



OFFICE USE ONLY      /      /20

Customer No.

Parking Type      Bay      Days

Access Card No.

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# NEW BUSINESS START-UP PACK

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## 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](http://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](http://www.abr.business.gov.au).

- Complete the online safety induction available at [www.melbournemarket.com.au/epping-inductions](http://www.melbournemarket.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.melbournemarket.com.au](http://www.melbournemarket.com.au).
- Statutory declaration for pooling equipment (if required, refer to section two)

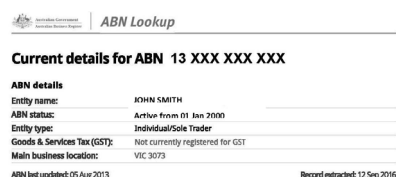


For new business applications, we recommend visiting the Customer Service Centre between 4:00am and 11:00am to allow sufficient time to process your application.

Example company extract



Example ABN lookup



**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

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### 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

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### 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: \_\_\_\_\_

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#### 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.

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### A) POOLING EQUIPMENT REFERENCE NUMBER

CHEP account number: 4000 \_\_\_\_\_ or 1610\_\_\_\_\_

LOSCAM account number: 3 \_\_\_\_\_

If applicable, other company name: \_\_\_\_\_ Account number: \_\_\_\_\_

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**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](http://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 YES .....Complete 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](http://www.melbournemarkets.com.au/epping-inductions)**

Insert Induction Reference No. \_\_\_\_ \_



Induction is available at [www.melbournemarket.com.au/epping-inductions](http://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/](http://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/](http://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/](http://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](http://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](http://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](http://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/](http://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](mailto: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.



## 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](mailto: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](mailto:customerservice@melbournemarket.com.au)

### HELP DESK (MAINTENANCE, RECYCLING AND URGENT ENQUIRIES)

7 days, 24 hours

**Phone:** 0437 006 459

**Email:** [workrequest@melbournemarket.com.au](mailto:workrequest@melbournemarket.com.au)