

17 August 2026

At the conclusion of the Community Services and Facilities
Committee

Innovation, Business and Economy Committee

Agenda

- 1. Confirmation of Minutes**
- 2. Statement of Ethical Obligations and Disclosures of Interest**
- 3. Public Exhibition - Markets Policy**

Disclaimer, Terms and Guidelines for Speakers at Council Committees

As part of the democratic process, the City invites members of the community to speak directly to Councillors during Committee meetings about items on the agenda.

Webcast

In accordance with the *City of Sydney Code of Meeting Practice*, Committee meetings are recorded and webcast live on the City of Sydney website at <https://webcast.cityofsydney.nsw.gov.au/>

Members of the public attending a council or committee meeting may have their image, voice and personal information (including name and address) recorded, publicly broadcast and archived for the balance of the council's term or at least 12 months after the meeting, whichever is the longer period.

Consent

By attending a council or committee, members of the public consent to this use of their image, voice and personal information.

Disclaimer

Statements made by individuals at a council or committee meeting, and which may be contained in a live stream or recording of the meeting are those of the individuals making them, and not of the City. To be clear, unless set out in a resolution of council, the City does not endorse or support such statements.

The City does not accept any liability for statements made or actions taken by individuals during a council or committee meeting that may be contrary to law, including discriminatory, defamatory or offensive comments. Such statements or actions are not protected by privilege and may be the subject of legal proceedings and potential liability, for which the City takes no responsibility.

Guidelines for City of Sydney Public Forums

To enable the Committee to hear a wide range of views and concerns within the limited time available, we encourage people interested in speaking at Committee to:

1. Register to speak by calling Secretariat on 9265 9702 or emailing secretariat@cityofsydney.nsw.gov.au before 10:00am on the day of the meeting.
2. Check the recommendation in the Committee report before speaking, as it may address your concerns so that you just need to indicate your support for the recommendation.
3. Note that there is a 3 minute time limit for each speaker (with a warning bell at 2 minutes) and prepare your presentation to cover your major points within that time.
4. Avoid repeating what previous speakers have said and focus on issues and information that the Committee may not already know.
5. If there is a large number of people interested in the same item as you, try to nominate 3 representatives to speak on your behalf and to indicate how many people they are representing.

Committee meetings can continue until very late, particularly when there is a long agenda and a large number of speakers. This impacts on speakers who have to wait until very late, as well as City staff and Councillors who are required to remain focused and alert until very late. At the start of each Committee meeting, the Committee Chair may reorder agenda items so that those items with speakers can be dealt with first.

Committee reports are available at <https://meetings.cityofsydney.nsw.gov.au/>

Item 1.

Confirmation of Minutes

Minutes of the following meetings of the Innovation, Business and Economy Committee are submitted for confirmation:

Meeting of 22 June 2026

Item 2.**Statement of Ethical Obligations**

In accordance with section 233A of the Local Government Act 1993, the Lord Mayor and Councillors are bound by the Oath or Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of the City of Sydney and the City of Sydney Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act, to the best of their ability and judgement.

Disclosures of Interest

Pursuant to the provisions of the Local Government Act 1993, the City of Sydney Code of Meeting Practice and the City of Sydney Code of Conduct, Councillors are required to disclose and manage both pecuniary and non-pecuniary interests in any matter on the agenda for this meeting.

In both cases, the nature of the interest must be disclosed.

This includes receipt of reportable political donations over the previous four years.

Item 3.

Public Exhibition - Markets Policy

File No: X084995

Summary

The City of Sydney (the City) permits third parties to operate markets on City owned and managed land throughout the local government area. Governing the City's approach and management of third-party markets is the Markets policy (the Policy) which provides a framework for the City to assess, manage and approve markets on land owned or managed by the City.

The original Policy was adopted by Council on 29 June 2015. The Policy was reviewed, publicly exhibited and endorsed by Council in June 2019 and September 2022 (Attachment C and D), in line with the Policy review period. This latest review commenced by staff in late 2025.

As part of this review, the Policy and supporting Guide to Setting up a Market on Council Land (Guide) have undergone structural updates to improve clarity and useability.

The Policy has been streamlined to focus on core requirements, with operational content relocated to the Guide and supporting online resources.

The Guide has been restructured into a clearer step-by-step format to support consistent application and make the process easier for stakeholders to follow.

It is recommended that Council approve the public exhibition of the draft Markets policy (Attachment A) and the draft Guide to setting up a market on Council land (Attachment B).

Recommendation

It is resolved that:

- (A) Council approve the draft Markets Policy, as shown at Attachment A to the subject report, for public exhibition
- (B) Council note the draft Guide to Setting up a Market on Council Land, as shown at Attachment B to the subject report, which will be exhibited together with the draft Markets Policy
- (C) authority be delegated to the Chief Executive Officer to undertake minor editorial corrections prior to the exhibition of the draft Markets Policy and Guide.

Attachments

- Attachment A.** Draft Markets Policy
- Attachment B.** Draft Guide to Setting up a Market on Council Land
- Attachment C.** Current Markets Policy
- Attachment D.** Current Guide to Setting up a Market on Council Land

Background

1. On 29 June 2015, Council adopted a Markets policy with the purpose of providing a standard approach to the approval of markets on City owned and managed land. The Policy also provides an assessment framework for the City to approve ongoing markets.
2. The City supports third party market operators in the local area recognising their contribution to community life and local economies. Long-term success and the establishment of permanent market locations depend on several key factors, including strong operator capability, a well-curated stall mix, suitable site conditions and sustained community demand.
3. The Markets policy (the Policy) outlines how the City can provide space for market operators within the public domain. It enables operators to establish markets, and provides support where possible, including facilitating access to suitable sites, guidance through approval processes, coordination across relevant City teams and advice on compliance with operational, safety and regulatory requirements.
4. As set out in the Policy and Guide, the City will:
 - (a) apply a consistent assessment framework to approving site applications and market proposals
 - (b) require market operators to demonstrate capacity to meet community needs, contribute to social cohesion, strengthen the local economy, and complement the offerings of local businesses
 - (c) consult the community about new market proposals by providing consultation opportunities.
5. As set out in the Policy and Guide, market operators are required to:
 - (a) minimise any undue impact of the market on the environment, residents and nearby businesses and stakeholders
 - (b) ensure market sites are well-maintained and accessible for all members of the community
 - (c) prioritise community health and safety by rectifying hazards and problems where required.
6. The City seeks diversity of quality markets across the local area. Preference will be given to a market proposal that demonstrates innovation and diversity.
7. The City supports operators where possible, including by providing:
 - (a) a dedicated Markets Coordinator to assist applicants through each step from proposal to approval, including site identification, in-principle proposal feedback, application and approval stages, conduit for ancillary approvals (such as temporary food permits, traffic management plan approvals) and ongoing operational reviews and support once a market is established

- (b) access to suitable City-owned spaces, including outdoor sites and indoor community venues, with associated assistance in assessing site feasibility against the site suitability criteria
 - (c) templates and proformas to help operators develop their operational, waste and impact-management plans
 - (d) a simplified application process for markets operating on a limited number of occasions
 - (e) facilitation of community notification and consultation, including relaying community feedback to operators to help refine their proposals, where applicable
 - (f) ongoing engagement during the market term, including operational reviews, performance and feedback discussions, and timely escalation of community issues
 - (g) pathways to the City's grants and sponsorship programs, which can support community-benefit projects in areas such as culture and creativity, the local economy, sustainability and community building.
8. This support is designed to help operators establish and run a compliant, well-managed market. It does not extend to underwriting or guaranteeing a market's commercial viability.
9. The success of a market depends on the right conditions being in place. A viable market needs suitable site conditions, including adequate space, ease of access, and appropriate services and infrastructure. Community buy-in is also essential. Without consistent attendance and sustained local support, a market is unlikely to be viable over the long term.
10. Not all markets succeed, and markets cease operating for reasons unrelated to the level of support provided. For example, the previous market at Green Square Plaza received strong support from the City. However, despite a sound concept, a seasoned markets operator, extensive marketing campaigns and significant efforts taken to engage with the community, the level of community attendance was ultimately not viable to sustain ongoing market operations.
11. As part of this review, both the Policy and supporting Guide were structurally updated to improve clarity and usability.
12. The Policy was streamlined to focus on core principles and requirements, with operational content relocated to the supporting Guide and web resources.
13. Key updates to the Policy include the removal of references to temporary markets approved through existing event pathways, the inclusion of the City's endorsed Ethics Framework, and a revised approach to market location feasibility with locations determined by the City prior to in-principle approval.

14. The Guide was revised to ensure consistency with the updated Policy and restructured into a clear, 7-step process for applicants to identify a feasible market site and type, apply for, and obtain approval to operate a market. This structural change provides clearer practical direction, supports consistent implementation, and improves ease of use for stakeholders.
15. Operational documents and checklists were removed from the Guide annexures to be incorporated into the City's markets webpages to improve accessibility and allow for more flexible updates.
16. The prior 'market site application' form is also revised to form a dedicated 'market proposal application' form to align with the new 7-step process outlined in the Guide.

Key implications

Strategic alignment - Sustainable Sydney 2030-2050 Continuing the Vision

17. Sustainable Sydney 2030-2050 Continuing the Vision renews the communities' vision for the sustainable development of the city to 2050. It includes 10 strategic directions to guide the future of the city, as well as 10 targets against which to measure progress. This policy is aligned with the following strategic directions and objectives:
 - (a) Direction 3 - Public places for all - markets make a notable contribution to a vibrant city centre. Markets help contribute to the human experience of visiting the city centre to shop, socialise and be entertained. By enabling markets across our local area, we increase our communities' opportunities to connect in our public spaces.
 - (b) Direction 6 - An equitable and inclusive city - markets foster an equitable and inclusive city by lowering barriers for small entrepreneurs, celebrating diverse cultures, and creating accessible public spaces where people from all backgrounds can participate and belong.
 - (c) Direction 8 - A thriving cultural life - markets act as vibrant social hubs where local makers, performers, and storytellers connect with the community, fuelling creativity, cultural exchange, and a lively shared sense of place.

Organisational impact

18. There are no organisational impacts related to the updating of the Markets policy.

Risks

19. The public exhibition of these updated documents is within the City's risk appetite which states:
 - We are committed to conducting our activities in full compliance with applicable laws, regulations and relevant industry standards.
20. Market operations may not achieve commercial success, as the financial performance and viability of a market are the responsibility of the market operator.

Social / Cultural / Community

21. The community benefits from a market in their local area as it provides the opportunity to purchase fresh produce, goods and services including food and beverage items, handicrafts, and other items.
22. Markets promote social cohesion by providing an opportunity for the local community to meet and come together regularly.

Environmental

23. The City requires operators to undertake a site assessment and detail how they will minimise impact on the location, including having wet weather contingencies.
24. The City requires operators to develop and provide detailed plans for how they will manage load in and load out, vehicle movements, infrastructure placement, waste management and safety to reduce impact on the location.

Economic

25. Markets are an important part of the City's business ecosystem, providing employment for stallholders that include food and beverage operators, local creatives, florists, and other retailers, and additionally, markets employ a range of ancillary businesses to facilitate their activities.
26. Local businesses benefit from the presence of markets, as they activate space, and create a destination which attracts the local community and visitors from other areas to the village.

Financial implications

27. It is not anticipated that the changes to the Policy will have any financial implications on the City or market operators.

Relevant legislation

28. Due to the varied nature of markets, their activities and how they take place in the public space, markets are governed by a range of legislation including:
- (a) Local Government Act 1993
 - (b) Crown Land Management Act 2016
 - (c) Roads Act 1993
 - (d) Environmental Planning and Assessment Act 1979
 - (e) Disability Discrimination Act 1992
 - (f) Food Act 2003
 - (g) Protection of Environmental Operations Act 1997
 - (h) Sydney Local Environment Plan 2012
 - (i) Work Health and Safety Act 2011.

Critical dates / Time frames

29. The Policy was last approved by Council in September 2022 (following a public exhibition period) and is due for approval in 2026.

Public consultation

30. The draft Policy will go on public exhibition for 28 days pending endorsement by Council.
31. All current and past market operators will be notified when the Policy and Guide are published for exhibition.
32. External consultation was sought during the review. The stakeholders acknowledged and provided no feedback or comments.

EMMA RIGNEY

Executive Director City Life

Adam Sherar, Manager Venue Management

Attachment A

Draft Markets Policy

Markets Policy

Purpose

The purpose of this policy is to establish the City of Sydney's approach to approving ongoing markets and the level of commitment it requires from Market Operators to achieve quality market operations. It aims to encourage well managed markets that help to support and contribute to local communities, complementing local businesses.

Scope

The Markets Policy applies to ongoing markets on Council land in the City of Sydney local area, that are permitted under a Market Approval. It does not apply to one-off markets or events. One-off markets or events must go through the outdoor event application and approval process.

This policy does not apply to markets not held on Council land, including private property, or land owned or managed by other NSW Government agencies or statutory authorities.

Definitions

Term	Meaning
Council land	Land owned or under the care, control, and management of the City of Sydney. Land owned by the City of Sydney includes land classified as operational or community, including public reserves. Land under the City of Sydney's care and control and management includes Crown land, roadways (including footpaths) and third-party owned land where the City of Sydney has been granted tenure.
Market Approval	Formal approval granted by the City of Sydney for a market to begin operating. A market approval may be in the form of a Licence Agreement on community land or a Consent for use of road.
Market Operator	The individual or group who intend to operate the market and will enter into an agreement with the City of Sydney for the use of the land.
Market Proposal	A detailed document describing the layout, management and preliminary operational plans for a market.
Ongoing Market	A market of regularly scheduled market activities in line with the terms of an approved market Licence or Consent.

Policy Statement

The City of Sydney supports quality markets in the local area, recognising their contribution to community life and local economies. Long-term success and the establishment of permanent market locations depend on several key factors, including strong operator capability, a well-curated stall mix, suitable site conditions and sustained community demand.

The City of Sydney can provide space for market operators within the public domain and support including facilitating access to suitable sites, guidance through approval processes, coordination across relevant City teams and advice on compliance with operational, safety and regulatory requirements.

Ethics Framework

Through the Markets Policy the City of Sydney does not support or approve any activities or entities that conflict with its published [Ethics Framework](#).

Approval of Markets

The application, assessment and approval steps for a market are detailed within the Guide to Setting up a Market on Council Land and on our [website](#).

Market Location

The suitability of a proposed market location will be considered based on a range of relevant factors, including potential local impacts, the nature and classification of the land, the proposed frequency and intensity of use and the feasibility of the site having regard to available services and infrastructure.

The City will determine permissibility for any proposed market location.

Market Approvals

A Market Operator will be required to obtain a Market Approval before a market can start. The Market Approval will contain conditions about the use of the land and the operation of the market.

Community Consultation

The City of Sydney will consult the community about proposed use of Council land for markets. Consultation provides opportunity for community needs and concerns to be addressed when a Market Proposal is assessed.

Markets Management

The Market Operator is responsible for ensuring a market operates in accordance with all relevant laws, regulations, policies and conditions set out in the Market Approval. This includes obtaining and maintaining any licenses, permits, approvals or consents required for the market, and ensuring stallholders, contractors and others involved also meet any applicable requirements.

Fees and Charges

Applicable fees and charges for ongoing markets are applied in accordance with the City of Sydney's [Fees and Charges Schedule](#).

Equal Opportunity Land Use

The City of Sydney will determine the appropriate length of any agreement or consent on a case-by-case basis, as limited by legislation.

To ensure markets retain community use and participation, a Market Operator is required to dedicate a stall space for use by community groups, social enterprises, not-for-profit organisations, the City of Sydney or new start-up businesses.

Responsibilities

The responsibility for the implementation of this policy resides with the City of Sydney Venue Management Business Unit.

Consultation

Internal consultation has been undertaken with relevant internal stakeholders including Procurement, Legal and Finance as well as Executive and the Projects in Focus working group. External consultation has been held with Market Operators.

References

Laws and Standards

- Local Government Act 1993
- Crown Land Management Act 2016
- Roads Act 1993
- Environmental Planning and Assessment Act 1979
- Disability Discrimination Act 1992
- Food Act 2003
- Protection of Environmental Operations Act 1997
- Sydney Local Environment Plan 2012

Policies and Procedures

- City of Sydney Guide to Setting Up a Market on Council Land
- Delivering Sustainable Sydney 2030 - 2050
- City of Sydney Plans of Management for Parks and Reserves
- City of Sydney Sustainable Events Guidelines
- City of Sydney Event Guidelines
- City of Sydney Aboriginal and Torres Strait Islander Cultural Practice Policy
- City of Sydney Performance Bonds Policy
- City of Sydney Procurement and Contract Management Policy
- City of Sydney Inclusive and Accessible Public Domain Policy and Guidelines

Review period

This policy will be reviewed every 4 years.

Approval Status

Council approved this policy on [DATE]

Approval History

Stage	Date	Comment	TRIM Reference
Original Policy	29 June 2015	Approved by Council	2015/326743
Reviewed	24 June 2019	Approved by Council	2015/326743
Reviewed	19 Sept 2022	Approved by Council	2015/326730
Reviewed	2026		

Ownership and approval

Responsibility	Role
Author	Filming and Outdoor Events Manager
Owner	Manager, Venue Management
Endorser	City of Sydney Executive
Approver	City of Sydney Council

Attachment B

Draft Guide to Setting up a Market on Council Land
--

Guide to setting up a market on Council land



Contents

About this guide.....	3
Setting up a market.....	3
Step 1 - Identify a market type	3
Step 2 - Identify a market site.....	3
Step 3 - Produce a market proposal	4
Step 4 - Lodge a Market Proposal Application.....	4
Step 5 - Community consultation and notification	4
Step 6 – Assessment and selection.....	4
Step 7 – Set up the market	5
Fees.....	5
Permits and approvals.....	6
Markets operational requirements	6
Further information	8

About this guide

This guide assists market operators seeking to establish ongoing markets on [City of Sydney Council land](#). It covers the site identification, application, and approval processes.

One-off or temporary events: One-off and temporary markets approved via temporary event approvals are not under the scope of this guide or the City's Markets Policy. For one-off or temporary markets, refer to the [City of Sydney Event Guidelines](#), available on the City of Sydney website or from a [customer service centre](#).

Markets Policy: The [City of Sydney Markets Policy](#) sets out the guiding principles for ongoing markets.

Setting up a market

Follow the seven steps below to apply for and establish a market on City of Sydney Council land.

Step 1 - Identify a market type

Determine which type of market best serves the local community, considering what goods and services are already available. Your offering must align with community needs and not unreasonably compete with existing local businesses.

Market type examples:

- **Fresh food / farmers market** - primarily fresh produce sold directly by farmers and producers
 - **Goods market** - crafts, new or used goods and services sold directly by makers and providers
 - **Specialty market** - focused on a single category, such as antiques, cameras or flowers
-

Step 2 - Identify a market site

Site suitability depends on community impact, land classification and type, proposed frequency of use, and available services and infrastructure.

Key site considerations:

- **Infrastructure** - overhead cover is required for food preparation and unpackaged food display
- **Services** - existing power and water access, where applicable, will dictate stall placement. Any additional service needs are the operator's responsibility to source and provide
- **Access** - safe vehicle access for bump-in/out and clear pedestrian access for visitors and through-traffic are essential
- **Indoor or outdoor venues** - Some indoor community spaces are available for hire. Contact the Community Venues team to discuss indoor venue opportunities: communityvenues@cityofsydney.nsw.gov.au or 02 9265 9333
- **Surface type** – Hardstand surfaces must be prioritised over grassed parks or spaces to avoid damages and resulting limited access for the community during repair works

Refer to the [Site Suitability Checklist](#) available on the [City's website](#) for what must be considered for any market site to be deemed feasible.

Important – Contact must be made to the City's Markets Coordinator before progressing any proposed market site or proposal application to discuss feasibility, site capacity and permissibility.

Step 3 - Produce a market proposal

Once the City has deemed a site as feasible in principle, prepare a market proposal application for submission and assessment.

Refer to the City's '[Apply to set up a local market](#)' webpage for what to include in a market proposal, access to the [Market Impact Assessment proforma](#) and the [Market Proposal Application form](#).

Your proposal must address all essential criteria, including, but limited to:

- Operational details - location, stall numbers, infrastructure, operating hours and days.
- Community engagement - collaboration with nearby businesses and community groups.
- Conflict avoidance - demonstrate the market will not unduly compete with businesses within a reasonable distance.
- Community space - dedicated stallholder space for community groups, social enterprises, not-for-profits and start-up businesses.

Step 4 - Lodge a Market Proposal Application

The [Market Proposal Application](#) must be submitted along with any supplementary documentation and plans via:

- **Email:** markets@cityofsydney.nsw.gov.au
- **In person:** [customer service or neighbourhood service centre](#)

Associated documents, such as, but not limited to, site plans and market impact assessments, can be submitted as supplementary attachments to the market proposal application.

Step 5 - Community consultation and notification

Once a qualifying market proposal has been received, the City will notify and consult the local community on the proposed site and market type. This may include letters to nearby residents and businesses, on-site signage, notices on the City of Sydney website and local publications. Community feedback will be considered in the overall assessment process and may be shared with applicants to help refine proposals.

Request for Proposals (RFP): During the public notification period, additional market proposal applications for the same site may be accepted via an RFP process, to ensure the community receives the best offerings. Details and lodgement deadlines will be published in public notices and on the City of Sydney website. All RFP applications must be submitted to markets@cityofsydney.nsw.gov.au or in person at a [customer service or neighbourhood service centre](#) within the advertised deadline (hard copies must be time/date stamped by a City of Sydney employee).

Step 6 – Assessment and selection

On conclusion of the community notification period, the original proposal and any qualifying proposals submitted during the notification period will be invited to present to City staff and be

interviewed on operational details including, but not limited to, safety, security, traffic, waste management, stall numbers and financial forecasts.

The City may offer conditional approval to a successful proposal on conclusion of assessments, pending receipt of final documents and permits, as required.

The City of Sydney looks favourably on proposals that:

- Curate an innovative market that contributes to cultural vitality through art, performance and community engagement.
- Offer a clear point of difference from existing markets in the local government area.
- Actively involve local businesses, stakeholders and community groups.
- Demonstrate a commitment to zero waste to landfill, including bans on single-use plastics and a commitment to biodegradable containers and cutlery.
- Reduce food waste through food rescue organisations or composting services.

Successful operators must commit to:

- Operating a vibrant, high-quality market destination that complements surrounding businesses.
- Not selling prohibited items on Council land (e.g. fur, mislabelled fake fur, exotic animal skin products or feathers), except where permitted under Traditional First Nations cultural practices.
- Professionally managing the market, including regular contact with Council and submission of performance reports
- Full compliance with the Market Licence/Consent agreement and all applicable legislation and planning obligations.

Step 7 – Set up the market

Following conditional approval, operators must lodge final operational documents and apply for any required ancillary permits before final approval is provided. The City's Markets Coordinator will advise on all requirements at this stage. A market approval is a formal agreement with the City of Sydney and is required before commencing operations.

A market approval can be in the form of a:

- **Licence agreement** - for markets held on Council land classified as operational or community (including public reserves and Crown land); or a,
- **Consent** - for markets held on a designated roadway or footpath.

Fees

Applicable fees and charges for ongoing markets are applied in accordance with the [City's Fees and Charges Schedule](#).

Site maintenance fee: Estimated annually based on utility use and maintenance required as a result of market activity. This is determined prior to a market operating and charged incrementally via monthly invoices.

Grants: City of Sydney offers a range of grant opportunities to help get your project off the ground.

For information on eligibility for markets contact communitygrants@cityofsydney.nsw.gov.au or

Permits and approvals

Apply through the City of Sydney for:

- Temporary food vending permits
- Temporary road closures
- Traffic management on City roads

Apply directly with the relevant agency for:

Permit / Service	Agency
Temporary event liquor licence	Liquor & Gaming NSW
User-pays police	NSW Police Force
Sydney Buses approvals	Transport for NSW
Road occupancy licence / Clearways	Transport for NSW
Taxi Council approvals	NSW Taxi Council
First aid provider	St John Ambulance / Ambulance NSW

Fees and charges may apply. Each agency will advise on their applicable costs.

Markets operational requirements

Insurance

- Operators must hold a public liability insurance policy for a minimum of \$20 million and provide a certificate of currency before entering into a Licence/Consent. Operators must hold workers compensation insurance as required by law, and other relevant business protection are also strongly recommended.

Performance Bond / Security Deposit

- A performance bond or security deposit may be required before operations commence. This will be confirmed by the City's Markets Coordinator.

Payment Terms

- A minimum of one month's land-use fee must be paid in advance before approved market operations commence.

Make Good and Site Maintenance

- Stalls and infrastructure should be prioritised to hardstand surfaces. Ground protection matting (Trakmat, Terratrack or similar) are required where vehicles or heavy infrastructure are used.
- Direct patrons to existing pathways and hardstand surfaces via site layout design to avoid any impacts to soft landscaping.
- A site maintenance contribution fee covers Council works arising from market activity, including landscape maintenance, general cleansing and remediation.
- Sites and infrastructure on grass are generally not supported. If the use of grassed areas is permitted by the City, higher maintenance fees may be required.
- **Note:** The site maintenance fee does not cover waste collection. Operators must arrange commercial waste collection for each market day.

Resource and Waste Management

- Refer to the City of Sydney's [Sustainable Event Guidelines](#) for guidance on reducing environmental impact.

Minimise Resource Use

- Comply with bans on plastic bags, single-use plastics and printed flyers.
- Encourage stallholders to minimise packaging waste.
- Consider whole-market sustainability programs (e.g. zero-waste, reduced carbon footprint).

Recycle, Reuse and Remove Waste

- Use biodegradable or compostable products in line with City and State Government policy.
- Provide additional bins alongside City bins - City bins do not have capacity to service markets in most circumstances.
- Position recycling bins at entry/exit points, food and drink areas, walkways and high-traffic zones.
- Arrange commercial waste collection after each market day and return the site to its original condition.
- Clean litter within 50m of the site boundary (or as stated in the Licence/Consent).

Sustainability Education and Community Engagement

- Promote waste reduction, recycling, product travel distances and packaging minimisation to stallholders and visitors.
- Provide water refill stations and other community sustainability initiatives.
- Encourage stallholders to take food waste for composting and to run relevant workshops.
- Involve local community groups, schools and clubs through participation, performances and discounted or free stalls.

Traffic, Transport and Parking Management

- Road closures or traffic alterations require support from the Local Pedestrian, Cycling, Traffic Calming and Transport Forum. Detailed traffic management plan (including road closure plans) must be submitted to the Forum for review. Application requirements and deadlines can be discussed with the City's Markets Coordinator once in-principle approval is confirmed.
- Encourage stallholders to use off-street parking.
- Situate markets close to transport links to reduce car dependency.
- Allocate scheduled loading zones within the markets area
- Maintain pedestrian safety as the highest priority

Pedestrians, Cyclists and Accessibility

- Ensure safe, accessible routes and clear space around stalls at all times.
- Comply with the Disability Discrimination Act and City of Sydney inclusive and accessible public domain policy.
- Provide ample bicycle parking.
- Communicate public and active transport options clearly in market promotions.
- Ensure any pre-existing bicycle or shared pathways which may enter or impact your site are not hindered or unduly affected by market operations

Hours of Operation, Set-Up and Pack-Down

- Hours are assessed based on surrounding land uses and potential impacts.
- Set-up and pack-down times depend on impacts to surrounding stakeholders, uses and zoning.
- Manage stallholder access to minimise conflicts between vehicles, goods and pedestrians.
- Use designated routes and ground protection to preserve ground surfaces.
- Allocate scheduled loading zones and prioritise pedestrian safety at all times.

Continual Improvement

- Operators must meet regularly with the City's Markets Coordinator for ongoing operational reviews.
- Community feedback and Council concerns will be raised and addressed promptly.

Further information

Further information and access to copies of relevant City documents can be found on the City's [Guide to setting up a market on Council land](#) webpage.



Attachment C

Current Markets Policy

Markets Policy

Purpose

The purpose of this policy is to establish the City of Sydney's approach to approving markets and the level of commitment it requires from market operators to achieve quality market operations. It aims to encourage well managed markets that help to support and contribute to local communities, complementing the local businesses.

Scope

The Markets Policy applies to ongoing markets on Council land in the City of Sydney Local Area. Ongoing markets are classified as markets that operate more than twelve (12) occasions in a 12 month period.

The Markets Policy provides an assessment framework for the City to approve ongoing markets.

In addition to obtaining market approval, ongoing markets are required to lodge a development application to obtain development consent before operating, if the market operates more than 52 days (consecutively or not) in any 12 month period or if the market operates on sites containing heritage items. Other ancillary approvals may also be required. It is the market operator's responsibility to obtain all necessary consents/approvals to operate the market.

Markets not covered by this Policy

Temporary Markets on Council Land

The markets policy and guide do not apply to temporary markets on Council land. Temporary markets are classified as markets that operate on up to twelve (12) times in a 12-month period.

The City of Sydney's guidelines for holding outdoor events, intended for one-off and temporary events, apply to temporary markets.

Temporary markets must meet the event guidelines requirements and receive an event approval before operating.

Markets on land other than Council Land

The market policy does not apply to markets that are not on Council land, including private property, other NSW Government agencies or statutory authorities. For markets on land that is not Council land, our land ownership map will help you determine the landowner you need to contact.

Definitions

Term	Meaning
Council land	Land owned or under the care, control, and management of the City of Sydney. Land owned by the City of Sydney includes land classified as operational or community, including public reserves. Land under the City of Sydney's care and control and management includes Crown land, roadways (including footpaths) and third-party owned land where the City of Sydney has been granted tenure.
Market Approval	Formal approval granted by the City of Sydney for a market to begin operating.
Market Operator	The individual or group who intend to operate the market and will enter into an agreement with the City of Sydney for the use of the site.
Market Proposal	A detailed document describing the layout, management and preliminary operational plans for a market.
Ongoing Market	A market of regularly scheduled Market activities in line with the terms of an approved market licence.

Policy Statement

The City of Sydney supports quality markets in the Local Area. Markets provide for the needs of the community, ranging from providing fresh food to goods and services. We recognise the potential contribution of markets to community life and local economies. Markets can complement local business offerings and provide opportunities for emerging enterprises.

We will:

- apply a consistent assessment framework to approving site applications and market proposals
- require market operators to demonstrate capacity to meet community needs, contribute to social cohesion, strengthen the local economy, and complement the offerings of local businesses
- consult the community about new market proposals by providing consultation opportunities.

Market Operators will be required to:

- minimise any undue impact of the market on the environment residents and nearby businesses and stakeholders
- ensure market sites are well-maintained and accessible for all members of the community
- prioritise community health and safety by rectifying hazards and problems where required.

Approval of Markets

The City of Sydney seeks diversity of quality markets across the local area. Preference will be given to a market proposal that demonstrates innovation and diversity.

Council will look favourably on a market proposal and operator who can:

- curate an innovative market that also provides a platform for cultural vitality through art, performance, and bringing the local community together
- through a curated offering, provide a point of difference to the existing market offerings within the City of Sydney local government area
- engage and include local businesses, stakeholders, and community groups into a market to promote cohesiveness and complement the surrounding area and existing businesses
- demonstrate a clear commitment to zero waste to landfill, aligning with the goals of Sustainable Sydney 2030, including a ban on single use plastic bags, a commitment to use biodegradable containers including, but not limited to beverage, takeaway containers, and cutlery within the market
- commit to reducing food waste through utilising services such as food rescue organisations for unsold food or food waste collection for recycling.

The market operator must also be able to meet the following objectives:

- operate the market as an interesting and vibrant destination
- operate a market that sells a high quality of goods/services representing value for money
- maintain high standards of presentation and customer success
- ensure that the market's operation complements and adds value to the existing businesses in the area
- ensure the market does not sell or promote any prohibited items or services on Council land, such as live animals, mislabelled fake fur, exotic animal skin products and feathers, other than where is permitted under traditional first nation cultural practices
- professionally organise, manage, and operate the market
- have regular contact with Council and submit performance reports as part of the ongoing review of the market
- ensure compliance with all requirements of the Licence as well as other applicable legislative or planning obligations.

The application, assessment and approval steps for market proposals are detailed within the [markets guide](#) and on our [website](#).

Market Agreements/Consents

The proposed market operator will be required to obtain the City of Sydney's consent before a market can start. These documents will contain conditions about the use of the land and the operation of the market.

Community Consultation

The City will consult the community about proposed use of Council land for markets. Consultation provides opportunity for community needs and concerns to be addressed When market proposals are assessed. There are 2 types of community consultation.

Statutory Public Notice

The City of Sydney is required to give public notice of proposals to grant a lease or licence on community land or Crown land in line with all relevant legislation. The City of Sydney is not required to give public notice for use of operational land, roads and footways.

Community Consultation

In addition to any public notice required by law for the use of community or Crown land, the City of Sydney may consult the community to address any community needs and concerns as part of the market proposal assessment process. This may include:

- consultation of market proposals on the City's website
- feedback from the public consultation being considered in the final market approval process
- notices placed at the proposed market location advertising of a market proposal being considered and how to provide feedback within the consultation period

Markets Management

Ongoing Review

Market Operators are required to participate in regular communication and performance reviews with the City of Sydney. Regular communication and reviews provide opportunities to resolve issues raised by the community, the Market Operator and the City of Sydney.

Health & Safety

Market Operators are responsible for ensuring all stallholders involved in preparing, selling, or providing food comply with the Food Act (NSW) 2003.

Market Operators must also ensure stallholders hold current Temporary Food Premises permits and comply with permit conditions where applicable. Further information may be found online at City of Sydney and NSW Food Authority websites.

The City of Sydney and other authorities may inspect markets and individual stallholders at any time to ensure public health and safety standards are upheld.

Site Accessibility

Market Operators ensure market site configurations encourage community participation and ease of access. Market Operators are responsible for site accessibility, safety of crowd movements and compliance with legislation. This includes the Disability Discrimination Act 1992, Roads Act 1993, Work Health and Safety Act 2011 and other conditions set out in the market agreements. Market Operators are also required to minimise environmental impacts.

Fees and Charges

The City's Fees and Charges Schedule includes fees for markets. For more information see fees and charges.

A site maintenance fee is charged by the City of Sydney to the Market Operator to cover maintenance costs incurred as a result of market use of a site. These are determined for

each market licence, dependant on the services required and space used.

The City of Sydney reserves the right to review and vary the fees and charges of this policy where required.

Equal Opportunity Land Use

The City of Sydney will determine the appropriate length of any agreement or consent on a case-by-case basis. No term will be longer than five years.

To ensure markets retain community use and participation, market operators are required to dedicate a stall space for use by community groups, social enterprises, not-for-profit organisations and new start-up businesses.

Equal Opportunity Land Use

The City reserves the right to review, vary or revoke this policy.

Responsibilities

The responsibility for the implementation of this policy resides with the Outdoor Events, Markets and Busking Coordinator, overseen by the Filming & Outdoor Events Manager of the Venue Management Business Unit.

Consultation

Internal consultation has been undertaken with relevant internal stakeholders including Procurement, Legal and Finance.

External consultation has been held with Market Operators.

References

Laws and Standards

- Local Government Act 1993
- Crown Land Management Act 2016
- Roads Act 1993
- Environmental Planning and Assessment Act 1979
- Disability Discrimination Act 1992
- Food Act 2003
- Protection of Environmental Operations Act 1997
- Sydney Local Environment Plan 2012

Policies and Procedures

- [City of Sydney Guide to Setting Up a Market on Council Land](#)
- Delivering Sustainable Sydney 2030 - 2050
- City of Sydney Plans of Management for Parks and Reserves

Policies and Procedures

- City of Sydney Sustainable Events Guidelines
- City of Sydney Event Guidelines
- City of Sydney Aboriginal and Torres Strait Islander Cultural Practice Policy
- City of Sydney Performance Bonds Policy
- City of Sydney Procurement and Contract Management Policy
- City of Sydney Inclusive and Accessible Public Domain Policy and Guidelines

Review period

This policy will be reviewed every 4 years.

Approval Status

Council approved this policy on 19 September 2022.

Approval History

Stage	Date	Comment	TRIM Reference
Original Policy	29 June 2015	Approved by Council	2015/326743
Reviewed	24 June 2019	Approved by Council	2015/326743
Reviewed	19 Sept 2022	Approved by Council	2015/326730
Commence Review Date	19 Dec 2025		
Approval Due Date	19 Sept 2026		

Ownership and approval

Responsibility	Role
Author	Outdoor Events, Markets and Busking Coordinator
Owner	Manager, Venue Management
Endorser	City of Sydney Executive
Approver	City of Sydney Council

Attachment D

**Current Guide to Setting up a Market on
Council Land**

Guide to setting up a market on Council land



Contents

About this guide	3
Setting up a market	4
Fees	9
What to include in a market proposal	10
Market operational requirements	12
Attachments	16

About this guide

This guide is for market operators seeking to set up markets on Council land in the City of Sydney local area.

The guide aims to assist market operators through the market application process, identifying suitable sites, and how to obtain consent to use the site.

The City of Sydney supports markets on Council land in several ways.

These include:

- Dedicated markets coordinator to help applicants and organisers through the application, approval and stages and then the ongoing reviews and operational support once a market is set up
- Templates and proformas for developing operational plans
- Simplified application process for markets held less than 12 occasions in year

Markets policy

The City of Sydney Markets Policy complements this guide in providing guiding principles for supporting markets.

Setting up a market

Markets can provide for the needs of the community, ranging from providing fresh food to providing goods and services. Markets can serve as an anchor for community to come together, get to know one another and celebrate everything local.

The following steps show the process to get a market up and running.

- Identify a market type
- Identify a market site
- Lodge a market site application
- Produce a market proposal
- Community consultation and notification
- Request for proposals open
- Market proposal assessment and selection
- Set up the market

Note: The Markets Policy and this Guide to Setting up Markets on Council Land do not apply to temporary markets on Council Land. Temporary markets are markets that operate up to twelve (12) occasions in twelve (12) month period.

The City of Sydney Event Guidelines, apply to temporary markets that are intended for one-off and temporary events. A copy of the Event Guidelines is available on the [City of Sydney website](#) or from the [City of Sydney customer service centre or neighbourhood service centres](#).

Landowner's consent, including development consent where applicable, must be obtained for markets that are not on Council land. The Markets Policy and this guide do not apply to those markets held on land that is not under the City of Sydney's ownership or care and control.

Identify a market type

Successful markets begin with identifying the goods and services best suited to a community, by taking time to understand what goods and services exist or may be lacking in the area.

The City of Sydney requires that you identify a market type ensuring your market offering remains consistent with the needs of a community and does not unreasonably compete with goods or services that may already be available in the area.

Some market type examples include:

- **Fresh food/farmers market** – a mainly fresh food market that provides farmers and food producers opportunity to sell food products directly to customers
- **Goods market** – a mainly goods-based market that provides craftspeople, goods, or service providers an opportunity to sell new or used goods and services direct to customers
- **Speciality market** – a goods or service-based market that provides one main type of goods or service direct to customers. Examples of speciality markets can include camera markets, antique or flower markets

Identify a market site

A well-located market can provide a strong foundation for a successful long-term operation. A market site must be selected that suits the type of market being proposed. The site suitability checklist (see attachment A in this guide) should be used to assess potential market sites and determine how a market may affect a site and its surrounds. This checklist provides performance criteria to help select the most suitable site.

Typically, markets are held outdoors, however the City of Sydney has several indoor venues and community spaces that may also be available for market hire. Contact the Community Venues team for more information about indoor community venues – communityvenues@cityofsydney.nsw.gov.au or via 9265 9333.

Whilst we encourage creative use of sites, some sites are better suited to ~~erection of~~ erect structures and for vehicular access than others. Some market formats can include:

- **Stalls and marquees** – best suited to sites with hardstand such as concrete, bitumen, brickwork and other paved surfaces to avoid damage to turfed areas. Overhead shelters are mandatory for food preparation and displaying unpackaged food.
- **Trestle tables and ground displays** – best suited for indoor sites, sites with overhead cover, grassed surfaces for example due to the absence of inclement weather cover.
- **Other formats** – may include creative market proposals such as car boot sale markets, rooftop markets and markets comprising portable trolley displays and tricycle stands.

Market applicants should speak to our Markets Coordinator to discuss the capacity of a site before proceeding to the next step.

The Markets Coordinator can help identify if a market permitted on a particular site in line with NSW Government legislation, including the Local Government Act 1993, the Sydney Local Environmental Plan 2012 and any other relevant policies and legislation before a proposal progresses to an application.

Lodge a market site application

The market site application form can be downloaded from the [City of Sydney website](#).

Applications must be lodged by sending the completed application by email to markets@cityofsydney.nsw.gov.au, or submitted in hard copy at our [customer service centre or neighbourhood service centres](#).

The City of Sydney will determine if a site is appropriate for market use by assessing the site against the performance criteria listed in the site suitability checklist (see attachment A), together with any other criteria relevant to a particular site. The City of Sydney will also determine any specific requirements and identify any conflicting works or existing bookings that may be scheduled for the proposed location.

Produce a market proposal

A market proposal must be prepared that describes the layout, management, and operational plan for a market to allow the City of Sydney assess the proposal and its feasibility.

Details of what to consider in a market proposal are listed on Page 10 of this guide. Market operational requirements as detailed on Page 12 should also be reviewed to inform a market proposal.

To inform the details and production of the market proposal a market impact assessment (see Attachment B in this guide) should be used to identify and address likely impacts of the market on surrounding residents, businesses, and the environment.

A key factor for a market proposal is how the market can engage the community and collaborate with stakeholders, such as nearby businesses and community groups.

The City of Sydney requires all markets to prioritise collaboration with existing businesses and stakeholders surrounding a market site for any proposal. A proposed market cannot pose an undue conflict with any businesses or services being offered within a reasonable distance surrounding a market site.

The City of Sydney requires all markets to provide stallholder space for community groups, social enterprises, community consultation, not-for-profit organisations, and new start-up businesses. This is an addition to the requirement of a free community meeting space or entertainment area within the market grounds.

Once a market proposal is finalised it should be lodged with the City of Sydney for review. Our Markets Coordinator will then start the required community notification, consultation and request for proposal processes as detailed below.

Market proposals can be lodged by email to markets@cityofsydney.nsw.gov.au or in hard copy at our customer service centre or neighbourhood service centres.

Community Consultation and Notification

Once a market proposal is lodged for review and assessment, the City of Sydney will notify and consult with the local community on the proposed market site and market type.

We consult the community to consider comments and feedback. This may include:

- Letters to the residents and businesses surrounding a site about a market proposal
- Notification signs displayed on the proposed market site
- Details of the proposed market placed on the City of Sydney website
- Public notices placed in local publications

While the City of Sydney is only required to notify the community for proposed market licences on certain types of land, we recognise the importance of consultation and will notify the community for all proposed market sites on all City of Sydney owned or operated land.

The feedback we receive from the community about a market will be considered in the overall assessment of a market application.

We may also provide comments from the community to a market applicant to refine a market proposal and address community concerns or needs, where required.

Requests for proposals

To ensure the community receives the best offerings for City of Sydney spaces, during the public notification and consultation period for any new market proposal the City of Sydney will accept additional market applications for a proposed site through a request for proposal (RFP) process. This process will run concurrently to the public notice publication and conclude on the same date as the public consultation feedback.

The process requires any additional applicants to provide information about them as an operator and their initial proposal for a market on the site identified for initial assessment.

The details for any request for proposals and the lodgement deadlines will be included in public notices and on the City of Sydney's website, with a link to the request for proposal document that needs to be completed for any additional applications.

Any request for proposal applications must be received before the closing time and date specified in the public notice and should be lodged via email to markets@cityofsydney.nsw.gov.au or in hard copy at customer service or neighbourhood service centres.

Note: any request for proposal documents lodged in hard copy must be time and date stamped by a City of Sydney employee when it is received.

Market proposal assessment and selection

If the notification and consultation period ends with no other qualifying proposals lodged during the request for proposals period, the City of Sydney will proceed to assess the original proposal on its own merits and in line with assessment criteria set out by the City of Sydney.

If the City of Sydney receives a request for proposal during the notification and consultation period that meets the standard requirements, the applicant will be asked to produce a formal market proposal, as detailed above and on page 10 for assessment and consideration, along with the original market proposal. All proposals will be assessed on their own merits and under the same assessment criteria set out by the City of Sydney.

The City of Sydney will initially assess applications to identify a short-list that will progress to the next stage based on the viability of the proposal and in relation to the assessment criteria.

Shortlisted applicants will be asked to prepare and deliver a presentation to City of Sydney staff on their market proposal and to be interviewed on the operational details and vision for the market. This can include assessing and discussing details of the proposal such as logistical considerations for safety, security, traffic management, and waste management. It can also include operational considerations such as the realistic number of stalls expected and estimated budgets and forecast revenues.

The City of Sydney may identify a successful proposal and operator at the conclusion of the assessments. At this time, conditional approval will be issued, pending final documents and permits, where required.

The City of Sydney will look favourably on a market proposal and operator who can:

- curate an innovative market that also provides a platform for cultural vitality through art, performance, and bringing the local community together
- through a curated offering, provide a point of difference to the existing market offerings within the City of Sydney local government area
- engage and include local businesses, stakeholders, and community groups into a market to promote cohesiveness and complement the surrounding area and existing businesses
- demonstrate a clear commitment to zero waste to landfill, aligning with the goals of Sustainable Sydney 2050, including a ban on single use plastic bags, a commitment to use biodegradable containers including, but not limited to beverage, takeaway containers, and cutlery within the market
- demonstrate a commitment to reducing food waste through utilising services such as food rescue organisations for unsold food or food waste collection for recycling.

Market operators must also be able to meet the following objectives:

- operate the market as an interesting and vibrant destination
- operate a market that sells a high quality of goods/services representing value for money
- maintain high standards of presentation and customer success
- ensure that the market's operation complements and adds value to the existing businesses in the area

- ensure the market does not sell or promote any prohibited items on Council land, such as fur, miss-labelled fake fur, exotic animal skin products and feathers, other than where this is permitted under traditional first nation cultural practices
- professionally organise, manage, and operate the market
- have regular contact with Council and submit performance reports as part of the ongoing review of the market
- ensure compliance with all requirements of the licence agreement as well as other applicable legislative or planning obligations

Set up the market

Once a market is granted conditional approval, an operator will need to prepare and lodge final operational documents and apply for relevant ancillary permits and licences, where applicable.

Page 11 provides further information on other permits and licences that may be required before the market can start operating which will also be identified by our Markets Coordinator when conditional approval is issued.

The successful operator will need to enter into a formal agreement with the City of Sydney to operate a market. This will either be a licence agreement for a market operating on Council land classified as operational or community, (including public reserves and Crown land), or a consent granted under the Roads Act 1993 for a market operating on a roadway or footpath.

The agreement will contain conditions that apply to the use of the land and operation of the market.

Fees

The following application fees are for markets on Council land.

Note: The City of Sydney reserves the right to review and vary fees and charges outlined in this guide where required.

ITEM	FEE
Market site application form	\$0
Market proposal and impact assessment	\$0
Community notification and public consultation	As applicable. You may obtain a quote from the City of Sydney if required.
Development application, if required	As applicable. You may obtain a quote from the City of Sydney if required.

The following land use fees apply for a market site.

Site fee	Land use fee	Site maintenance fee
Council land	Commercial market operator: 20% of gross annual revenue*, estimated at the beginning of each year. Not-for-profit market operator: 10% of gross annual revenue No fee charged for the initial 12-month terms of new sites set up by not-for-profit market operators. *The gross annual revenue is calculated by the approved average stall numbers multiplied by the amount charged by market operator to stallholders.	Site maintenance fee is estimated at the beginning of the year by assessing utility use and maintenance required on a site, as a result of market use. It is charged incrementally to monthly invoices.

The City of Sydney's grants and sponsorship programs are designed to support the community to develop projects and works which directly benefit one or more of the following key areas:

- celebrating culture and creativity
- supporting the economy and business
- ensuring environmental sustainability
- building community.

View more information about our grants and sponsorship programs, or contact the grants team at communitygrants@cityofsydney.nsw.gov.au or phone 02 9265 9333.

What to include in a market proposal

The market proposal details your market plans to the City of Sydney and the community.

This section sets out what to include in a market proposal.

SECTION 1

1.1 Description of market

Include:

- Name of the market and its purpose
- A market charter which should explain why this market is good for the community and the philosophy that underpins it.
- Production schedule detailing the time, location, frequency of the market, including bump-in and bump-out times.
- List of equipment to be used on site.
- Description of stall types, numbers and market activities including entertainment, workshops, and any children's activities.

1.2 Site plans

- Provide a site plan to show the location of structures (including stallholder structures) and access ways including any toilets, stages, seating, generators, refrigeration, stallholder loading areas, entry and exit points.
- Provide at least 2 site configurations (one as a wet weather contingency) if there is grass within the market site.

1.3 Site impact report

- Prepare a site impact report using the site impact assessment proforma (see attachment B) This needs to provide information on how you will protect the site and surrounding environment, minimise impact on the community and ensure your market complements the local economy.

1.4 Market administration

Include details on:

- anticipated patron numbers
- community engagement plan and provision of community space at the market
- marketing and promotional plan
- product consistency and service quality assurance
- stallholder manual and agreement
- stallholder fees
- stallholder retention strategy

SECTION 2

2.1 Risk management plans

- Crowd management
- Emergency management plans and chain of command
- All weather protection, wet weather contingencies and market cancellation procedure
- On-site contacts, such as market manager and a staff absentee back-up plan
- Work, health and safety plan

2.2 Waste management and sustainability plans

Include plans and details regarding:

- Waste minimisation plan
- Reuse and resource recycling initiatives
- Whole market sustainability initiatives

2.3 Transport and traffic management plan (where applicable)

- Provide a traffic management plan and traffic redirection plan if applicable
- Provide details on active transport provisions, including safe parking for bicycles, way finding signs for accessible pathways and so on

2.4 Public Health

Include details on:

- Portaloos and accessible toilet locations and numbers
- First aid
- Security and money handling procedures
- Noise management plan, if applicable
- Weighting and securing of structures

2.5 Permits

Applications for approval of the following must be made to the City of Sydney, where applicable, for ancillary approvals prior to a market being permissible to commence:

- Temporary food vending permits
- Temporary road closures
- Traffic management on City roads

You may also require additional services at your market. Applications for the following are to be made directly with the respective service providers:

- Temporary event liquor licences (Liquor & Gaming NSW)
- User-pays police (NSW Police Force)
- Sydney buses approvals (State Transit Authority)
- Road occupancy licence (Transport for NSW)
- Clearways (Transport for NSW)
- Taxi Council approvals (NSW Taxi Council)
- St John Ambulance or other first aid provider (Ambulance NSW)

Fees and charges may apply for the above services. Each service provider will advise directly about any applicable fees for their services or approvals.

Market operational requirements

This section provides additional market operational requirements and recommendations.

Insurance

You must obtain a public liability insurance policy for a minimum of \$10 million. The City of Sydney requires a market operator to provide this certificate of currency before entering into a licence agreement.

The City of Sydney is not responsible for the risks incurred from operating a market in a public space. It is recommended you hold a current workers compensation insurance policy and other forms of businesses and operational protection.

Performance bond/security deposit

You may be required to provide a performance bond/security deposit before market operation starts. This will be discussed and confirmed with the Markets Coordinator.

Payment terms

A market operator is required to pay a minimum of one month's land-use fee in advance to the City of Sydney before market operation starts.

Make good and site maintenance

Where possible, markets should locate market stalls and infrastructure on hardstand areas rather than on grass. Ground surface protection mats (Trakmat, Terratrack or similar) are to be used where vehicles will be operated on, or impactful infrastructure located on, grassed areas.

Site layouts should be designed to guide patrons to walk on existing pathways and hardstand where possible.

A site maintenance contribution fee may be collected for the City of Sydney to undertake works arising from market use. These may include the following works associated with a market's operation effect on a site:

- landscape and general property maintenance
- general cleansing of the site
- remediation of grass.

The City of Sydney will assess grass and landscape conditions periodically. Grassed areas may require closures for several weeks if returfing and remediation are required. Sites on grass may incur higher site maintenance fees due to the increased damage to turf and landscaping.

A site maintenance fee does not include waste collection services. A market operator is required to organise commercial waste collection at the conclusion of each market with an appropriate service provider.

Resource and waste management

The City of Sydney [sustainable event guidelines](#) is a helpful resource to inform ways to reduce market impact on the environment.

Key principles for developing your resource and waste management plan include:

Minimise resource use:

- Ensure compliance with local and state government requirements relating to the prohibition of plastic bags, single use plastics and many forms of pamphlets and flyers provided at markets.
- Encourage stallholders to minimise waste through reducing use of packaging where possible.
- Consider implementing whole market sustainability initiatives, such as zero waste markets across the whole market and reduced carbon footprint initiatives for vehicular use related to the markets production.

Recycle and reuse:

- Use biodegradable or compostable products where required and feasible, in line with the City of Sydney reduction of single use items policy and relevant state government policies and initiatives.
- Additional bins should be placed next to City of Sydney bins to ensure waste from the markets does not conflict with the capacity of these bins on any site.
- City of Sydney bins do not have the capacity to service market operations in most circumstances.

Remove all waste immediately and sustainably from the site

At the conclusion of the market operation, waste must be collected by a commercial waste service provider. Depending on waste disposal arrangements, recycling bin caps are to be used on bins.

Additional bins should be placed at the following locations as a minimum:

- key entry and exit points
- areas where food and drink are consumed
- next to City of Sydney bins
- beside designated walkways and high traffic areas
- where they can be effectively emptied and serviced, especially in peak periods.

Market operators must make sure the site is returned to its original condition at the end of each market. An operator is required to remove associated litter from the streets surrounding a market site up to 50m from the site boundary, or as specified in the licence agreement with the City of Sydney for the use of the site.

Sustainability education and initiatives

The waste management plan for a market should include how an operator plans to work with the City of Sydney's waste and education and community gardens program. For example:

- encourage stallholders to take food waste back to their farms or suppliers for onsite composting
- consider running workshop programs to educate customers on seasonal buying, composting, worm farming at home, cooking to minimise food waste, meal planning and growing food at home
- consider including organic waste collection as part of your recycling system.

Wherever possible, include educational information at a market to inform patrons where waste and recyclable items from the market will go to, the distances in which produce or products travelled to reach the market, packaging minimisation initiatives, water bottle refilling points and other initiatives you have implemented for community involvement and collaboration.

A market must involve the local community and should engage community groups, sporting clubs, schools, colleges, and community centres, for example, to participate in a market where possible. Markets must provide space for the community to meet, participate in activities, perform, and enjoy live entertainment where possible.

Local service and community groups must be given access to free or low-cost stalls at any market, as markets can help connect communities and enliven the public domain.

Stallholder and supplier selection

Stallholders must be able to operate sustainably and safely. Priority should be given to stallholders that operate or produce goods locally, to minimise the distance in which goods sold at a market have travelled to get there.

Pedestrians and cyclists

Well-designed access routes and adequate space for gathering around stallholder displays are integral to safe and accessible environments for patrons.

Under the *Disability Discrimination Act* it is unlawful to discriminate against someone if they have a disability. A person with disability has a right to obtain goods and use services and facilities in the same way as people without disability. Refer to the City of Sydney's inclusive and accessible public domain policy.

The Building Code of Australia provides requirements for site design, such as providing accessible parking and circulation space to allow manoeuvrability of wheelchair turns and passing through doorways and accessways.

Ample room for bicycle parking should be provided to encourage patrons to ride to the market. Public transport and active transport access must be communicated clearly on any promotional material for a market.

Traffic and parking management

If you require a road closure or alterations to the public road, traffic or parking arrangements, approval is required from the Local Pedestrian Cycling and Traffic Calming Committee before the operation of a market.

A detailed traffic management plan, including road closure plans where applicable, must be prepared for lodgement with the committee, within the deadlines required by Transport for NSW. Information on application requirements and deadlines for submission to committees can be discussed with the market's coordinator once an in-principle approval has been confirmed for a market proposal.

The City of Sydney recommends operators source off-street parking for stallholders to ensure no additional pressures are placed on local streets for parking. Markets should be ideally situated close to transport links to reduce requirements for vehicle use for the public attending a market.

Hours of operation

The City of Sydney will assess proposed operating hours by considering surrounding site uses. Permitted set up and pack down times are dependent on impacts to the surrounding stakeholders, uses and zoning.

Set up and pack down

Access for stallholders for their trading site must be considered to reduce conflicts with vehicle and produce movements across pathways and pedestrian areas. A route should be provided that ensures protection of grass and natural landscape. Loading zones should be allocated on a

scheduled basis to avoid conflicts with access for stallholders. Pedestrian safety must be maintained as an upmost priority throughout the use of a public space for a market.

Continual improvement

During the licence agreement term, a market operator will be required to meet with our Markets Coordinator for ongoing operational reviews, market performance and feedback from the community and the City of Sydney.

Our Markets Coordinator will ensure that any community issues notified to the City of Sydney are raised in a timely manner with the operator and will follow up any resulting actions.

Attachments

Attachment A

Site suitability checklist

This is an initial checklist for assessing a site's physical capacity for market use. In assessing an application, the City of Sydney's Markets Coordinator will discuss this checklist with an applicant to assess the site suitability.

In considering the market impact on the environment, community, and local economy, refer to the market impact assessment (attachment B) and market operational requirements.

Capacity and conditions

Criteria	Criteria performance measure	Y/N
Location	Highly visible sites, such as high pedestrian or vehicle traffic routes, provide recognition and attract passing traffic.	
Landmark	Sites with a well-known landmark provide increased location recognition.	
Slope	Levelled sites are preferable to sites on a gradient, particularly for erection of stalls and stages. Ensure site slopes and landings meet access standards.	
Heritage	Sites with heritage listed items are not always recommended for markets. Development consent must be obtained for use of sites with heritage listed items.	
Surface	Fully grassed or landscaped sites are not recommended for markets, as infrastructure cannot be staked into the turf. Hardstand is preferred for storage of goods, erection of temporary structures, vehicle travel and pedestrian access.	
Patron and stallholder capacity	Estimate site capacity to ensure it will accommodate anticipated stallholder and patron numbers. Consider how patrons will move through the site and the stall layout.	
Seating and community space	Ensure adequate seating is available. Providing seats and tables for patrons is a great way to ensure patrons stay longer at your market. Provide space for the community to meet and gather, in the form of sheltered space, space for information sharing or entertainment. If the site is within proximity to a community centre, find ways to link your market with	

Criteria	Criteria performance measure	Y/N
	the centre by way of involving the centre or wayfinding between the centre and your market.	
Amphitheatre and entertainment space	Grassy slopes, wide steps, raised surfaces form a natural stage. These spaces encourage live music and a place for people to gather.	
Distance to existing markets	Ensure the site is located beyond reasonable walking distance of an existing market similar in product or service offering to your proposed market type.	

Utilities and infrastructure

Criteria	Criteria performance and measure	Y/N
Water and power	Access to power (preferably 3 -phase) reduces need for use of portable generators. Sites with running water assists with vendor needs and points for patrons to refill water bottles	
Toilets	The City of Sydney's public toilet strategy provides a guide on temporary public toilet facilities and accessible toilets	
Overhead cover	A degree of cover at a market site provides weather protection and reduces uncertain trading conditions.	
Storage	Sites with storerooms or cages are ideal for storage of ongoing use items such as banners, seats, tables, sunshade, traffic control equipment and ground protection matts.	
Sound amplification	Sites with an in-built announcement system increase the opportunity for live entertainment. Always consider how market noise and sound amplification may impact adjoining or neighbouring properties.	

Accessibility and transportation

Criteria	Criteria performance measure	Y/N
Parking capacity	Consider where your stallholders may access all-day off-street parking to ensure no additional traffic pressure is place on the local area	
Public transport	Regular public transport service connections to major transport interchanges reduces the need for provision of patron car parking and encourages visitation.	

Criteria	Criteria performance measure	Y/N
Active transport	Consider how the site caters for people walking or riding bikes to the market. Are there accessible routes to and throughout the site? Would you require bike parking?	
Loading zones and emergency access	Where vehicles are unable to drive onto the site, consider how the stallholders would be unable to load and unload their vehicles. Sites that are too narrow for emergency vehicle access are not ideal for operating markets.	
Equitable access	The <i>Disability Discrimination Act 1992</i> requires non-discriminatory access for all people regardless of disability. Review your site circulation space, doorway space, and navigation throughout the site such as uneven surfaces, surface material and raised footpaths.	

Long term potential

Criteria	Criteria performance measure	Y/N
Potential to expand	Consider the availability of nearby sites such as laneways, parks, car parks, vacant properties, school grounds and other Council owned sites. All sites require landowner's consent and may require development consent as well	
Minimising long term impact	Review how the market impacts existing uses in the surrounding area and how you can minimise market impact. Use the market impact assessment (attachment B) to consider social, economic, and environmental impacts.	
Proximity to other markets and retail shops	Ensure your market does not duplicate goods and services offered by businesses within the local area and nearby markets.	

Attachment B

Market impact assessment

ENVIRONMENT

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible /minimum /moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
----------------------	--------------------------------------	--	---	--

Traffic

- Impact resulting from market activities. For example, road closure, traffic redirection, loading zones and increased traffic in local streets.
- Number of all-day parking spots required for stall holders.
- Parking provisions for patrons conflicting with people who currently use parking in the area.

Waste

- Collection, storage, handling, and disposal of compostable, recyclable and general waste
- Resource and packing minimization
- Gray water and cooking oil

Water use and run off

- Liquid spillage by patrons and stall holders.

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible /minimum /moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
----------------------	--------------------------------------	---	--	--

- Use of public taps and drainage.
- Liquid spillage by patrons and stall holders.
- Use of public taps and drainage

Visual impacts

- Liquid spillage by patrons and stall holders.
- Use of public taps and drainage.
- Site surface.
- Grass, soil and landscaping, protection and protection monitoring

Heritage

- Heritage listed and conservation items onsite and surrounding site.

SOCIAL

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible/ Minimum/ moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
----------------------	--------------------------------------	---	--	--

Public access and safety

- Safety during daytime operation.

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible/ Minimum/ moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
• Safety during evening markets (if applicable). • Site configuration and structures creating unsafe conditions. • Access and points of congestion around stalls or displays.				
Community engagement and capacity building	• Interaction with City of Sydney projects, programs, and other events in the local area. • Interaction with the local community. • Impact on diverse social groups (including young people, older people, Aboriginal and Torres Strait Islander peoples, people from CALD backgrounds, LGBTIQ communities and people with disability)			
Stallholders and suppliers	• Ensure ethical, local, and sustainable stallholders and suppliers. • Ensure market meets public health and safety requirements.			

ECONOMIC

Impact consideration	Anticipated impacts during operation	Level of impact – Negligible/ minimum/ moderate	Mitigation measures: describe actions and measures	Level of impact after mitigation implemented
Local businesses				
- Impact on business activities surrounding the site. - Ensure complementary to existing retail offering in surrounding areas. - Impact on nearby markets.				
Reputation and image				
Impact of market reputation and image for the local area.				
Cost to Council				
Additional costs to City of Sydney in increased maintenance, waste, transport, rangers and environmental health inspectors, ground surface				
Wider and long-term economic benefits				
- Engagement of local businesses and main street retailers. - Other economic benefits arising from the market.				

