



# Guidelines and Policy for Stallholders

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## **1. Rules for Stallholders**

Any person who wishes to use or occupy a stall of the Gleadell Street Market must comply with guidelines and policy.

- By accepting the allocation of a stall, a person agrees to abide by the guidelines and policy.

## **2. Definitions**

**“Council”** means the City of Yarra

**“Market”** means the market known as the Gleadell Street Market Situated in Gleadell Street Richmond.

**“Market Operator”** means the council or an authorised Officer of the Council.

**“Stallholder”** means a person allocated a stall by the market operator.

**“Trading Days”** means the day on which any stallholder is licensed to sell goods or services.

## **3. Objective**

- provide for the regulation and government of the market
- regulate the activities of persons in the market
- regulate the sale of good and services in the market
- encourage a favourable environment for persons in the market

### 3. Hours of Trading/Conduct of Stallholders

- The market operates from 7.00am to 1.00pm each Saturday
- Stallholders **must cease trading** to the public at **1.00pm**, and must vacate their stalls no later than **1 hour** after the close of the market.
- A Stallholder/licensee must trade in the goods stated on the market licence, and may only vary the goods sold if the Council grants prior written consent.
- All new stallholders/licensees shall pay four (4) weeks rent in advance prior to the date of their commencement at the market, with such rent being forfeited should the licensee fail to trade for this minimum period.
- A Stallholder/licensee must give our (4) weeks notice in writing prior to ceasing trading at the market and ensure all outstanding rent is paid.
- Accounts must be paid within **30 days** of receipt.
- Stallholders/licensees shall ensure all food offered for sale is in accordance with Environmental Health Department requirements.
- Stallholders must not place or display any goods or merchandise outside the marked boundary of their stallholdings.
- Stallholders/licensees shall personally attend their stall on each market day, unless written permission has been obtained from Council or its authorised officer.
- Stallholders/licensees must not hold more than four (4) stalls.
- Stallholders/licensees may be absent from a stall only when the stallholder has applied to Council in writing for leave of absence.
- Stallholders/licensees must not bring any merchandise, food etc into the market, which is decomposed or otherwise unfit for sale.
- Stallholders/licensees must comply with any direction given by the market operator with respect to the disposal of refuse and waste.
- Stallholders/licensees must not sweep or discharge any litter or refuse into any drain.

## 5. Public Liability Insurance and Indemnity

- The Stallholder/licensee **must maintain** a public liability insurance policy in the joint names of the licensee and Council for an amount of not less than 5 million dollars. The policy must be able to meet any possible claim that may be sustained against the licensee of Council in relation to the death or injury to any person or the damage to any property.

## 6. Cancellation of the Licence

- The market operator may cancel a licence if it considers that there has been:
  1. a substantial failure to comply with these rules or any other law; or
  2. at the request of the licensee; or
  3. where the licensee is persistently absent from the market
- Stallholders/licensees and their employees must not use or operate a 'forklift' or drive a vehicle in the market between **7.00am** and **1.00pm**.
- Stallholders/licensees who use and operate a forklift must do so in a safe and competent manner and **must hold** a current licence or a Certificate of Competency.
- Stallholders/licensees and their employees must comply with the reasonable directions of the market operator.

## 7. Refuse Disposal

- Stallholders/licensees must keep their stalls and any adjacent footpath clear of all refuse at all times.
- All rubbish generated from your stall throughout the day must be collected and stored in your stall. At the end of trade, your rubbish must not be placed in a bag, box or refuse container and left at the back of your stall.

## **8. Fees and Charges**

- Fees for stalls may vary from year to year as determined by Council resolution.

## **8. Inquiries**

- If you have any concerns or inquiries please contact Community Amenty Unit on 9205 5063.