

# St Kilda Esplanade Market Food Stallholder Application Form

Created September 2015



1. Download and save PDF to computer
2. Fill out all PDF fields
3. Save as a new file.
4. Submit application with attached additional information where indicated.
5. Email to [esplanademarket@portphillip.vic.gov.au](mailto:esplanademarket@portphillip.vic.gov.au)
6. You must complete all elements of the application, including photos and registration numbers, or your application will not be reviewed.

Please direct any enquiries to the St Kilda Esplanade Market Manager at [esplanademarket@portphillip.vic.gov.au](mailto:esplanademarket@portphillip.vic.gov.au) or phone 03 9209 6634.

Refer to the *Stallholder Application Guidelines* document for more information:

[http://www.stkildaesplanademarket.com.au/copp\\_stkespmarket\\_apps/forms/apply\\_food\\_stall.htm](http://www.stkildaesplanademarket.com.au/copp_stkespmarket_apps/forms/apply_food_stall.htm)

Are you applying as a:

Pre-packaged Food Trader

Ready to Eat Food Trader

Primary Stallholder/s

**NAME:**

(This must be the person/s responsible for the development and creation of the items for sale. A maximum of two people can be listed.)

Secondary Stallholder/s

**NAME:**

- 1.
- 2.

(These must be the person/s attending the stall with the primary stallholder, or on occasion without the primary stallholder to assist on days when the primary stallholder can not attend. Please note that secondary stallholders must have intimate knowledge of, and direct involvement with, the production process of any items for sale. A maximum of two people can be listed.)

<b>BUSINESS NAME (if applicable)</b>				
<b>MAILING ADDRESS</b>				
	<b>STATE</b>		<b>POST CODE</b>	
<b>PHONE / MOBILE</b>				
<b>EMAIL ADDRESS</b>				
<b>WEBSITE (if applicable)</b>				
<b>FACEBOOK PAGE (if applicable)</b>				
<b>TWITTER (if applicable)</b>				
<b>INSTAGRAM (if applicable)</b>				

**Stall Information:**

Are you a Marquee trader?  or Are you a Trailer/ Van trader

Marquee/ Trailer/ Van size? -----

Does your marquee meet Australian Standards

Are you able to provide adequate weights for your marquee each trading day?

I have read [http://www.stkildaesplanademarket.com.au/HRIA\\_Weighting\\_Guide\\_Final\\_18feb09.pdf](http://www.stkildaesplanademarket.com.au/HRIA_Weighting_Guide_Final_18feb09.pdf)

<b>Stall preference:</b>	
Permanent Stall <input type="checkbox"/>	Casual Stall <input type="checkbox"/>

**Permanent Stall:** Permanent stallholders must attend the market on a weekly basis. You must notify the Market Manager for any absences that are more than two weeks. Approved stallholders will initially be eligible for a quarterly (three month) probationary permit. The stallholder will be eligible to renew the permit after the probationary period providing the stallholder has been abiding by the rules and regulations of the Market.

**Casual Stall:** Approved stallholders who wish to be a casual stallholder must book their stall for any Sunday in the month, by the 15<sup>th</sup> of the month before. If an approved casual stallholder does not attend the Market at least once in a six month period they will be removed from the casual stallholder register and will need to apply again.

<b>Please provide your Streatrader number below:</b> For details on Streatrader go to <a href="http://streatrader.health.vic.gov.au">streatrader.health.vic.gov.au</a>
<b>Streatrader number:</b> _____ <b>Food Class/type:</b> _____
<b>Detail products you propose to sell:</b>
<b>Price point of products:</b>
<b>What other Markets do you or have you traded at? Last Market trade date?</b>
<b>Is your food?</b>
Organic <input type="checkbox"/> Certification body: Bio-dynamic <input type="checkbox"/> Certification body: Chemical/spray free <input type="checkbox"/>
<b>List all the ingredients used in the product:</b>

<b>List the source of all your ingredients:</b>

**Food Act Registration Information:**

State the location your products are made (e.g. a commercial kitchen located in Windsor, Victoria): \_\_\_\_\_

Name of registering Council: \_\_\_\_\_

Food Act Registration Number: \_\_\_\_\_ expiry date: \_\_\_\_\_

Please attach a copy of your current Food Act Registration Certificates (must accompany this application)

**Provide a detailed description of the process involved in producing the food product:**

**Describe the packaging used:**  
(please note; biodegradable packaging is strongly encouraged)

**Photos:** Please attach a max of 8 photos to your email application (separately to this form)  
(JPG or PDF format, maximum size 250 KB per photo).  
We are looking for good quality images that show:

1. Up to 4 photos of both general and detailed images of your products and packaging
2. At least 2 photos of your preparation/workspace/cooking area
3. Photos of proposed stall/ van set up, possibly from a past market trade
4. Photo of product branding and packaging

**Additional Information**

I understand non powered sites can only be provided

**Public Liability to the value of \$10 million is mandatory in order to trade at the Market.**

Please attach your Public Liability Certificate of Currency.

**Where relevant please attach either of the following:**

- Resume/CV outlining any professional qualifications and/or previous experience
- Up to 3 recent media articles

**Please note you may be required to attend an interview and/or provide samples of your product:**

I agree

**Please note if approved, you will be required to lodge a Statement of Trade at least 5 days prior to trading dates:**

I agree

**Application Checklist**

Read the St Kilda Esplanade Market Food Guidelines and Extra Ready to Eat Food Permit Conditions (if applicable)  
[http://www.stkildaesplanademarket.com.au/apply\\_food\\_stall.htm](http://www.stkildaesplanademarket.com.au/apply_food_stall.htm)

Read the St Kilda Esplanade Market Guidelines and New Stallholder Pack  
<http://www.stkildaesplanademarket.com.au/FE792A7EB92446D1B80B1926C8498FA0.htm>

- Completed and agreed to the declaration form
- Completed questions 1-10
- Attached copy of your current Food Act Registration Certificates (Streatrader Registration/ Notification & Kitchen Registration)
- Photos attached min of 6 ( **must be under 10 Megabytes**)
- Additional information attached
- Copy of Certificate of Currency (if applicable)
- You must complete all elements of the application, including photos and registration numbers, or your application will not be reviewed.
- Applications can only be made via email. Hardcopy submissions will not be accepted or processed.

### Outcome of your application

The Market Manager will notify applicants of results within four weeks of the submission deadline. No further correspondence will be entered into with unsuccessful applicants from this point forward. Acceptance and non-acceptance is at the discretion of Market Management with guidance from the St Kilda Esplanade Market Selection panel. Management reserves the right to reject applications and not to enter into any correspondence about the decision. All decisions made by management are final.

### Declaration

By submitting this application for the St Kilda Esplanade Market I hereby declare that I personally make the products described above and responses in this application are accurate and true.

I \_\_\_\_\_ (name) agree to all terms and conditions of the market

<b>Date</b>	
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