

BOUTIQUE MARKETS

Handmade Local Fresh



Statement of Environmental Effect

1. Number and location of stalls and types of offerings

Market Name: Boutique Markets

Location: Queens Wharf Park
3 Queens Wharf Park Road
Morpeth NSW 2321

Number of stalls anticipated: 30+ Boutique Stalls

Stall Types:

- Candles
- Body Products
- Herbal Teas
- Honey
- Ceramics
- Natural Skin Care
- Jewellery
- Kids Clothes
- Sweets and Coffee
- Local Artist
- Preserves and Condiments
- Jerky
- Natural Perfumes
- Dog Accessories
- Florist, Fresh and Dried Arrangements
- Resin Jewellery and Accessories
- Children's Sensory Products

2. Number of people anticipated to attend

Visitor number expectation: We anticipate 1000+ people to visit our markets.

3. Types of food vendors and copies of food safety/hygiene documentation

Each food and coffee vendor submit Food Safety/Hygiene Certificates as a requirement of the application.

4. Toilet provision

Public toilets are available, located on Queens Wharf Park maintained and serviced by Maitland City Council (MCC) prior to each market date, on initial inspection upon arrival if an issue is found, MCC after hours will be contacted to have concerns rectified. Routine cleaning inspections attended by market staff on the day of market, with inspection log completed each time.





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5. Number of staff/security to manage the event

Boutique markets will have 2 market organisers present at each market, along with 7 staff. All market staff are provided with fluoro safety vests and 2way radio for communication. All staff are briefed at commencement of shift with market and location updates and safety concerns.

6. Hours of operation including set up and set down

Boutique Markets hours of operation are 9am to 2pm. Bump in of vehicles starts from 645am and bump out starts at approx. 215pm after individual stalls have packed down. All vehicles will be off QWP by 330pm

7. How many events are being proposed

Boutique Markets proposes a market every 2nd Sunday of the month starting August 13th 2022.

8. Response to weather events

All weather events will be monitored closely by Boutique Market staff along with consultations with Maitland City Council Events and Parks and Rec teams.

9. Information around noise management including noise of patrons attending the event, getting to and leaving the event and any entertainment

Morpeth shop owners and local residents will be notified by flyers delivered to each premises advising of the market, times of operation and notification of low level vocalist performing each market.

10. Waste management

Waste bins provided by MCC available throughout the park. Garbage bags are available by Boutique Markets staff. MCC waste bins will be collected by MCC council and disposed of on the following business day.

11. Complaints register

All complaints received by Boutique Markets will be asked to complete a 'Incident/Complaints Form'. This can be completed at time of incident by complainant and sent to Boutique Markets, contact details provided on form. Incident/Complaints register will be completed by Boutique Markets staff at time of incident also.

12. How drinking water will be provided

Drinking water and drinks will be available to purchase from Coffee vendor. Drinking water for staff and stall holders and will be available at a designated stall by Boutique Market staff



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13. Any places for sitting/shade/respice

QWP has many large trees providing shade and shelter for visitors and staff. All stall holders have shade provided by their 3m x 3m gazebo from which they are operating from. QWP has numerous picnic tables available for visitors to use, rest and listen to live music.

14. Safety evacuation in an emergency



Emergency Muster Point – Corner of Morpeth Road and Tank Street



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Toilet Inspection Log

Date:		
Location		
Time	Signature	Issue or Concern
0700		
0800		
0900		
1000		
1100		
1200		
1300		
1400		
1500		



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INCIDENT/COMPLAINTS FORM

All personal details will remain confidential

Name of person making Complaint _____

Residential Address _____

Contact Number/s _____ Email: _____

COMPLAINT DETAILS Date of Incident (if relevant) _____ Time: _____

Location of Incident _____

Who/What is the subject of your Complaint _____

Summary of Complaint/Issue _____

WITNESS DETAILS (if applicable) Name _____ Contact Number _____

Address _____

COMPLAINT OUTCOME: As a result of making this complaint, is there any outcome you would like? YES/NO

If yes, please provide details _____

Complainants name (Signature) _____ Date _____

Lodge written Complaint:

Hand to Boutique Market Staff

By posting to PO BOX 125 Maitland NSW 2320

Emailing to boutiquemarketshv@gmail.com

All complaints lodged to Boutique Markets will be forwarded to Maitland City Council for consultation



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Incident Log

Date	Time	Name	Incident	Action Attended	Staff

