



PERTH MARKETS

SITE ACCESS GUIDE

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CONTENTS

1. Purpose	2
2. Site Access Application	2
3. Site Access Application Process	2
4. Additional Application Documentation	3
5. Children	3
6. Reserved Parking Bays	3
7. Access to the Site	3
8. Associated Documents with Application for Site Access	4
9. Renewal of Site Access	4
10. Lost/Returned Access Cards	4
11. General Public Access Days	4
12. Special Conditions	5

Site Access Guide

1. Purpose

- (a) The purpose of the Site Access Guide is to outline the process and requirements for a person seeking authorised access to the Site, whether as a pedestrian or in a vehicle.

Perth Market Group Limited (PMGL) may, at its absolute discretion, vary a Persons permitted right to access the site or any part thereof.

Words and terms defined in the Site Rules and used in this guide have the same meaning as prescribed to them in the Site Rules.

To the extent there are any inconsistencies between the Site Rules and the Guides, the Site Rules prevail.

2. Site Access Application

- (a) If a Person seeks to access the Site more than one day a fortnight, a Digital ID (mobile credentials) is required, and an application must be completed.
- (b) The following groups of people will be eligible to apply for a Site Access Mobile Credential:
 - (i) Tenant/Tenant employee,
 - (ii) Buyer,
 - (iii) Grower/Supplier,
 - (iv) Transport Operator, and
 - (v) PMGL Employee.
- (c) Upon submission of an application:
 - (i) The Applicant expressly agrees to the Conditions of Entry set out in Schedule 1 of the Site Rules, and

- (ii) The Applicant agrees to abide by the Site Rules and Guides.

3. Site Access Application Process

- (a) The process for obtaining a Mobile ID (Mobile Credential) is as follows:
 - (i) Submission of the Site Access application form (and required documentation) by the applicant and/or company representative via online.
 - (ii) Completion of Site Safety induction(s) by applicant.
 - (iii) Completion of parking allocation application form by applicant and/or company representative (contractors exempt) if the applicant wishes to park a Vehicle on Site.
 - (iv) Submission of Forklift Operators Permit application and relevant documentation (if and as required).
 - (v) Successful completion of the Forklift Safety Induction (if and as required).
 - (vi) Payment of all fees by applicant and/or company representative.
 - (vii) Formal approval notification by PMGL.
 - (viii) Photo of applicant and issuance of Site Access Mobile Credentials and associated documents.
- (b) If the applicant will be driving a Forklift on Site at any time, the applicant must also complete a Forklift Operators Permit induction located on the Perth Markets website. See Site Rules Forklift Operators Guide.

- (c) Regular access to the Site will not be approved until the Site Access application is completed and a Site Access Mobile ID (mobile credential) is issued.
- (d) Depending on the reasons for access and the business to be undertaken on the Site by the applicant, different information requirements may apply as part of the application.
- (e) Site Access is approved for a period of 12 months at which time they must be renewed (See section 9).

4. Additional Application Documentation

- (a) Tenants and Tenant Employees:
 - (i) A Tenant and/or Tenant Employee Site Access application form must be endorsed by the Tenant Principal or authorised company representative.
 - (ii) Evidence or confirmation of employment of a Tenant Employee can be provided with the application.
 - (iii) Evidence can include one of the following ways:
 - (a) An email of appointment confirming the relationship between the Tenant and the Tenant Employee, or
 - (b) A signed declaration from a principal or tenant authorised representative.
- (b) Buyers/Suppliers:
 - (i) A Buyers Access Application Form should include:
 - (a) A current Buyer Code, and
 - (b) Application for specific Buyer Parking or Bays if required.
- (c) Contractors:
 - (i) Any Contractor wishing to undertake work on the site, whether for PMGL or a tenant, must complete the PMGL Contractor Registration Process (see Contractor Registration Guide) for site access via the Rapid Global system.
 - (ii) Contractors must follow the Access Requirements as set out by PMGL.

- (iii) Where PMGL does not consent to a contractor's application for access approval, Contractors will not be permitted access to the Site or Tenancy Areas to conduct works.

5. Children

- (a) Any child up to the age of eighteen (18) years must be accompanied on the Site (unless employed by a Tenant or Contractor) or prior approval from PMGL is granted.
- (b) Tenants employing staff under the age of eighteen (18) must notify PMGL and abide by all conditions as defined in the relevant legislation and the Site Rules.

6. Reserved Parking Bays

- (a) Any Person bringing a Vehicle to Site must have a parking location for such Vehicle approved by PMGL.
- (b) Persons may apply to PMGL to reserve a parking location or specific reserved bay, conditional.
- (c) If a Person is permanently excluded or otherwise has their Site Access revoked, any approval issued to that Person for a reserved parking location or bay in the Site is deemed to automatically end and is non-refundable unless with written permission from the Property Manager.
- (d) The reserved parking location may be transferred to another person by PMGL (subject to (a) and (b) above).

7. Access to the Site

- (a) All Site Access Mobile Credential holders will have pedestrian access to the Site, via the pedestrian gates only.
- (b) Vehicle access will be added to the Site Access where the Site Access Mobile Credentials holder has purchased a parking location, has been allocated parking by their employer, or has been approved by PMGL.
- (c) Wholesale Retail Cafe, E7, S1 and S2 Amenities block access, will be added to the Site Access Mobile Credentials on a need's basis, as determined by PMGL.

8. Associated Documents with Application for Site Access

- (a) Applicants must complete:
 - (i) Application for Site Access form.
- (b) Applicants must upload:
 - (i) Head-and-shoulders (passport-style) photo.
 - (ii) Photo identification (Driver License).
 - (iii) High Risk Work License (only applicable if the applicant is a forklift driver).
- (c) PMGL must make the following documents available via the Perth Market Website:
 - (i) Site Rules and Guides.
 - (ii) Traffic Management Plan.
 - (iii) Work Health and Safety Policy and general safety information.
 - (iv) Site Map and parking information.

9. Renewal of Site Access

- (a) Site Access is valid for a period of 12 months.
- (b) 30 days prior to the end date, the Site Access Mobile Credentials holder and/or employer may be notified of the renewal date and requirements for renewal. However, it is the sole responsibility of the Site Access Mobile Credentials holder to ensure that their Site Access is renewed in a timely manner as required.
- (c) The process for renewal of access must include payment of annual fee(s), unless that individual is an employee of PMGL, a labour hire for the purpose of temporary employment at PMGL, an authorised consultant for PMGL, or an authorised cleaner contracted with PMGL for the purposes of cleaning the Site.
- (d) The process for renewal of access may include:
 - (i) Submission of an online renewal form via the PMGL website,
 - (ii) An update of Tenant Employees who have resigned (Tenant Employers only),
 - (iii) Forklift induction which includes an update of permit details (as required by Forklift Operations Guide section 2.6), and

(iv) Completion of Site Safety online induction (required every second year).

- (e) Any Site Access credentials not renewed within one (1) calendar month of the renewal date will be deactivated and the holder will be unable to access the Site until the renewal process is completed.
- (f) Any Site Access Credentials not used to access the Site for a period of twelve (12) months will be deactivated and the Site user will be required to complete a new Site Access application.

10. Lost/Returned Access Cards

- (a) PMGL must be notified when a Site Access Card is lost, stolen or not able to be located.
- (b) A fee will be charged for a replacement Site Access Card.
- (c) Upon ceasing to be employed on Site, all Site Access Cards must be returned to PMGL.
- (d) Returned cards may be retained for reissue by PMGL (subject to remaining authorised access period).

11. General Public Access Days

- (a) The General Public can access the Site either as a bona-fide visitor, by payment of an entry fee during Public Market Days, or when a General Public Access Day is prescribed by PMGL.
- (b) Conditions of entry - all members of the General Public:
 - (i) Are required to take reasonable care for their own health and safety, follow safety signage and directions;
 - (ii) Must not adversely affect the safety of others;
 - (iii) Shall not engage in any aggressive, abusive, anti-social behaviour or illegal activity; must follow and obey all road rules, speed limits, parking restrictions, signage and verbal instructions issued by staff of PMGL.

- (c) Days and times:
- (i) General Public Access days and times can be prescribed for events, activities or other as determined by PMGL.
 - (ii) Public Market Days and times can change from time to time as required by PMGL with reasonable notice to tenants and stallholders and the General Public.
 - (iii) Any breaches of these conditions may result in the person being denied access to the Site and will be required to leave the site immediately.

12. Special Occasions

- (a) In the event of a declared pandemic, national emergency or other general health critical circumstances, all general public entry will be conditional and may result in access to the site being restricted.
- (b) Conditions may include but are not limited to:
- (i) Specific signage, temporary barriers and or fencing to ensure the safety of staff and other members of the public,
 - (ii) Requirement to gather in an orderly manner consistent with state and federal social distancing laws,
 - (iii) Ensure hygiene requirements such as hand sanitisation is maintained and consistent with state and federal laws, and
 - (iv) Providing proof of vaccination (by certificate or other acceptable evidence) where applicable or lawfully requested.