonstrate these requirements and long-term planning. If your application is approved, this document will be the basis for your farmers' market Plan of Management.

Before you submit this form, ensure that you have filled in all sections of the form and attached:

- Appendix A – A proposed site map outlining the layout of the market
- Appendix B – A copy of your (or your auspicing group's) Certificate of Currency for Public Liability Cover of at least \$10,000,000
- Appendix C – The market charter / operating guidelines (if applicable)
- Appendix D - A list of stallholders including farm name, stall name, product to be offered for sale (if confirmed)
- Appendix E – A letter of support from your auspicing group (if applicable)
- Appendix F – Other letters of support for your project (optional)

For assistance with your application, please contact *(insert name, department, contact number)*

## Part 1 Applicant details

Applicant Name (Organisation)			
Organisation website			
Organisation ABN			
Proposed Farmers' Market name			
Contact person name			
Postal address	Street Address:		
	Suburb/Town:	State:	Postcode:
Phone numbers	Business hours:	After hours:	
Email address			
Applicant signature			Date: ...../...../.....

## Part 2 Market organisation structure

The preferred operational structure for a farmers' market is an Incorporated Community Association. If you are incorporated, please fill in details below. If you are a private enterprise, individual or an organisation that is not incorporated, please proceed to Part 3.

Is the group Incorporated?	Yes <input type="checkbox"/>	Incorporation number:
	No <input type="checkbox"/>	Please indicate below contact details of the group that is auspicing the project.
Is the group being auspiced by an existing Incorporated Group for the purposes of the project?	Yes <input type="checkbox"/>	Fill in contact details below and attach a letter of support from the auspicing group
	No <input type="checkbox"/>	Please talk to us we may be able to suggest an appropriate auspice.
Auspicing group name		
Contact person name		
	Street address:	

Postal address	Suburb:	State:	Postcode:
Phone numbers	Business hours:	After hours:	
Contact person Signature			Date: ...../...../.....

### Part 3 Market model

What is the proposed business / funding model for the market?	
Have you applied for / do you expect to receive grant funding support?	No <input type="checkbox"/> Yes <input type="checkbox"/> - please provide details (timeline, amount, funding body):
What are the proposed hours of operation and access?	
How is the Farmers' Market organisation structured? Include brief details on roles, meetings and decision making processes.	
Do you or any of the members of the Farmers' Market organisation have previous experience running Farmers' Markets and if so, are they able to provide support to your group?	No <input type="checkbox"/> Yes <input type="checkbox"/> - please provide details:

<p>Does the Farmers' Market organisation include members with skills needed for running the market? (Tick boxes as appropriate)</p>	<p>Engaging farmers and stallholders <input type="checkbox"/></p> <p>Managing volunteers <input type="checkbox"/></p> <p>Council liaison <input type="checkbox"/></p> <p>Community Development <input type="checkbox"/></p> <p>Organisation management <input type="checkbox"/></p> <p>Publicity &amp; Promotion <input type="checkbox"/></p> <p>Fundraising <input type="checkbox"/></p>
<p>If any of these skills do not exist within the group, how do you intend to obtain them?</p>	
<p>What is the conflict-resolution process for the group?</p>	
<p>If circumstances change and the Farmers' Market becomes unviable, what is the group's exit strategy?</p>	

## Part 4 Site details

<p>Where is the proposed site?</p>	<p>Number and Street:</p>		
	<p>Suburb:</p>	<p>State:</p>	<p>Postcode:</p>
<p>What is the land currently used for, eg passive recreation, sporting groups, car park etc.?</p>			

<p>Are there any existing structures or services on the site? E.g. Community Hall, Power, Water, Toilets</p>	<p>No <input type="checkbox"/>  Yes <input type="checkbox"/> Please provide details:</p>
<p>How will you ensure the site remains tidy and well-maintained?</p>	
<p>How will you control dogs on the site?</p>	
<p>How will you ensure vandalism of the site is prevented?</p>	

## Accessibility

<p>How far is the site from public transport, bicycle tracks and footpaths?</p>	
<p>How close are the nearest toilets for public use?</p>	
<p>Is the site accessible for a range of user groups, including disabled access if required by participants?</p>	<p>Yes <input type="checkbox"/>  No <input type="checkbox"/></p>
<p>Does the site have provision for</p>	<p>Power <input type="checkbox"/>  Water <input type="checkbox"/>  Parking (vendor and shopper) <input type="checkbox"/></p>

Is it an all-weather site?	
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**Location**

<p>How far is the site from the retail centre?</p> <p>Close proximity can be considered beneficial for the increased retail options for consumers.</p>	
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**Size**

<p>Is the site of adequate land size to accommodate the Farmers' Market and associated infrastructure? Consider the number of stalls, pedestrian movement, waste management and signage/parking.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Is there adequate additional land to expand if your market is successful and grows?</p>	

**Waste management**

<p>How will you manage organic waste and recyclables?</p>	
<p>How will you manage materials that are not recyclable?</p>	



How will you minimise noise and odour?	
Will your market be plastic bag free?	

## Part 4 Farmers' market details

<p>What is the purpose(s) of the proposed Farmers' Market? (tick as many as applicable)</p>	<p>Promoting locally produced food <input type="checkbox"/></p> <p>Community building <input type="checkbox"/></p> <p>Place making <input type="checkbox"/></p> <p>Improved access to healthy food <input type="checkbox"/></p> <p>Supporting farmers to retail their product <input type="checkbox"/></p> <p>Fundraising <input type="checkbox"/></p> <p>Town / Urban Renewal <input type="checkbox"/></p> <p>Other (please specify): <input type="checkbox"/></p>
<p>What is the benefit of this project to the greater community?</p>	
<p>Is this project proposed to link to any existing community activities?</p>	
<p>How has the surrounding community been consulted about the project and what were the outcomes? (Explain the methods and scope of consultation used and the key community issues raised for and against the proposed Farmers' Market.)</p>	

## Part 5 Lodgement details

You can lodge the completed form with any supporting material as follows:

By Email: *(Insert email address)*

By Mail: *(insert address)*

Or for further information or assistance with your application, please contact:

*Insert title, name and contact details of responsible staff member*

### OFFICE USE ONLY

Approval to Issue: Yes No

Date Approved: ..... / ..... / .....

.....

Signature: **PUBLIC HEALTH OFFICER**