

# APPLICATION FORM

## FOR CASUAL & FIXED TRADERS

- Casual & Fixed Trader (Merchandise)
- Casual & Fixed Trader (Food)

### PLEASE RETURN COMPLETED APPLICATION FORM TO:

Trader Applications  
Fremantle Markets Pty Ltd  
PO Box 1837  
Fremantle WA 6959  
Telephone: 08 9335 2515  
Email: [info@fremantlemarkets.com.au](mailto:info@fremantlemarkets.com.au)

### CASUAL TRADER SETUP TIMES

Thursday 8am - 6pm  
Friday from 7.30am

### MARKET HOURS

#### The Hall

Friday 9am - 8pm  
Saturday, Sunday  
and Public Holidays 9am - 6pm

#### The Yard

Friday 8am - 8pm  
Saturday, Sunday and  
Public Holidays 8am - 6pm

### FIXED TRADER SETUP TIMES

Wednesday 8am - 3pm  
Thursday 8am - 6pm  
Market Day Manager: 0432 244 867

# FREMANTLE MARKETS

ORIGINAL & STILL THE BEST



# INTRODUCTION

On Friday October 31st 1975, the State's first authentic retail market opened in the historic Fremantle Markets building.

Here at the "Freo Markets", amid the architecture and true atmosphere of the Victorian era, there are over 150 stalls offering a full range of food and merchandise in a convivial and eclectic setting:

The Market trades each Friday, Saturday and Sunday (and Monday public holidays) attracting over 2.5 million local, interstate and overseas visitors each year.

Fremantle Markets Pty Ltd (FMPL) is interested in applicants who are able to offer new and interesting products not currently available in the Market.

## KEY SELECTION CRITERIA

The key selection criteria which will be considered in assessing application are summarised below;

- ♦ Products must be unique, distinctive and not widely available;
- ♦ The proposed concept including use, theme, unique selling points, viability in a market environment, retail trends and compatibility with desired market mix;
- ♦ Professional merchandising and presentation of products;
- ♦ Locally designed or produced;
- ♦ Level of personal involvement in the design/creation/production or the design.

Note: these are not necessarily the only criteria which will be taken into account and are not set out in any particular order of importance.

## STALL FEES INC GST

|         |         |
|---------|---------|
| A – H   | \$400pw |
| J, K, L | \$330pw |
| Q       | \$300pw |
| O, P    | \$250pw |

25% of stall fees are allocated to marketing and promoting the Fremantle Markets, \$25 per week is allocated to electricity, and variable outgoings are allocated on an annual basis at \$322.60 per square meter of the stall size.

## APPLICATION FEE

\$30 application fee applies for all new applications and will be added to the first invoice. This fee covers the additional costs of establishing a new retailer. This fee is only applicable if your application is approved.

## TRADER (MERCHANDISE AND FOOD)

A trader (merchandise or food) generally trades on a weekend or a number of weekends (by agreement) to sell general merchandise (products and/or services or food).

**STALLS** vary in size, shape and what is available i.e. wall space, hanging space etc. They all have power. Traders are required to provide for their own setup within their stall.

**CASUAL BOOKINGS** must be made well in advance (generally 4-6 weeks) to secure a stall suitable for your particular product on your preferred trading dates.

Where bookings are confirmed you are required to trade for all 3 days over the weekend including Friday, Saturday & Sunday and public holidays where applicable and be in attendance for the whole of the Market trading hours.

**ELECTRICAL REQUIREMENTS** All electrical equipment must be tagged by a qualified electrician.

Any trader breaching the electrical code will be reported to the Department of Energy.

### SMALL RETAIL SHOP CERTIFICATE

WA Department of Commerce has a requirement under the WA Retail Trading Hours Act 1987 for any traders trading outside normal trading hours to have a Certificate from them thereby allowing trade at different times.

As Fremantle Markets has always been able to trade outside normal trading hours, every tenant needs this Certificate in order to comply with the Act.

Please download a copy of this application from our website and return to the address on the form.

**CAR PARKING** Fremantle Markets does not own any car parking.

Stallholders wishing to obtain an "Authorised Vehicles Only" parking permit for Thursday's for the Norfolk Close car park (Parry Street) should download the form from our website and return to the Queensgate car park. A fee is payable.

For market day parking options, please download the City of Fremantle parking app.

**SIGNAGE & DISPLAYS** All signage and displays must adhere to our trader guidelines. Please ask for a copy before commencing fitout. Unapproved signs will be removed.

**INSURANCE** The Trader is required to arrange and keep current **Public and Products Liability Insurance** with an insurer approved under the Insurance act in the name of the Trader and **including the interest of Fremantle Markets Pty Ltd.**

Insurance is to be for a minimum indemnity limit of **\$10,000,000** and evidence of such insurance to be provided to the Market Manger.

**FALSE FIRE ALARM FEE** The DFES introduced a fee of \$750 for attending false fire alarms. This bill will be passed on to the trader deemed responsible.

It is also the responsibility of the Trader;

- ✦ To arrange workers compensation insurance as required by law
- ✦ To arrange such other insurance the trader considers necessary in respect to the traders property. It should be noted the Fremantle Markets Pty Ltd do not accept any liability for loss or damage to the Traders property how so ever caused.

If you do not have insurance, we recommend you contact [www.mymarketinsurance.com.au](http://www.mymarketinsurance.com.au)

**HERITAGE** Fremantle Markets has been entered in the Heritage Council of Western Australia's Register of Heritage Places. All development applications must be referred to the Heritage Council for approval.

The City has an informative website which is a readily available and efficient way to obtain further information.

Phone: (08) 9432 9999

Fax: (08) 9430 4634

E-mail: [planning@fremantle.wa.gov.au](mailto:planning@fremantle.wa.gov.au)

Website: [www.fremantle.wa.gov.au](http://www.fremantle.wa.gov.au)

**FIRE EXTINGUISHER** It is essential all traders meet fire regulations which includes having a fire extinguisher in your stall at all times as well as a fire extinguishers sticker directly above.

Please ensure your extinguisher meets the following requirements;

Food Traders – Wet Chemical Extinguisher & Fire Blanket  
General Merchandise – Dry Chemical Powder Extinguisher

## TRADER (FOOD ONLY)

Food vendors are also subject to the licensing requirements of the City of Fremantle. Confirmation of approval to trade from the City of Fremantle is required prior to commencement of trading.

In order to obtain the appropriate approvals from the City of Fremantle to operate a food stall, contact their Health Officer on (08) 9432 9732.

**GAS COMPLIANCE** If you are using gas appliances you are required by legislation to ensure all appliances have been approved. Please contact Energy Safe on 9422 5200 for more information.

**TRADE WASTE** All food traders connected to a grease trap must contact the Water Corporation before commencing trade on 13 13 95 or [tradewaste@watercorporation.com.au](mailto:tradewaste@watercorporation.com.au)

### FOOD SAFETY CERTIFICATE

[www.imalert.com.au](http://www.imalert.com.au)

All food traders are required to complete their food safety certificate and forward a copy with this application.



## PERMITTED PRODUCTS

These are the goods & services traders are approved to sell. Such goods & services must be detailed in the application. Market management reserves the right to limit the selection of goods & services.

## SET UP & ATTENDANCE

The stalls are all empty spaces with marked borders on the floor and stall number in the corner. Traders are responsible for providing display equipment (trestles, shelves etc) to suit their business.

Traders must operate their stall within the designated boundaries.

Traders are encouraged to attend 15 minutes early and stay 15 minutes after the designated trading hours to ensure the security of their goods. Traders are required to be ready to trade right on opening times and must not vacate their stalls in the evening until the second bell is rung. The first bell indicates 5 minutes to closing time. Packing up is not to commence until the second bell has rung.

The Fremantle Markets is a plastic carry bag free Market with the exception of hot food stalls and the weighting bags in the fruit and veg area. We recommend Ward Packaging for the supply of paper bags. They have various bags in practical sizes from about 4c each & deliver every week at no charge.

## WHAT HAPPENS NEXT?

Applicants will not automatically be offered an interview and it is therefore important that you complete the attached Application Form as fully and accurately as possible. Photographs and other information relating to your proposed merchandise will assist in reviewing your application.

Assessment of applications takes approximately 1 week and all applicants will be notified in writing of the outcome of their application.

The decision and outcome of your application is not open to appeal.

Upon receiving an offer to join the Fremantle Markets, an invoice will be emailed to you. Full payment is required within 2 weeks. Sites are reallocated if payment is not received by the due dates.



# RULES & REGULATIONS, OCCUPATIONAL HEALTH & SAFETY AND CODE OF CONDUCT

A successful applicant will become a Trader in the Fremantle Markets. All Traders must adhere to the Market Rules which are principally directed at fair dealing with the public and good relations with other Traders. The Market rules also encompass safety and conduct issues within the Fremantle Markets.

A copy of the full set of the Market's Rules and Regulations is provided as part of your application kit.

## CANCELLATION

Cancellation made with less than 15 days notice will mean loss of payment.

Cancellations made with more than 15 days notice will mean any paid rent amount will be used as a credit for future bookings, no refund will be given. Credit is valid for 1 year from the date of payment.

## APPLICATION REQUIREMENTS & CONDITIONS

Applications must be made on the pro-forma Application Form attached to this document. No other form of application will be considered.

The applicant is liable for the costs of making an application in accordance with this document.

Whilst an attempt has been made to ensure that information contained in this document is accurate at the time of publication (July 2014), Fremantle Markets Pty Ltd does not accept any responsibility or liability for the accuracy of information contained in this document.

FMPL reserves the right to act as it sees fit after considering applications received.



# FREMANTLE MARKETS

ORIGINAL & STILL THE BEST



## APPLICANT'S DETAILS (Please notify us if you wish to use a Company Name).

First name: \_\_\_\_\_ Surname: \_\_\_\_\_ (App.1)

First name: \_\_\_\_\_ Surname: \_\_\_\_\_ (App.2)

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ (App.1) \_\_\_\_\_ (App.2)

Home Ph: \_\_\_\_\_ Main Email: \_\_\_\_\_

Insurance Policy Number (attach a copy): \_\_\_\_\_

Trading Name: \_\_\_\_\_

Facebook Name: \_\_\_\_\_

Instagram Name: \_\_\_\_\_

Please provide an itemised listing of your proposed product range (Samples may be required)

1 \_\_\_\_\_ 6 \_\_\_\_\_

2 \_\_\_\_\_ 7 \_\_\_\_\_

3 \_\_\_\_\_ 8 \_\_\_\_\_

4 \_\_\_\_\_ 9 \_\_\_\_\_

5 \_\_\_\_\_ 10 \_\_\_\_\_

# CHECKLIST

Have you read our Rules & Regulations?  Yes  No (please tick applicable)

Are you aware of our signage & display guidelines and heritage restrictions?  Yes  No

Do you have all the appropriate government approvals as listed on Page 2?  Yes  No

Has all of your equipment (Eftpos machines, power cords etc.)  
been tagged by a qualified electrician?  Yes  No

Have you attached your Public & Products Liability Insurance?  Yes  No

If applicable, do you have approval from the City of Fremantle to operate a food stall?  Yes  No

If applicable, do your gas bottles comply with the Energy Safe guidelines?  Yes  No

Do you have a fire extinguisher and does it meet the regulations?  Yes  No

Have you completed a Trade Waste application? (food traders only)  Yes  No

Do you have a copy of the Electrical Safety Certificate  
our approved electrician needs to complete for you?  Yes  No

Have you attached your stall fitout plans?  Yes  No

Uniforms, name badges and dress standards are important to us.

Have you attached your dress standard policies or an image of your uniform?  Yes  No

## Payment details for Casual Traders

Fees are payable 15 days in advance at all times  
(to be paid by 6pm of the Thursday 2 weeks before you trade).

## APPLICANT'S SIGNATURE(S)

\_\_\_\_\_  
Applicant 1

\_\_\_\_\_  
Applicant 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# FREMANTLE MARKETS

ORIGINAL & STILL THE BEST



## LETTER OF INDEMNITY

Name: \_\_\_\_\_

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

Fremantle Markets Pty Ltd  
PO Box 1837

Dear Sir / Madam,

### Temporary Bay - Fremantle Markets

I/We, being the person named below, agree to take a casual licence on the following terms:

- a. the licence is of the bay at the Fremantle Markets as identified in;
- b. the licence is applicable only for the date(s) specified in; and

for the licence fee specified in the receipt issued by Fremantle Markets Pty Ltd (**Licensor**) from time to time.

I/We, as the licensee agree to indemnify the Licensor against any claim, liability, damage, cost or expense suffered or incurred by the Licensor arising from or in connection with:

- ✦ any damage to the bay I/we occupy from time to time (**Bay**) or the Markets or anything in or near any of them; and
- ✦ any injury to any person on or near the Bay, caused or contributed to by:
- ✦ my/our act or omission or that of my/our employees, agents, contractors, service suppliers, customers and other visitors; or
- ✦ any danger created by my/our use of the Bay, whether or not I/we knew of that danger.



I/we further acknowledge and agree:

- that the Licensor is not liable in respect of any claim, liability, damage, cost or expense resulting from any accident, loss of life, injury, damage, malfunction or other event in or affecting the Bay or the Markets.
- to comply with the Rules and Regulations applicable to the Fremantle Markets from time to time, it being acknowledged that a copy applicable as at the date of this letter has been provided or made available for viewing; and
- a copy of the Licensor's plan of the Markets identifying the Bay has been made available for viewing;
- that the Licensor may terminate the licence of the Bay immediately by written notice:
  - › if I/we fail to pay the Licence Fee on or before the due date for payment;
  - › if I/we breach any of the Rules and Regulations;
  - › by the Licensor giving not less than 7 days' written notice at any time, subject to the Licensor refunding any Licence Fee paid by the Licensee for those dates to which the termination applies.

Subject to the Licensee paying the Licence Fee in advance, the Licensor agrees to grant the Licensee a licence of the Bay on the above terms and otherwise in the terms set out in the receipt provided by the Licensor from time to time.

**SIGNED AS A DEED BY**

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Insert Licensee's Name

\_\_\_\_\_  
Insert Licensee Name