

QMS-FOR-98

CHILDREN IN THE MARKET APPLICATION FORM



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

1. Complete Sections 1, 2, and 3.
2. Read the Visiting Child Induction information attached to this form on page 3 & 4.
3. Sign the Responsible Adult's Acknowledgement on page 2.
4. Have the business nominee of your employer sign the form on page 2.
5. Sign the Filming and Photography Acknowledgement on page 2.
6. Return this form in person to the Customer Service Centre (Tenancy 80) or email to customerservice@melbournemarket.com.au
7. Upon arrival on the nominated visiting date (section 3), collect Entry Pass from Gate-1.
8. For any further enquiries, contact Customer Service Centre Ph: (03) 9258 6144

1.	CONTACT DETAILS
<div style="display: flex; justify-content: space-between;"> Contact name: _____ Contact No: _____ </div> <div style="border-top: 1px solid black; padding-top: 5px;"> Access card number: _____ </div> <div style="border-top: 1px solid black; padding-top: 5px;"> Employer/Business name: _____ </div> <div style="border-top: 1px solid black; padding-top: 5px;"> Business nominee contact name: _____ </div>	
2.	CHILDREN'S DETAILS
<p style="color: red; font-weight: bold;"><u>Please note: Limit of two children per Access Card holder.</u></p> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Child one name: _____ Age: _____ </div> <div style="margin-bottom: 10px;"> Relationship to access card holder (e.g. parent, guardian, uncle): _____ </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Child two name: _____ Age: _____ </div> <div> Relationship to access card holder (e.g. parent, guardian, uncle): _____ </div>	
3.	VISIT DETAILS
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> Tue / / </div> <div style="flex-grow: 1;"> <div style="display: flex; justify-content: space-between;"> Estimated arrival time: _____ am/pm Estimated departure time: _____ am/pm </div> </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> Wed / / </div> <div style="flex-grow: 1;"> <div style="display: flex; justify-content: space-between;"> Estimated arrival time: _____ am/pm Estimated departure time: _____ am/pm </div> </div> </div>	
4.	MMA (Customer Service Centre) OFFICE USE ONLY
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> Child visitor pass approved Yes <input type="checkbox"/> No <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Date received: ____/____/____ Visitor permits issued: ____/____/____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Authorised By: _____ Signature: _____ </div>	

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Responsible Adult's Acknowledgement

I acknowledge the conditions of entry to the Melbourne Market for a visiting child under 15 years of age and agree to comply, and ensure that the child visitor complies, with these conditions of entry. I confirm that the conditions of entry have been brought to the attention of the visiting child. I also acknowledge that each person who enters the Melbourne Market does so at their own risk and agree that the release and indemnity in Market Operating Rule 14 applies in relation to the child visitor.

Applicant's name:

Business nominee's name:

Signature:

Signature:

Filming and Photography Acknowledgement

The Melbourne Market Authority (the **MMA**) is seeking your consent to use your child's photograph and/or film as part of Melbourne Market and/or National Flower Centre marketing and social media content. If you consent, the MMA may use the photographs and film (**images**) of your child in the following ways:

- in the MMA's publicly available website, app and social media accounts;
- in newsletters and other communications to the market community;

Your child may be identified by first name only in these images.

Privacy Protection

Photographs and film of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the MMA may constitute a collection of your child's personal information. The MMA values the privacy of every person and must comply with Victorian privacy law when collecting and managing all personal information.

Ownership and Reproduction

Copyright in the images will be wholly owned by the MMA. This means that the MMA may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Your Authority and Consent

I have read this form and consent to the MMA using my child(ren)'s photograph and/or film (the child(ren) named below) in the ways described in this form from the date that I sign this form, and I acknowledge that:

- I must notify the MMA Marketing team via email to marketing@melbournemarket.com.au if I wish to withdraw my consent, but I may not be able to withdraw my consent if the images have already been published and are in the public domain.

Name of Child/Children:

Name of Parent/Guardian/Carer:

Relationship to Child:

Date:

Signature:

Document Owner: Senior Marketing and Communications Manager		Document Manager: Marketing & Events Coordinator		
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CHILDREN IN THE MARKET APPLICATION FORM



Visiting Child Induction

The Melbourne Market Authority (MMA) is responsible for the management and operations of the Melbourne Market. Providing a safe place for Market users to trade, employees to work and people to visit is a top priority.

Health and Safety Responsibilities

- All visitors have a responsibility for their own safety and the safety of others, and to comply with Market Operating Rules.
- Where the visitor is a child you are responsible for the safety of the child. You must ensure that the child is accompanied and supervised at all times.
- You are also responsible for ensuring that the child complies with the Market Operating Rules and is aware of these Conditions of Entry.
- Children are not permitted on forklifts at any time.

Market Operating Rules

We all have a responsibility to follow the Market Operating Rules. This includes:

1. Display your visitor pass at all times;
2. Use pedestrian walkways where possible;
3. Children must not operate vehicles;
4. Wear high visibility clothing and enclosed footwear; and
5. Follow Market Relations Officers' instructions.

Vehicle Awareness

Be aware of the hundreds of vehicles including forklifts, trucks and electric vehicles operating across the site at the Market.

Forklift operators have a responsibility to give way to pedestrians, however remember operators have limited visibility so it is always your responsibility to watch for and avoid forklifts – don't rely on the forklift operator to see you.

1. Never assume the forklift operator knows you're there.
2. Make yourself known and establish eye contact with the forklift driver.
3. Watch out for the tail end swing when a forklift turns.
4. Never walk under a raised load.
5. Stop at corners and doorways and look both ways.

Evacuation Procedures

The MMA has established emergency procedures at the Melbourne Market.

On the Alert Tone (Beep-Beep-Beep-)

1. Check the area for fire, smoke or any other abnormal situation.
2. Follow directions from Wardens.
3. If there is immediate danger, commence evacuation.

On the Evacuation Tone (Whoop-Whoop-Whoop)

1. Follow directions from Wardens.
2. Evacuation by the nearest safe exit.
3. Go directly to the safest Assembly area.
4. Standby for further instructions.

The security Control Room operator can be contacted on 0408 334 555.

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Clothing and Footwear

Responsible adults must supply the following for any child they're bringing on site:

- Safety vest/high visibility clothing.
- Enclosed footwear.

General Site Rules

First aid

- You must report any incidents or injuries.
- Always call 000 first in an emergency.
- Where first aid is required, please call the Melbourne Market emergency line 9258 6120.
- Notify site security immediately if emergency services have been contacted to attend the site.

Your Checklist for bringing a child to the Market.

- ☒ Your work must be suitable to have a child with you at all times.
E.g. if you travel on a forklift in the Market, it would not be suitable to bring a child to the Market as they must not ride on a forklift at any time and must remain in your care at all times.
- ☒ You must have submitted your registration (including film and photography consent) to Customer Service via email or in person prior to arrival and been granted approval.
- ☒ Your child/children must be wearing their visitor pass at all times.
- ☒ You and your child/children must be wearing high-visibility clothing that meets Australian standards.
- ☒ You and your child/children must be wearing enclosed footwear.
- ☒ You must enter via Gate 1 and collect your child/children's Visitor Pass from the Gatehouse

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