Attachment B

Revised Guide to setting up a market on Council land

CITY OF SYDNEY

Guide to setting up a market on City of Sydney land



Guidelines
October 2026

The City of Sydney acknowledges the Gadigal of the Eora Nation as the Traditional Custodians of our local area.

Contents

About this guide 3
Setting up a market 4
Fees 8
Permits and approvals 9
Markets operational requirements 10
Further information 13
14

About this guide

This guide assists market operators who want to set up ongoing markets on City of Sydney land. It covers how to identify a site, how to apply and the approval processes involved.

One-off or temporary events

One-off and temporary markets approved through temporary event approvals are not covered in this guide or under our 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 or neighbourhood service centre.

Markets policy

Our markets policy sets out the guiding principles for ongoing markets.

Setting up a market

Follow the 7 steps to apply for and set up a market on City of Sydney land.

Step 1 – Identify a market type

Determine which type of market will best serve 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** – mainly 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

The suitability of a site 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 preparing food and displaying unpackaged food display.
- **Services** – existing power and water access, where applicable, will inform stall placement. Any further service needs are the operator's responsibility to source and provide.
- **Access** – safe vehicle access for set up and pack down, and clear pedestrian access for visitors and through-traffic are essential.
- **Indoor or outdoor venues** – some indoor community spaces are available for hire. Contact our community venues team to discuss indoor venue opportunities by email communityvenues@cityofsydney.nsw.gov.au or call 02 9265 9333.
- **Surface type** – hardstand surfaces must be prioritised over grassed parks or spaces to avoid damages and potential limited access for the community during repair works.

Refer to the site suitability checklist which outlines what must be considered for any market site to be considered feasible.

Important: Before you progress a market site or submit an application, contact our markets coordinator to discuss whether the proposal is suitable, whether the site has enough capacity and whether a market is permitted there.

Step 3 – Produce a market proposal

Once we've confirmed the site is suitable in principle, prepare and submit a market proposal for assessment.

Refer to our apply to set up a market webpage for information about proposal requirements, the market impact assessment template and the market proposal application form.

Your proposal must address all essential criteria, including:

- **operations** – market location, number of stalls, infrastructure, operating days and hours
- **community engagement** – how you'll engage and collaborate with nearby businesses and community groups
- **impact on local businesses** – how you'll avoid undue competition with nearby businesses
- **community participation** – dedicated stall space for community groups, social enterprises, not-for-profit organisations and startup businesses.

Step 4 – Lodge a market proposal application

Submit your market proposal application and any supporting documents by:

- **email:** markets@cityofsydney.nsw.gov.au
- **in person:** customer service or neighbourhood service centre.

Supporting documents may include site plans, market impact assessments and other relevant information. Attach these documents when you submit your application.

Step 5 – Community consultation and notification

Once we receive a market proposal that meets the application requirements, we'll notify and consult the local community about the proposed site and market.

Consultation may include:

- letters to nearby residents and businesses
- signs at the proposed site
- notices on the City of Sydney website
- notices in local publications.

We'll consider community feedback as part of our assessment. We may also share feedback with applicants to help improve their proposals.

Request for proposals

During the public notification period, we may invite additional proposals for the same site through a request for proposals (RFP) process. This helps ensure the community receives the best possible market offering.

We'll publish RFP details and submission deadlines in public notices and on the City of Sydney website.

Submit RFP applications by:

- **email:** markets@cityofsydney.nsw.gov.au
- **in person:** customer service or neighbourhood service centre.

Applications must be received by the advertised deadline. Hard copy applications must be date and time stamped by a City of Sydney employee before the deadline.

Step 6 – Assessment and selection

After the community consultation period closes, we'll assess the original proposal and any eligible proposals submitted during the notification period.

Applicants may be invited to present their proposal and discuss operational matters with City of Sydney staff, including:

- safety and security
- traffic management
- waste management
- stall numbers
- financial forecasts.

Following assessment, we may offer conditional approval to a successful applicant. Before approval is finalised, the applicant may need to provide additional documents, permits, or approvals.

We give preference to proposals that:

- create an innovative market that supports cultural life through art, performance and community participation
- offer something different from existing markets in the local area
- actively involve local businesses, stakeholders and community groups
- demonstrate a commitment to zero waste to landfill, including bans avoiding single-use plastics and using compostable or biodegradable food packaging and cutlery
- reduce food waste through food rescue organisations or composting services.

Successful operators must:

- operate a vibrant, high-quality market that complements nearby businesses
- not sell prohibited items on City of Sydney land, including fur, mislabelled fake fur, exotic animal skin products and feathers, except where permitted under traditional First Nations cultural practices
- manage the market professionally, including maintaining regular contact with us and providing performance reports
- comply with the market licence or consent agreement and all relevant laws and planning requirements.

Step 7 – Set up the market

If your proposal receives conditional approval, you'll need to submit final operational documents and obtain any required permits before we can grant final approval.

Our markets coordinator will advise you of the requirements at this stage.

You must have formal approval from the City of Sydney before the market can begin operating.

Market approval may be granted as either a:

- **licence agreement** – for markets on City of Sydney land classified as operational or community, including public reserves and Crown land
- **consent** – for markets held on a designated roadway or footpath.

Fees

Fees for ongoing markets are changed in lined with our fees and charges schedule.

Site maintenance fee

This fee covers utilities and maintenance associated with market operations. It is assessed before the market begins operating and charged through monthly invoices.

Grants

The City of Sydney offers a range of grants to help support new projects.

For information about grant eligibility for markets, contact:

- email: communitygrants@cityofsydney.nsw.gov.au
- phone: 02 9265 9333

Permits and approvals

Apply through the City of Sydney for:

- temporary food vending permits
- temporary road closures
- traffic management on City of Sydney roads.

Apply directly to the relevant agency for:

- temporary event liquor licence – Liquor & Gaming NSW
- user-pays police services – NSW Police Force
- bus approvals – Transport for NSW
- road occupancy licences and clearway approvals – Transport for NSW
- taxi approvals – NSW Taxi Council
- first aid services – St John Ambulance or NSW Ambulance

Note, fees and charges may apply. The relevant agency will advise you of any costs.

Markets operational requirements

Insurance

- Operators must hold public liability insurance of at least $20 million and provide a certificate of currency before entering into a licence agreement or consent.
- Operators must hold workers compensation insurance where required by law
- Other relevant business insurance is strongly recommended.

Performance bond or security deposit

- We may require a performance bond or security deposit before market operations begin. Our markets coordinator will advise if this applies.

Payment terms

- You must pay at least one month's land-use fee in advance before market operations begin.

Site protection and maintenance

- Use hardstand surfaces for stalls and infrastructure wherever possible.
- Ground protection matting (such as Trakmat or Terratrack) is required where vehicles or heavy infrastructure will be used.
- Design the site layout to direct visitors to existing pathways and hardstand surfaces and minimise impacts on landscaped areas.
- A site maintenance fee covers maintenance and remediation work required as a result of market activities.
- Markets on grassed areas are generally not supported. Where approved, higher maintenance fees may apply.

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 impacts.

Minimise resource use

- Comply with bans on plastic bags, single-use plastics and printed flyers.
- Encourage stallholders to reduce packaging waste.
- Consider market-wide sustainability initiatives, such as zero waste or low carbon programs.

Recycle, reuse and remove waste

- Use biodegradable or compostable products where required by City of Sydney and NSW Government policy.
- Provide additional waste and recycling bins. Public bins generally do not have the capacity to service markets.
- Place recycling bins at entrances, exits, food and drink areas, and other high-traffic areas.
- Arrange commercial waste collection after each market day and return the site to its original condition.
- Remove litter within 50m of the site boundary, or as specified in the licence agreement or consent.

Sustainability education and community participation

- Encourage stallholders and visitors to reduce waste, recycle and choose sustainable products.
- Provide water refill stations where possible.
- Encourage food waste composting and sustainability-focused activities.
- Involve local community groups, schools and clubs through participation opportunities, performances and discounted or free stalls.

Traffic, transport and parking management

- Road closures and changes to traffic conditions require support from the Local Pedestrian, Cycling, Traffic Calming and Transport Forum.
- A detailed traffic management plan, including any road closure plans, must be submitted to the forum for review.
- Discuss application requirements and deadlines with our markets coordinator once in-principle approval has been granted.
- Encourage stallholders and visitors to use public transport and off-street parking.
- Locate markets close to public transport where possible.
- Allocate designated loading zones.
- Prioritise pedestrian safety at all times.

Pedestrians, cyclists and accessibility

- Maintain safe and accessible routes around stalls at all times.
- Comply with the *Disability Discrimination Act* and the City of Sydney's inclusive and accessible public domain policy.
- Provide adequate bicycle parking.
- Promote public transport and active transport options in market communications.
- Ensure existing bicycle and shared paths remain accessible and are not unreasonably affected by market operations.

Hours of operation, set-up and pack-down

- Operating, set-up and pack-down hours will be assessed based on surrounding land uses and potential impacts.

- Manage stallholder access minimise conflicts between vehicles, deliveries and pedestrians.
- Use designated access routes and ground protection measures where required.
- Prioritise pedestrian safety at all times.

Continual improvement

- Operators must meet regularly with our markets coordinator to review market operations.
- Community feedback and operational concerns must be addressed promptly.

Further information

Further information and access to copies of relevant City of Sydney documents can be found on guide to setting up a market on City of Sydney land webpage.