

## 2020 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.

### What to do when completed

- Scan and email to [info@katherinemarkets.com.au](mailto:info@katherinemarkets.com.au)
- OR Post to PO Box 1991 Katherine NT 0851

### Questions

If you have any questions relating to the application please email [info@katherinemarkets.com.au](mailto: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

#### Section 2 – must be completed by ALL applicants

APPLICANT INFORMATION	
Applicants Name	
Stall Trading Name	
Phone Number	
Mobile Number	
Email Address	
Preferred Contact Method	<input type="radio"/> Phone <input type="radio"/> Mobile <input type="radio"/> Email

#### Section 3 – must be completed by ALL applicants

STALL PERMIT INFORMATION	
I wish to register and obtain a stall permit as a:	<input type="radio"/> Permanent <input type="radio"/> Casual
When do you intend to commence at the markets?	
Stall insurance is <b>MANDATORY</b> , and without a copy of your insurance you cannot proceed with having a stall at the Katherine Community Markets. <i>(Please attach a copy of your insurance)</i>	

**Section 4 – must be completed by ALL applicants**

<b>STALL AND PRODUCT INFORMATION</b>	
Briefly describe the kind of items you intend to sell at your market stall:	
What size do you expect your stall to be?	<input type="radio"/> Card Table <input type="radio"/> 3 x 3 metres <input type="radio"/> Other
Do you intend to sell your product from the back of a vehicle or trailer?	<input type="radio"/> YES <input type="radio"/> NO
Will you be hiring any of the following from KCM:	<input type="radio"/> Gazebo <input type="radio"/> Umbrella <input type="radio"/> Table

**Section 5 – must be completed by ALL applicants**

<b>POWER and GAS INFORMATION</b>	
Will you require power?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> 10 AMP <input type="radio"/> 15 AMP
It is up to stall holders to make sure <b>ALL</b> electrical equipment is tested and tagged. Failure to do so will mean you'll be asked to leave the markets immediately and won't be able to return to the Katherine community markets	
Is your electrical equipment regularly tested and tagged? If yes when was it last done?	<input type="radio"/> YES <input type="radio"/> NO
Will you be cooking using LPG?	
Are LPG cylinders secured or crated?	

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

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

**Section 7 – must be completed by ALL applicants**

<b>REGISTRATION, INSURANCE AND TAX INFORMATION</b>	
Do you have any of the following?	<input type="radio"/> ABN Registration  <input type="radio"/> GST Registration <input type="radio"/> Business Name Registration <input type="radio"/> Food Business Registration <input type="radio"/> Fish Retailers License <input type="radio"/> Food Preparation Certificate
Do you have your own insurance? <span style="float: right;"><input type="radio"/> No <input type="radio"/> Yes</span> 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
<b>Please provide a copy of any relevant registrations, certificates, licences or certificate of currency that you hold</b>	
Do you require a tax invoice? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span>	

**Section 8 – must be completed by ALL applicants**

<b>EDIBLE/CONSUMABLE ITEMS PREPARATION INFORMATION</b>	
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
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"/> Yes <input type="radio"/> No <b><i>You must have the certification BEFORE you commence at the market</i></b>
Do you have a Fish Retailer Licence?	<input type="radio"/> Yes <input type="radio"/> No <b><i>This is a legal requirement for all vendors selling seafood of ANY type whether fresh or cooked</i></b>
If you use a gas bottle does it meet the legislated safety requirements?	<input type="radio"/> Yes <input type="radio"/> No <b><i>You cannot use gas cylinders that do not meet the legislated safety requirements, Please provide evidence at commencement</i></b>

**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](http://www.health.nt.gov.au/environmental_health/food_safety)

**Katherine Community Market can not advise vendors of consumables of the legal requirements for food safety and preparation.**

**Section 9 – must be completed by ALL applicants**

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

Your Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_