

# MARKET ACCESS CARD



## **A PERSON MUST COMPLETE THE MELBOURNE MARKET AUTHORITY (“MMA”) INDUCTION PROGRAM BEFORE AN ACCESS CARD WILL BE ISSUED.**

### **What is a market access card?**

A market access card is a card issued to a person authorising that person access to the Melbourne Markets, and also includes a vehicle pass and a transponder pass.

### **What a market user must do to obtain an access card?**

- Obtain an Application Form from the Melbourne Markets Customer Centre ('Customer Centre') (located in the south west corner of the market concourse), or from Gate 1 during market hours.  
**Note: When an Application is made for an access card by an employee, the employer must sign the Acknowledgment (Section C) on the Application.**
- A completed Application Form must be submitted to the Customer Centre between the hours of 9.00 am to 11.00 am, Monday to Friday, together with the following:
  - a copy of the current Business Registration Certificate, ABN Register Page, duly signed and completed Statutory Declaration (if applicable), together with driver's licence, passport or birth certificate. Business Registration Certificate must be for a business relating to the fresh produce industry.
  - a copy of a group certificate for employees of a business, and if a business is not registered with the Melbourne Markets, a copy of the employers Business Registration Certificate.

### **How long is an access card valid for?**

An access card is valid for 12 months from date of issue, and must be renewed annually.

### **What are the costs for obtaining an access card?**

- \$18.20 per year for an updated or new card.
- \$30.50 for replacement of lost cards.
- \$66.90 for new or replacement transponder passes

### **What are the parking costs?**

- \$184.20 per quarter for unreserved parking
- \$383.50 per quarter for reserved parking
- \$16.10 per day for pre-purchased ticket
- \$5.00 for casual daily parking (near Gate 1)

### **When does the access card have to be renewed?**

- It is compulsory for access cards to be renewed annually. The expiry date of the access card is noted on the front of the access card.
- Renewal notices will be sent to market users one month prior to the expiry date of the access card, and access cards will then be automatically renewed on receipt of payment and the completed renewal form.

### **Does every market user need an access card?**

- Under the Melbourne Market Authority By-Laws 2002, all persons on market land must carry a valid access card, or alternatively have permission from the MMA to be on market land.
- Failure to carry an access card is an offence under the By-Laws and will result in a By-Law Infringement Notice being issued.
- All market users are required to produce their access card when requested by a Market Officer of the MMA.

**What happens if an access card is no longer required?**

- If an employee is no longer employed by a market user, or if a vehicle pass or transponder is no longer required, the card or transponder should be returned to the MMA.
- A market user can either notify the MMA of a change at any time, or on the receipt of a renewal notice which is sent out to the market user prior to the expiry date of the access card.
- If an access card is no longer required, it will be de-activated, and will no longer provide access to the market.

**Any Questions?**

If there are any questions, please contact the Customer Centre on 9258 6123 between the hours of 4.00am to 11.30 am.