

NEW BUSINESS START-UP PACK

Welcome to the Melbourne Market.

Complete this pack to apply for
access to the Melbourne Market.

Please read carefully and
complete all sections relevant
to your business.

**For further information contact
the Melbourne Market Authority
on 9258 6100.**



INSTRUCTIONS (Please **PRINT** all information clearly)

1. Complete all sections relevant to your business.
2. Return this form online or in person to the Customer Service Centre, Tenancy 80, Fruit and Vegetable Buyers' Walk.
3. Visit the Market to verify your identity and receive your access card. All visitors must sign in at Gate 1.

OFFICE USE ONLY

Customer No.

Card No.

Process Date

 / /20

Parking

Type

Bay

Days

Section ONE

Business contact details and Market Nominee

A) BUSINESS PRINCIPAL DETAILS (Owner/Director)

Name of Business _____

Principal's Given Name(s) _____

Principal's Family Name _____ Date of birth ____/____/____

Business Address _____

Suburb _____ State _____ Postcode _____

Mobile Number _____

Other Contact Number _____

Business Email Address _____

Position within the Business _____



The Business Nominee as defined by the Market Operating Rules means the person who is registered with the Melbourne Market Authority (MMA) as a nominee of a Market business.
The Business Nominee will also act as the main contact between the Melbourne Market Authority (MMA) and the Market business. Each business may have up to three nominees.

Does the business principal agree to fulfil the responsibilities, as detailed in the Operating Rules, of the Market Business Nominee?

Yes – Business Principal Signature _____

Would you like to add additional Business Nominees?

You can list up to three business nominees, including yourself. Complete their details in Section B. If there are no additional Business Nominees, proceed to Section TWO – Business Classification.

No – Proceed to B to nominate alternative business nominees.

B) ADDITIONAL OR ALTERNATIVE BUSINESS NOMINEE DETAILS

MARKET BUSINESS NOMINEES 1 (AUTHORISED REPRESENTATIVE)

Given Name(s) _____

Principal's Family Name _____ Date of birth ____/____/____

Mobile Number _____

Other Contact Number _____

Email Address _____

Position within the Business _____

I have read the Operating Rules (available at www.melbournemarket.com.au/home/market-operations/rules-and-safety) and agree to fulfil the Market Business Nominee responsibilities detailed in the Operating Rules for the Market business.

Market Business Nominee Signature _____

Date ____/____/20____

MARKET BUSINESS NOMINEES 2 (AUTHORISED REPRESENTATIVE) IF REQUIRED

Given Name(s) _____

Family Name _____

Mobile Number _____

Other Contact Number _____

Email Address _____

Position within the Business _____

I have read the Operating Rules (available at www.melbournemarket.com.au/home/market-operations/rules-and-safety) and agree to fulfil the Market Business Nominee responsibilities detailed in the Operating Rules for the Market business.

Market Business Nominee Signature _____

Date ____/____/20____

MARKET BUSINESS NOMINEES 3 (AUTHORISED REPRESENTATIVE) IF REQUIRED

Given Name(s) _____

Family Name _____

Mobile Number _____

Other Contact Number _____

Email Address _____

Position within the Business _____

I have read the Operating Rules (available at www.melbournemarket.com.au/home/market-operations/rules-and-safety) and agree to fulfil the Market Business Nominee responsibilities detailed in the Operating Rules for the Market business.

Market Business Nominee Signature _____

Date ____/____/20____

Section TWO

Business Classification

Please complete the section which most represents your business.

A) STORE HOLDERS, STAND HOLDERS AND WAREHOUSE TENANTS

Select your business type (select only one)

- ☐ Fruit and Vegetable store holder
- ☐ Fruit and Vegetable stand holder
- ☐ Warehouse tenant
- ☐ Flower stand holder

Select your business sub-type (select only one)

Store or warehouse tenant:

- ☐ leasing from the MMA
- ☐ leasing from another tenant (sub-lease)

Fruit and vegetable or flower stand holder:

- ☐ Permanent
- ☐ Casual

B) BUYERS

Select your business type (select all that apply)

- ☐ Fruit and Vegetable buyer
- ☐ Flower buyer

Select your business sub type (select only one)

- ☐ Greengrocer
- ☐ Independent supermarket
- ☐ Major supermarket
- ☐ Provedore
- ☐ Hospitality
- ☐ Food manufacturing
- ☐ Regional buyer of fruit and vegetables
- ☐ Not for profit
- ☐ Charity organisation
- ☐ Florist – retail store
- ☐ Florist – online
- ☐ Other (please specify) _____

C) MARKET RELATED BUSINESS

- ☐ Hire equipment
- ☐ Café/restaurant
- ☐ Forklift repairs
- ☐ Tour operator
- ☐ Unloader
- ☐ Transport
- ☐ Produce Delivery
- ☐ Credit Service
- ☐ Other maintenance services
- ☐ Other retail services
- ☐ Other (please specify) _____

Section THREE

Free Business Listing

Are you a lease or license holder of the Melbourne Market e.g. store, fruit and vegetable stand, flower stand, warehouse or commercial tenancy?

Yes – complete A

No – proceed to B

A) If you would like to have your business details published free of charge on the Melbourne Market Authority website, and on the Melbourne Market Navigator App complete details below for your business listing. If you do not want to have your details published proceed to Section Four - Parking.

Trading name _____

Phone no _____

Mobile no _____

Website (if applicable) _____

Facebook (if applicable) _____

Instagram (if applicable) _____

Email _____

Tenancy address _____

Main product lines _____

B) If you are a retailer of fruit, vegetables or flowers and would like to have your business details published free of charge on www.marketfresh.com.au complete details below for your business listing. If you do not want to have you details published proceed to Section FOUR - Parking.

Trading name _____

Phone no _____

Mobile no _____

Website (if applicable) _____

Facebook (if applicable) _____

Instagram (if applicable) _____

Email _____

Business address _____

Brief description (10 words or less) _____

Section FOUR

Parking Application



A parking permit is required for anyone who wishes to park a vehicle of any type in the Market.
For more information on parking at the Market read the Parking Fact Sheet available at www.melbournemarket.com.au/home/market-operations/parking/.
The full list of parking fees can be found at www.melbournemarket.com.au/running-your-business/fees-and-payments.

A) PARKING REQUIREMENTS

Business need (e.g. parking for employee, parking for loading produce purchased, parking for flower Market) _____

Current parking allocation (if applicable) _____

Parking type preference (please tick)

- ☐ Reserved covered
☐ Reserved uncovered
☐ Unreserved

Days required (please tick)

- ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Time required (please tick)

- ☐ Early entry* ☐ Seller ☐ Buyer

Vehicle type (please tick)

- | | |
|---------------------------------------------------|-----------------------------|
| <input type="checkbox"/> Semi trailer/B-double | Registration number/s _____ |
| <input type="checkbox"/> Rigid truck | Registration number/s _____ |
| <input type="checkbox"/> Light commercial vehicle | Registration number/s _____ |
| <input type="checkbox"/> Passenger vehicle | Registration number/s _____ |

Do you require parking/storage for an electric vehicle or forklift?

Yes – Complete part B

No – Proceed to Section Five

THE FOLLOWING CONDITIONS APPLY TO ANY MELBOURNE MARKET PERMIT

- Subject to the terms of the Permit, the Permit Holder is authorised to park a Vehicle in the Allocated Bay during the Days Identified above for the duration of the Term.
- Each Vehicle must be the appropriate size for the Allocated Bay (as determined by the MMA).
- Vehicles may be added to a Permit for the Allocated Bay by providing the MMA with the Vehicles details (Type and Registration Number) for approval, as long as they are for a forklift or buggy.
- The Permit Holder must pay all parking fees for the Allocated Bay in the amount and in the manner and time determined by the Melbourne Market Authority (MMA) from time to time.
- The Permit Holder must comply with any rules, guidelines or policies issued by the MMA in respect of the Melbourne Wholesale Fruit, Vegetable and Flower Market (Market) from time to time including the Operating Rules.
- The Permit Holders acknowledges and agrees that:
 - Permits do not grant exclusive possession of the Allocated Bay; and
 - all or any rights under the Permit rest in contract alone and the Permit Holder has no estate or leasehold interest in any description whatsoever in the Allocated Bay or any rights referred to in section 42 of the Transfer of Land Act 1958 (Vic).
- The Permit Holder must not assign, sub-licence, transfer, dispose of or otherwise deal with any part of its rights, benefits or obligations under this Permit or in favour of any other person.
- If the Permit Holder cancels and returns their Permit, the MMA will refund any parking fees which have been paid in advance on the prorated basis less an Administration fee.
- The MMA may, in its discretion, cancel a Permit where:
 - the Permit Holder fails to comply with the conditions of a permit; or
 - the Allocated Bay is not occupied by a Vehicle for a continuous period exceeding 10 days or such other period as determined by the MMA from time to time.
- By signing the Permit application, the Permit Holder agrees to be bound by the terms of this Permit.

B) PARKING/STORAGE OF ELECTRIC VEHICLES AND FORKLIFTS

Vehicle type (please tick)

- ☐ Gas forklift
- ☐ Electric forklift – do require charge facilities please circle *yes / no*
- ☐ Other electric vehicle (please specify _____)
- do require charge facilities please circle *yes / no*
- ☐ Market approved vehicle – do require charge facilities please circle *yes / no*

*Early entry is only available for fruit and vegetable buyers whose principle place of business is more than 140 kilometres from the Melbourne Market, Epping.

Section FIVE

Pooling equipment (pallets) account



All fruit and vegetable related businesses that use pallets will need a 'pooling equipment account' or, if they use their own pallets, verify this in a statutory declaration.

To organise an account speak to a CHEP or LOSCAM representative and tell them you are from the Market.

CHEP: Call 13 24 37
mail: melbourne.market@chep.com

LOSCAM: Call 1300 309 930
Email: melbourne.markets@loscam.com

Once you've set up your pooling equipment account, you will need to register it with the MMA by completing the details below.

Do you use pallets?

Yes – complete part A

No – proceed to part B, Statutory Declaration.

A) Pooling Equipment Reference Number

CHEP account number: 4000 _____ or 1610 _____

LOSCAM account number: 3 _____

If applicable, other company name: _____

Account number: _____

B) Statutory Declaration

If you do not intend to use pooling equipment (pallets), please complete a Statutory Declaration and attach to this form stating one of the following:

- (i) the business will only use non-standard pallets owned by the business;
and the business can establish ownership of the non-standard pallets; or
- (ii) "The business will not be using Pooling Equipment"

Section SIX

Access Card



Your access card is your key to the Market. All people needing to enter the Market must have a current Melbourne Market access card and display it at all times.

If you have employees that also require an access card, you can obtain additional copies of the access card form at www.melbournemarket.com.au.

Access cards will incur an application fee. To view the current list of fees and charges on the Melbourne Market website.

Do you require access to the Market?

Yes – complete this section. If you also have employees who require access cards they will need to fill in a separate Access Card Application Form, available at www.melbournemarket.com.au

No, but I have employees who will require an access card – collect additional copies of the Access Card Form for your employees to complete to obtain an access card. Proceed to Section SEVEN – Applications Acknowledgement.

Given Name(s) _____ Gender ☐ M ☐ F
Family Name _____ Date of birth ____/____/____
Residential Address _____
Suburb _____ State _____ Postcode _____
Mobile Number _____
Other Contact Number _____
Email Address _____
Position within the Business _____
Driver's Licence No _____
Forklift Licence No (if applicable) _____

Online induction

Insert Induction Reference No. ____ _



Induction is available at www.melbournemarket.com.au/epping-inductions.
You will be given a reference number on completion.

Section SEVEN

Applicant's Acknowledgement

1. I acknowledge that I have read the Operating Rules
(available at www.melbournemarket.com.au/home/market-operations/rules-and-safety/)
and agree to be bound by them as a user of the Melbourne Market.
2. All of the information provided by me in this form is true and correct.

Applicant's Signature: _____

Date ____/____/20____

Section EIGHT

Checklist

Before returning this form to the Customer Service Centre ensure you have:

- A)** Completed all relevant sections of this form
- B)** Attached your:
 - a. ASIC business extract or business registration certificates or certificate of incorporation including ABN.
 - b. Statutory declaration for pooling equipment (if required)
- C)** Completed the online safety induction available at www.melbournemarket.com.au/epping-inductions
- D)** Take with you your driver's licence or your passport plus a recent utility bill to provide proof of your residential address.
- E)** You will be required to pay for your access card should you be applying for one. You can pay via cash, EFTPOS, cheque or credit card. Fees are available at www.melbournemarket.com.au.

Handy hints to help you at the Market



Download the Melbourne Market Navigator App

Finding traders and retailers in the Market is easy with the free smartphone app – the Melbourne Market Navigator. It features step-by-step navigation and maps to help you find locations around the Market, including stores, stands, warehousing, and parking bays. The app also features a comprehensive business directory to help make your visits to the Market quick, easy and efficient.

How do I install the App?

The Melbourne Market Navigator is available on iPhone, iPad, and Android devices.

Install the app on your smartphone or tablet in three simple steps:

1. Visit the Apple App Store or Google Play sites. You'll need an account to download the app.
2. Search for 'Melbourne Market Navigator'.
3. Select and then 'Install'. The app is free.



The Melbourne Market website is full of information to assist Market members. This includes downloadable maps, find a trader, fee schedules as well as helpful factsheets to help you understand recycling, parking and Market Operations.



NEED HELP?

GENERAL MARKET ENQUIRIES - MELBOURNE MARKET AUTHORITY ADMINISTRATION

Monday – Friday: 8.00am – 4.00pm

Phone: (03) 9258 6100

Fax: (03) 8401 4837

Email: info@melbournemarkets.com.au

NEW BUSINESS REGISTRATION ENQUIRIES - CUSTOMER SERVICE CENTRE

Monday – Friday: 4.00am – 11.00am

Phone: (03) 9258 6123

Email: customerservice@melbournemarket.com.au

HELP DESK (MAINTENANCE, RECYCLING AND URGENT ENQUIRIES)

7 days, 24 hours

Phone: 0437 006 459