



OFFICE USE ONLY

/ /20

Customer No.

Parking Type

Bay

Days

Access Card No.

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 Customer Service Centre on 9258 6123 Mon - Fri 4:00am to 11:00am.



INSTRUCTIONS (Please PRINT all information clearly)

1. Complete all sections relevant to your business.
2. Return this form in person with Photo ID 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.

Checklist

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

Complete all relevant sections of this form

Attach:

- If you are a company, attach a copy of a current company extract showing the company officers (e.g, Director/s and Secretary). A company extract can be downloaded from connectonline.asic.gov.au or you can request a copy by post by contacting ASIC.

or

If you are a sole trader or a partnership, attach a business invoice or website and a copy of a current ABN lookup dated no earlier than 14 days before the date you submit this form. An ABN lookup can be downloaded from www.abr.business.gov.au.

- Complete the online safety induction available at www.melbournmarket.com.au/epping-inductions
- Take with you your driver's licence or your passport plus a recent utility bill to provide proof of identity and your residential address.
- 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.melbournmarket.com.au.



For new business applications, we recommend visiting the Customer Service Centre between 4:00am and 11:00am to allow sufficient time to process your application.

Example company extract



Example ABN lookup

ABN Lookup

Current details for ABN 13 XXXX XXX XXX

ABN details

Entity name:	JOHN SMITH
ABN status:	Active from 01 Jun 2015
Entity type:	Individual/Sole Trader
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	VIC 3073

ABN last updated: 05 Aug 2013 Record extracted: 12 Sep 2016

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).

Section ONE

Business contact details and Market Nominee

A) BUSINESS DIRECTOR/ OWNER DETAILS

Name of Business: _____
Trading Name: _____ ABN: _____
Given Name(s): _____
Surname (Family) Name: _____
Date of Birth: _____
Position within the Business: _____
Gender: Male: Female: Not Specified:
Business Address: _____ Suburb: _____
State: _____ Postcode: _____ Email Address: _____
Postal Address:(No. & Street) _____ State: _____
_____ Postcode: _____ Mobile Number: _____
Home No: _____ Drivers Licence Number: _____
Would you like to add alternate/ additional Business Nominees: Yes No



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.

If Yes - You can list up to three (3) Business Nominees, including yourself. Complete their details in the next section (B)

If No - Addition Business nominees, Sign off section C and Proceed to Section Two (2) - Pooling Equipment

B) MARKET BUSINESS NOMINEE/S

BUSINESS NOMINEE 1

Given Name(s): _____
Surname (Family) Name: _____ Date of birth __/__/__
Gender: Male: Female: Not Specified
Mobile Number: _____
Email Address: _____
Position within the Business: _____

BUSINESS NOMINEE 2

Given Name(s): _____
Surname (Family) Name: _____ Date of birth __/__/__
Gender: Male: Female: Not Specified
Mobile Number: _____
Position within the Business: _____
Email Address: _____

BUSINESS NOMINEE 3

Given Name(s): _____

Surname (Family) Name: _____ Date of birth __/__/__

Gender: Male: Female:

Mobile Number: _____

Position within the Business: _____

Email Address: _____

C) ACKNOWLEDGEMENT

1. I acknowledge that my Business Nominees & I have read the Terms and Conditions of the Market Operating Rules and agree to be bound by them.

2. All of the information provided by me in this form is true and correct: Yes: No

Business Director / Owner Signature _____

Date __/__/__

Section TWO

Pooling equipment (pallets) account



All businesses that use pallets will need a 'pooling equipment account'.

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

CHEP: Call 13 24 37
Email: 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.

A) POOLING EQUIPMENT REFERENCE NUMBER

CHEP account number: 4000 _____ or 1610 _____

LOSCAM account number: 3 _____

If applicable, other company name: _____ Account number: _____



FLOWER MARKET BUYER APPLICANTS ARE EXEMPT FROM POOLING EQUIPMENT REQUIREMENTS.

Section THREE

New Access Card Application Form



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 make a copy of this page for them to complete. Alternatively, additional copies of the access card form can be downloaded at www.melbournemarket.com.au.

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

DO YOU REQUIRE ACCESS TO THE MARKET?

If YESComplete Section A, B and C (below) and bring your ID with this form.

If NO.....But I have an employee who has an access card - Copy this page for your employees to complete (with your Authorisation) and bring their ID with this form

A) CARD APPLICANT'S DETAILS

Given Name(s): _____ Gender: M F Not Specified

Surname (Family) Name _____ Date of birth ____/____/____

Residential Address: _____ Suburb: _____ State: _____

Postcode _____ Email Address _____

Mobile Number: _____ Home Number: _____ Drivers Licence No. _____

Vehicle Rego No. _____ Vehicle Type: Car LCV Rigid Semi Trailer

Employee Position/ Title: Principal Nominee Employee Contractor

Forklift Licence No (if applicable): _____ Forklift Licence expiry date: ____/____

Do you require access to disabled amenities? Yes No

B) ONLINE INDUCTION

Complete the Online Induction at www.melbournemarkets.com.au/epping-inductions

Insert Induction Reference No. _____



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

C) APPLICANT'S ACKNOWLEDGEMENT

I acknowledge that I have read the Operating Rules (available at www.melbournemarket.com.au/rules-and-safety/) and agree to be bound by them. All of the information provided by me in this form is true and correct.

Applicant's Signature: _____ Date: / /

D) MARKET BUSINESS NOMINEE AUTHORISATION

Market Business Name: _____

Market Business Nominee: _____ Access Card Number: _____

1). I acknowledge that I have read the Operating Rules (available at www.melbournemarket.com.au/rules-and-safety/) and agree to authorise the applicant to enter and remain upon Market Land as a Market Business Associate for the Market Business as detailed in the Operating Rules.

2). I acknowledge access cards will incur an application fee. The current list of fees and charges is on the Melbourne Market website.

Market Business Nominee Signature: _____ Date / /

Section FOUR

Parking Application

OFFICE USE ONLY	/ /20
Cust Name	
Cust No.	
Principal or Nominee	
Contact phone	



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. employee parking, loading produce purchased) _____

Current parking allocation (if applicable) _____

Parking type preference (please tick) *Please note casual parking is also available at a daily rate. Contact Customer Service for more information.

Fruit and Vegetable Market Parking

Reserved covered Reserved uncovered Unreserved

Flower Market Parking

Reserved uncovered Unreserved Reserved covered

Days required (please tick)

Sun Mon Tue Wed Thu Fri Sat

Time required (please tick)

Early Buyer (Regional Early Buyers only)* Seller Buyer

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

Vehicle type (please tick)

Semi trailer/B-double Registration number/s _____

Rigid truck Registration number/s _____

Light commercial vehicle Registration number/s _____

Passenger vehicle Registration number/s _____

Do you require parking/storage for an electric vehicle or forklift? Yes No

Are you planning to use your own forklift or electric vehicle on site? Yes No

B). THE FOLLOWING CONDITIONS APPLY TO MELBOURNE MARKET PARKING PERMITS

1. Subject to the terms of this Permit, the Permit Holder is authorised to park a vehicle in the Allocated Bay during the Days identified for the period specified in the MMA's invoice for parking fees for the Allocated Bay.
2. Each Vehicle must be the appropriate size for the Allocated Bay (as determined by the MMA).
3. 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 the same type of vehicle as originally approved by the MMA for the Allocated Bay.
4. 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.
5. 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.
6. The Permit Holders acknowledges and agrees that:
 - a. this Permit does not grant exclusive possession of the Allocated Bay; and
 - b. 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).
7. 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.
8. The MMA may, in its discretion, cancel this Permit where:
 - a. the Permit Holder fails to comply with the conditions of this permit; or
 - b. the Allocated Bay is not occupied by the nominated vehicle for a continuous period exceeding 10 days or such other period as determined by the MMA from time to time.
9. The MMA may, in its discretion, determine not to renew this Permit for any reason.
10. By signing this Permit, the Permit Holder agrees to be bound by the terms of this Permit.
11. If the Permit Holder cancels and returns their Permit, the MMA will refund any parking fees which have been paid in advance, less an Administration fee, and subject to the following:
 - a. Refunds and credits can only be provided from the date the bay is surrendered, and only a full month surrendered can be credited. Any quarter month surrenders cannot be refunded or credited.
 - b. Credits will only apply from the date the MMA/Customer Service are advised and not when the Permit Holder has stopped entering the Market.

Section FIVE

Free Market Business Listing



Ensure your customers know where to find you. Market businesses can list their business details for free on the Melbourne Market Navigator App and website to direct buyers to their store, stand or warehouse. Retailers can also make the most of the free business listing for their store by listing their business on www.marketfresh.com.au.

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

If Yes – Complete Section A

If No – Proceed to Section 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 Six - Applicants Acknowledgement.

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 your details published proceed to Section SIX - Applicants Acknowledgement.

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 SIX

Applicant's Acknowledgement

1. I acknowledge that I have read the Operating Rules
(available at www.melbournemarket.com.au/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____

Privacy Statement

The Melbourne Market Authority is committed to protecting the privacy of your personal information. All the information you give will be handled in accordance with the Privacy and Data Protection Act 2014. You can gain access to the personal information we hold about you and request that it be corrected if necessary. For further information about privacy, contact privacy@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.

Melbourne Market Credit Service

Registered Fruit and Vegetable Buyers are eligible to become members of the Melbourne Markets Credit Service (not affiliated with the MMA).

Go to www.melbmcs.com.au for more information.



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@melbournemarket.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
Email: workrequest@melbournemarket.com.au