



Katherine Community Market

Food Vendor and Consumables Stallholder Application

Thank you for your interest in becoming a stallholder at the Katherine Community Markets.
ALL relevant sections **MUST** be completed. Incomplete forms will not be accepted.

How to complete the registration form

Sections 1 – 5 & 7 - 9 are to be completed by **ALL** applicants

Section 6 is to be completed only by applicants wishing to raise funds or provide a community information stall.

What to do when completed

- Submit on line
- Scan and email to info@katherinemarkets.com.au
- Post to PO Box 1991 Katherine NT 0851

Questions

If you have any questions relating to the application please email info@katherinemarkets.com.au or call 0408 099 227 and leave a message.

Section 1 – must be completed by ALL applicants

APPLICATION TYPE	
Type of Application	<input type="radio"/> New <input type="radio"/> Renewal <input type="radio"/> Update

Section 2 – must be completed by ALL applicants

APPLICANT INFORMATION		
Applicants Name		
Market Trading Name		
Phone Number B/H		
Phone Number A/H		
Mobile Number		
Email Address		
Other Contact Method		
Preferred Contact Method	<input type="radio"/> Phone B/H <input type="radio"/> Phone A/H <input type="radio"/> Mobile <input type="radio"/> Email	<input type="radio"/> SMS <input type="radio"/> Post <input type="radio"/> Other _____

Section 3 – must be completed by ALL applicants

STALL PERMIT INFORMATION	
I wish to register and obtain a stallholder permit as a	<input type="radio"/> Permanent <input type="radio"/> Casual
If casual do you know how regularly you will be attending?	
When do you intend to commence at the market?	

Section 4 – must be completed by ALL applicants

STALL AND PRODUCT INFORMATION	
Briefly describe the products you intend to sell at your market stall.	
What size do you expect your stall to be? If other please describe	<input type="radio"/> Card table <input type="radio"/> 3x3 metre <input type="radio"/> Other
Do you intend to sell your product from the back of a vehicle or trailer? If other please describe	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Ute <input type="radio"/> Trailer <input type="radio"/> Other

Section 5 – must be completed by ALL applicants

HIRE & POWER INFORMATION	
Will you require power?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 10 AMP <input type="radio"/> 15 AMP
Is your electrical equipment regularly tested and tagged? If yes when was it last done?	<input type="radio"/> No <input type="radio"/> Yes Date _____
PLEASE NOTE: power is limited at the KCM site and may not be available on request	
Will you be hiring any of the following from KCM?	<input type="radio"/> Gazebo 3x3 <input type="radio"/> Umbrella <input type="radio"/> Table

Section 6 – to be completed by applicants wishing to raise funds or provide information to the community

FUNDRAISING AND COMMUNITY GROUP INFORMATION	
Are you raising funds for a charity or not-for-profit organisation?	<input type="radio"/> No <input type="radio"/> Yes
What will be your primary form of fundraising?	<input type="radio"/> Raffle <input type="radio"/> Donations <input type="radio"/> Sale of items <input type="radio"/> Pre-prepared food <input type="radio"/> Food cooked on site
Does your organisation provide information to the community?	<input type="radio"/> No <input type="radio"/> Yes
If yes what is the primary information you will be providing to the community?	
Will you be undertaking a survey?	<input type="radio"/> No <input type="radio"/> Yes
Is your organisation a political or religious group?	<input type="radio"/> No <input type="radio"/> Yes
If yes please advise which political or religious organisation you are affiliated with	

Section 7 – must be completed by ALL applicants

REGISTRATION, INSURANCE AND TAX INFORMATION	
Do you have any of the following?	<input type="radio"/> ABN Registration <hr/> <input type="radio"/> GST Registration <input type="radio"/> Business Name Registration <input type="radio"/> Food Business Registration <input type="radio"/> Fish Retailers Licence <input type="radio"/> Food Preparation Certificate
Do you have your own insurance?	<input type="radio"/> No <input type="radio"/> Yes
Sellers of consumable products (food & beverages etc), products that can be ingested or absorbed (lotions, soaps etc) and services that provide therapeutic value (massage, psychic readings etc) must have their own public liability insurance and provide a copy of the insurance certificate with the completed application.	
If yes please provide insurance information	Insurer
	Policy number
	Type of insurance
	Policy end date
	Amount insured
Please provide a copy of any relevant registrations, certificates, licences or certificate of currency that you hold	
Do you require a tax invoice?	<input type="radio"/> No <input type="radio"/> Yes

Section 8 – must be completed by ALL applicants

EDIBLE/CONSUMABLE ITEMS PREPARATION INFORMATION	
How will your food be prepared?	<input type="radio"/> Pre made off site for sale <input type="radio"/> Food prepared and cooked on site <input type="radio"/> Combination of both
What is the address of the approved kitchen facility that you use to prepare your food?	
What type of food do you intend to sell? Please select as many as are relevant.	<input type="radio"/> Seafood <input type="radio"/> Meat products <input type="radio"/> Fresh produce (uncut) <input type="radio"/> Beverages prepared on site <input type="radio"/> Cakes, sweets, chocolates etc <input type="radio"/> Bacon & eggs, hamburgers, hot dogs etc <input type="radio"/> Jams, chutney, sauces, dried fruit/meat etc <input type="radio"/> Other <hr/>
Does your food have a cuisine type? e.g. Thai If so please list as this helps the market committee decide the placement of food vendors	
Do you have the required certification from the NT Environmental Health Department?	<input type="radio"/> No You must have the certification BEFORE you commence at the market
	<input type="radio"/> Yes Proceed to the next question
Do you have a Fish Retailer Licence?	<input type="radio"/> No <input type="radio"/> Yes This is a legal requirement for all vendors selling seafood of ANY type whether fresh or cooked
If you use a gas bottle does it meet the legislated safety requirements?	<input type="radio"/> No You cannot use gas cylinders that do not meet the legislated safety requirements
	<input type="radio"/> Yes Please provide evidence at commencement
<p>For further information, guidelines, requirements and forms please visit the NT Department of Health Food Safety website http://www.health.nt.gov.au/environmental_health/food_safety</p> <p>Katherine Community Market can not advise vendors of consumables of the legal requirements for food safety and preparation.</p>	

Section 9 – must be completed by ALL applicants

ACKNOWLEDGMENTS		
Have you read and understood the application guidelines?	<input type="radio"/> No	<input type="radio"/> Yes
Have you completed ALL relevant sections of the application?	<input type="radio"/> No	<input type="radio"/> Yes
Have you read and understood the KCM pricing schedule?	<input type="radio"/> No	<input type="radio"/> Yes
Have you read and understood the market rules?	<input type="radio"/> No	<input type="radio"/> Yes
Have you attached any relevant registrations, certificates, licences or certificate of currency that you hold	<input type="radio"/> No	<input type="radio"/> Yes
Signature		
Name		
Date		

Market stall applications close Thursday 12pm each week. If your application is received after that time it will not be processed until the following week.

Please note that if you are approved to hold a stall and it is found that the information you provided in this application is incorrect or misleading your approval may be revoked