

Noosa Heads Surf Life Saving Club Inc.

PO Box 7, Noosa Heads QLD 4567 ~ Ph: 07 5474 5688 ~ Fax: 07 5448 0866
Email: markets@noosasurfclub.com.au OR Market Manager Ph: 0428 190 055



Stallholder Application Form

1. Stallholder Contact Details

First Names		Last Name	
Trading Name		ABN	
Postal Address			
Suburb		State	Post code
B/H Phone	A/H or Mobile No.	Vehicle Registration Number	
Email address		Website	

2. Product Description

Please read the product criteria and declare all products you intend to sell. To avoid delays in processing ensure you attach supporting materials so your product can be assessed e.g. examples of product, photos, online links, biography etc.

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3. Food Stalls – you must attach a copy of your food licence and your food safety supervisor attainment to this application. For more information please refer to the terms and conditions

4. Public Liability Insurance (please attach a certificate of currency for public liability insurance)

All Stallholders are required to hold a public liability insurance policy of not less than \$10 Million dollars that endorses the operation of an outdoor market. The **Peregian Beach Market** must be noted as an interested party.

Insurer Name	Policy No
Amount of Cover	Policy Date – From/To

5. Check List- Must be ticked and complied with for this application to be accepted.

<input type="checkbox"/> I have read and understand the product criteria and terms and conditions and retained the copy attached for my records
<input type="checkbox"/> I have responded to all sections of this application form
<input type="checkbox"/> I have attached a certificate of currency for public liability insurance

6. Agreement

I have read and understand the terms and conditions and retained a copy for my records and if my application is approved, I agree to comply with all regulations governing the **Peregian Beach Market**

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Applicant's Name

Signature

Date

Please forward this completed application to:

Post:
Market Stall Applications
PO Box 7
Noosa Heads QLD 4567

or
Email: markets@noosasurfclub.com.au
Fax:
07 5448 0866

or
Deliver to the Market Manager
on site (XanGo Stall) between
9-12noon market days

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STALLHOLDER TERMS AND CONDITIONS – Please retain this copy of the terms and conditions for your records

Trading Hours

Set up will commence at **5am**. When your booking is confirmed via text message from Market Manager you will be advised the appropriate time to arrive for your site allocation. Stallholders who show up early will be asked to wait until directed by the Market Manager. Stallholders who show up late may not be able to assess the market site and must report to the Market Manager for advice.

Pack up will commence at **close of trade** at **12.30pm** and the market site must be vacated by **1.30pm** (unless advised to depart by 12.45pm due to your site being allocated to the Peregian Originals immediately following the market).

Fee Schedule

Stall site fees from October 2014 are **\$40** (inc GST) per 3m x 3m site. A 6m x 3m site is **\$75** (inc GST). Gazebo Hire is **\$20** each (we erect and dismantle) and Table Hire is **\$5** each (tables are approx. 1.9m x 0.9m).

Once a stall has been booked, the stall fee becomes payable unless a request for cancellation is received by the Market Manager before 5pm on the Friday prior to market. The site fee will be collected by the Market Manager who will provide a receipt. The failure by a stallholder to pay for or to accept the fee requested by the Market Manager may result in the termination of access to a stall site.

If a fee increase is considered appropriate a minimum of fourteen (14) days notice will be given to stallholders.

Stall Site Size

One stall site will be an average size of 3m x 3m. This stall site does not include a car parking space. In some circumstances a car park will be offered but should not be expected.

Two stall sites measure 6m x 3m.

Stall Site Allocation

Allocation of a stall site is at the discretion of the Market Manager and may change from week to week.

Access and Parking

Stallholders shall commence arriving from **5am** with trading commencing at **7am**

The Market Manager or traffic controllers will direct stallholders' arrival.

Vehicles must quickly unload and move to an approved parking area outside the precinct before your stall set up commences. There will be no onsite vehicle deliveries permitted during the market operation and stallholders cannot bring vehicles back on site until **12.30pm**.

If a stallholder does not comply with the parking restrictions they may be refused attendance by the Market Manager.

Designated stall holder parking is provided at the Marquisa Building on David Low Way (100m). Parking adjacent to the market area should be avoided as **customer parking** is greatly reduced when stall holders occupy these parking areas.

Public Liability

All Stallholders are required to hold a public liability insurance policy of not less than \$10 million dollars, which endorses their interest in operating an outdoor market.

NB: **Noosa Heads Surf Life Saving Club Inc.** must be noted as an interested party.

Stallholders must attach a certificate of currency for public liability insurance to their application form and provide evidence of their renewal of policy.

Without appropriate Public Liability Insurance, you will **not** be able to operate a stall at the **Peregian Beach Market**.

Product Suitability

The Market Manager will assess and determine product/service suitability for the market against the vision and product criteria. Assessment may take up to two weeks. Text or email the Market Manager to determine your suitability.

When there is uncertainty, regarding product suitability the Market Manager will consult appropriate stakeholders before making a final decision including, if relevant, retail outlets in the same locality with similar products.

Determination by the **Market Manager and Noosa Heads Surf Life Saving Club Inc.** is final and no correspondence or communication will be entered into.

New products must be presented for approval before inclusion in your stall. Any product that has not been approved will be removed from the market until approval has been given.

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Product Criteria

The vision for the **Peregian Beach Market** is to provide a beachside family oriented market selling or promoting products and services. Preference is for goods that are created, handmade, crafted, designed, manufactured, grown, baked or farmed locally on the Sunshine Coast, however, approved Fair Trade and other services and products will always be considered.

Not approved products will include but not be limited to:

- Counterfeit goods
- Items covered in the Dangerous Goods Safety Management Act 2001
- Manufactured goods which breach Australian standards
- Live animals or birds

Veto

The Market Manager reserves the right to enter any stall site and remove any signage, picture, poster, written material or any other item considered inappropriate or offensive. The Market Manager may also remove any unapproved products.

Code of Conduct

Stallholders shall not discuss any issues or concerns directly to the market volunteers but to the Market Manager.

Stallholders may not insult or intimidate other stallholders, customers, local retailers or market volunteers.

Such action may result in cancellation of stall allocation.

Stallholders shall comply with all instructions set by the Market Manager or Noosa Council staff who have jurisdiction in relation to all market activity i.e. Health Officers, Local Laws Officers etc.

Feedback and Concerns

Complete a feedback form located at the information centre and hand it back to the Market Manager.

The Market Manager or Noosa Heads Surf Life Saving Club Inc. will provide a response within 14 days.

Nursery Stalls

Nursery stalls are not permitted to sell Declared Plants & Environmental Weeds.

Declared plants are those identified by State legislation to be controlled. Environmental weeds, known as "noxious" weeds are garden ornamentals that have been allowed to escape into bushland and reservoirs. If left unchecked they can destroy wildlife habitats.

For more information about Declared Plants and Environmental Weeds contact Noosa Shire Council. You can also view a list of all declared plants (742) found in the region at <http://www.noosa.qld.gov.au>.

Commercial Food Stalls

Commercial food stalls must hold a valid food license from Noosa Council or Sunshine Coast Council. Under the *Food Act 2006*, all licensable food businesses are also required to have a Food Safety Supervisor. Further information can be obtained from the Queensland Health website at www.health.qld.gov.au/industry/food

Community Food Stalls

Non-profit organisations are not required to hold a food licence.

The organisation must still comply with the requirements of the *Food Act 2006*.

Food Business Licences

All food vendors wishing to operate on the Sunshine Coast must obtain a Food Business Licence issued by the Noosa Council or Sunshine Coast Council or in some cases a Temporary Food Premises Application.

Food Licences issued by Councils other than the Noosa and Sunshine Coast Councils are not valid except if the food vendor holds a Mobile Food Licence. Other vendors must apply for a Temporary Food Premises Application.

Second Hand Dealers Licences

A second hand dealers licence is required if a stallholder is trading in second hand goods, which includes reconditioned or collectable products. This licence allows you to acquire, sell, dispose of or exchange second-hand goods, either on commission or not.

A second hand dealers licence is not required for books, stamps or collectors cards or items that buyers can return to the same seller for refund or exchange.

Further information can be obtained from the Office of Fair Trading website at www.fairtrading.qld.gov.au

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Pre-packaged Articles

All packages including bottles, unless specifically exempt, must be marked with a statement of net weight, volume, length, area or count in accordance with the *Trade Measurement Act 1990*.

Further information can be obtained from the Office of Fair Trading website at www.fairtrading.qld.gov.au

Using Scales for the Sale of Goods

All scales used for trade must be an approved type and marked with a National Measurement Institute (NMI) approval number on the data plate on the scale e.g. NMI 6/4D/334. Scales can also be marked with the old National Standards Commission approval number e.g. NSC No. 6/4D/235

Allowances must be made for any packaging material such as paper bags or plastic containers.

Further information can be obtained from the Office of Fair Trading website at www.fairtrading.qld.gov.au

Electrical

Stallholders must provide their own equipment, leads and power boards fitted with circuit breakers.

All electrical appliances and leads must be in safe working order with current test tags fitted. Electrical leads must be at least 2.4m above ground level and clear of public footways in accordance with all Australian Standard Codes relating to electrical fitting and the use of electricity.

Gas Appliances

Gas appliances and fittings are to have A.G.A, A.L.P.G.A approval.

No gas cylinder with a capacity above 9 kg is to be used inside a tent or marquee and should be secured or crated in a way that they cannot be moved.

Ring burners must have a fire resistant material under them at least 6mm thick.

Cylinders older than 10 years are required to be tested and restamped by an authorised agent.

Twin stage regulators are required to control the gas pressure and the regulators are required to be mounted rigidly with the diaphragms in the vertical position.

Gas hoses should be in good condition and preferably of the quick release variety.

Fire Safety

Fire and safety equipment must be located on site and a person/s with current training responsible for its application if situation arises.

Noise Control – Amplification

Neither excessive noise nor the use of any device other than battery operated street performance amplifier is permitted and is subject to the Market Manager's approval.

Dogs

Council Law states dogs must be leashed at all times in public areas, the market site is not designated as an off leash dog area.

Packaging

Stallholders are requested, where possible, to use recyclable environmentally friendly products for serving and packaging.

Toilet Facilities

Public toilets are provided for customers and stallholders at all times during the operation of the markets.

The toilet facilities are located **south side of the surf club.**

Water

Stallholders must provide and remove their own potable water. Potable water is water of a quality suitable for drinking, cooking and personal bathing.

The standards that define potable water are described in the *Australian Drinking Water Guidelines*.

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Waste Management

Stallholders will be responsible for keeping their designated areas clean and tidy and must have a suitable bin, or box for their own waste. Stallholders will be required to remove and dispose of their own waste in a responsible, legal and environmentally sound manner. Do not use the waste bins provided in the park.

Stallholders must ensure any waste liquids generated are not disposed into the street kerbside or other stormwater drainage infrastructure. Appropriate waste liquid disposal must be utilised dependant upon the nature of the waste liquid.

Marquees

Visual presentation is important and the Market Manager will reject any stall considered to be dirty or not up to standard. Camping tents and tarps are not considered suitable for use as a stall; we encourage you to be imaginative and colourful in your stall presentation.

All tents or marquees must be erected safely.

Weather

In extreme weather the **Noosa Heads Surf Life Saving Club Inc.** or the **Market Manager** may make the decision to cancel the market. Stallholders shall be notified as soon as possible by advice on www.facebook.com/peregianbeachmarket.

In the event of showery or windy weather where there is minimal or no risk to public safety the market will operate.

The final decision to attend will be made by the stallholder.

None of the Noosa Heads Surf Life Saving Club Inc., the Market Manager or the volunteers are to be held responsible for any damage or loss whatsoever that may result from a stallholder decision to trade in adverse weather.

The stallholder is responsible for providing adequate shelter for their product.

If weather deteriorates during the day any approval to pack-up and leave will be made by the Market Manager.

Hazard / Incident Reporting

In the event of a hazard or incident occurring at the market you are required to complete a Hazard/Incident Report Form available from the Market Manager. The completed form is to be submitted to the Market Manager immediately. All incidents will be reported to Noosa Heads Surf Life Saving Club Inc.

Indemnification

By accepting the Terms and Conditions, you agree that the **Noosa Heads Surf Life Saving Club Inc.** and the **Market Manager, employees and volunteers** operating under the umbrella of a **Peregian Beach Market** activity are fully indemnified against any loss whatsoever and in any event whatsoever.

PLEASE RETAIN THE TERMS AND CONDITIONS FOR YOUR RECORDS