

# STALLHOLDER APPLICATION 2023

## SECTION 1: About You (Main Applicant)

First Name \_\_\_\_\_ Family Name \_\_\_\_\_

Company or Business name (if applicable) \_\_\_\_\_

*(This field is required if planning to trade under a registered company)*

Personal, Company or Registered Business Name (ABN, ACN or ARBN) \_\_\_\_\_

*Wollondilly Shire Council will not process your application if this information is not provided.*

Registered trading name for stall \_\_\_\_\_

Street Address \_\_\_\_\_

*The address may be a home or a business address, but must be a physical address.*

Street Number/Name \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address \_\_\_\_\_

Street Number/Name \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Applicants email address \_\_\_\_\_

*One email address is required.*

Contact Numbers

Home \_\_\_\_\_ Mobile \_\_\_\_\_

*At least one contact number is required.*

Product website (if applicable) \_\_\_\_\_

*This can also be a Facebook page or other social media or internet presence.*

## SECTION 2: About Your Product Or Service

Description of your product

*Please give a brief description of your product or service*

\_\_\_\_\_  
\_\_\_\_\_

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## SECTION 3: Conditions of application

- A. This application form does not commit Wollondilly Shire Council to proceed with any offer of a stall at these events.
- B. Wollondilly Shire Council and its respective employees and agents, shall have no liability (including liability by reason of negligence) for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on the information and whether caused by reason of error, omission or misrepresentation in the information or otherwise.
- C. Wollondilly Shire Council is subject to the Freedom of Information Act 1982 and the Privacy Act 1988. The applicant should identify those components of this application that it believes are commercial-in-confidence.
- D. The applicant may be asked to provide further information including product samples and answer detailed questions about product development and their creative process. *(Note: Wollondilly Shire Council will not keep product samples.)*
- E. Wollondilly Shire Council will advise the applicant whether or not their application has been considered and the outcome of that consideration.
- F. The application will be retained by Wollondilly Shire Council and will become the property of the Council.
- G. The applicant authorises Wollondilly Shire Council to make information concerning the applicant available to other NSW Government agencies.
- H. Applicants may request that Wollondilly Shire Council not disclose information which would place them at a substantial commercial disadvantage with their competitors. Applicants should provide detailed reasoning for those elements of application they would like considered as commercial-in-confidence.
- I. A request for commercial-in-confidence consideration does not necessarily prevent disclosure. Wollondilly Shire Council will advise successful applicants what information it agrees not to disclose. The Council's decision about disclosure is final. Applicants may not make any claim against the Council in relation to any disclosure. A decision by Wollondilly Shire Council under this condition is not a decision which falls within any dispute resolution procedures specified in the contract being tendered for.
- J. Successful applicants must agree to be bound by Wollondilly Shire Council's Stallholder Agreement.
- K. Approval of applications will at all times be in the absolute and unfettered discretion of Wollondilly Shire Council.
- L. Hours of operation are 9am - 1pm, with set up and pack down times to be taken into consideration. Please note attendance numbers cannot be guaranteed.
- M. All stall holders must hold current Public Liability Insurance (minimum \$10mil) and must attach a copy to this application to be considered.
- N. Food / Take Away Food stall holders must meet NSW Food Handling Regulations and hold Food Handler Safety Training Certificates – copies also need to be attached to this application to be considered.
- O. FOOD STALLS PLEASE NOTE:**  
As part of the Food Partnership with NSW Food Authority, we are now required to inspect temporary food stalls trading at temporary events at least once annually. If you are accepted as a 2020 stallholder you will be required to show a current inspection record from your local Council. If you do not have one already you will be required to pay an inspection fee in addition to stallholder fee to have your inspection carried out.  
**\$81.00** (small single food type)  
**\$88.60** (larger stall multiple food types)

## DECLARATION

I, \_\_\_\_\_ have read and understood the conditions of this application.  
*Must be dated and signed by the applicant.*

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

## CATEGORY FEE (Please tick)

- Food Stall (3m x 3m site) \$100.00  
General Merchandise (3m x 3m site) \$50.00

## EVENTS OF INTEREST

**\*PLEASE NOTE THIS EXPRESSION OF INTEREST APPLICATION IS NOT FOR USE WITH THE LARGER FESTIVALS IE- ILLUMINATE & THIRLMERE FESTIVAL OF STEAM \***

## HOW TO APPLY:

Please send your completed application form and relevant paperwork through to [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au), or post to: Events Team - PO Box 21, Picton NSW 2571.

Applications will not be considered if relevant paperwork is not attached - Certificate of Currency, Food Handler Certificates & Food Inspection reports (if required) .