Cairns Regional Council Markets

Information Kit
Contact Us – Leisure Venues

The Leisure Venues team is located at the Cairns Regional Council – Esplanade Office.

Office hours
Phone: (07) 4044 3715 Monday to Friday between 8.30am - 4.30pm

Front Desk: Monday, Wednesday and Friday from 9.00am - 12.00pm.
If you require an appointment outside these times please contact us on the number above.

Contact Details
Street Address: Cairns Regional Council – Esplanade Office, 52-54 The Esplanade, Cairns (opposite Mantra Esplanade on the northernmost corner of Fogarty Park)

Postal Address: Leisure Venues, Cairns Regional Council, PO Box 359, Cairns QLD 4870
Email: leisurevenues@cairns.qld.gov.au
Website Shortcut: https://www.cairns.qld.gov.au/markets
Facebook: https://www.facebook.com/OfficialCairnsMarkets
Feedback: Feedback should be lodged in writing to the Leisure Venues Manager.
Markets

Council operates regular markets across the city, giving local businesses an opportunity to showcase their wares while providing a recreational activity for residents and visitors alike.

The Cairns Markets are Single-Use Plastic Free and encourage environmentally sustainable products and practices. Check out Cairns Markets on Facebook for real time updates, info and photos!

Cairns Esplanade Markets

Every Saturday, 8am-4pm, by the Lagoon

The Esplanade Markets showcase local, quality handmade products from contemporary jewellery, leather work, pottery, clothes and skincare. If you need a gift or souvenir you are sure to find it here.

Held against the backdrop of the Cairns waterfront, you can follow your market shopping with a swim in the Lagoon or take advantage of the free barbecues, exercise equipment and children’s playgrounds.

Cruise Liner Markets

Relevant cruise liner dates, 10am-5pm, by the Lagoon

The Cruise Liner Markets showcase the Cairns region and provide an array of gifts and souvenirs. The Cruise schedule can be found on the Ports North website or our Cairns Markets Facebook page.

Palm Cove Markets

First Sunday of the Month (unless otherwise specified), April to December, 8am-2pm, Williams Esplanade

The Palm Cove markets showcase local, quality handmade products from contemporary jewellery, leather work, pottery, clothes, skincare, plants and produce, wellness stalls and food.

The markets also have free family activities.

2019 Market Dates: 7 April, 5 May, 2 June, 7 July, 4 August, 6 October, 3 November and 1 December
NOTE: No market in September due to Carnival on Collins

Tanks Markets

Last Sunday of the month, April to November, 9am-2pm, Collins Avenue, Edge Hill

Showcasing a blend of local art, craft, produce, vintage clothing, collectibles and local natural health products and treatments, the markets are a relaxing way to spend a Sunday morning. Market stalls line Tanks promenade on Collins Avenue, with live entertainment provided by local musicians.

2019 Market Dates: 28 April, 26 May, 30 June, 28 July, 29 September, 27 October and 24 November
NOTE: No market in August due to Carnival on Collins
NOTE: June Market is Body Mind and Soul and is on from 9am to 3pm

Carnival on Collins

Fathers’ Day – First Sunday of September, 9am-3pm, Collins Avenue, Edge Hill

Carnival on Collins is a Cairns’ Fathers’ Day tradition and a sustainably-run community event, held on the last day of Cairns Festival, when over 25,000 people flock to the city’s Botanic Gardens precinct for a giant day of family fun.

Featuring loads of free entertainment for people of all ages, it’s a slice of life in the tropics, with over 250 market stalls offering local art & craft, produce, plants, food and refreshments.

The event features entertainment stages, free activities and exhibitions in the Tanks as well as roving entertainers and more. See Cairns Festival website for more information.
LEISURE VENUES

TERMS AND CONDITIONS OF CAIRNS MARKETS

General – applies to all markets
1. Driving and parking is strictly prohibited on all grass areas, and other designated non parking areas as signed, unless written permission has been obtained from the Leisure Venues Office or by Council Regulated Parking.
2. Pegging infrastructure into the parklands is strictly prohibited unless written permission has been obtained from the Leisure Venues Office and an irrigation mark-up has been completed.
3. Cairns Regional Council reserves the right to photograph and/or video the stallholder and public’s use of the venue during the markets unless specifically asked not to do so.
4. Nothing in this permit allows the permit holder any right to use any intellectual property for any purpose.
5. Cairns Regional Council accepts no liability to damage, misplacement or loss of any equipment, props etc. stored at its facility by the stallholder. Security of equipment is the stallholder’s responsibility.
6. The stallholder is required to obtain any other necessary approval, lease, licence or permit under any other local law, Act or Regulations.
7. Stallholders shall produce to Council, prior to the date required, any licences, permits or consents issued by the Environmental Health Unit or any other Government Agency in respect of their designated site.

Application Process
8. Applications are to be lodged no later than 10 working days prior to the requested date of initial attendance. Entry is not guaranteed for the requested date.
9. Before an approval can be issued, stallholders are be required to present their goods for inspection by the Market Coordinator or designated Council staff member. Additional proof may be requested that the goods are handmade by the applicant. This may include receipts for purchase of raw materials, photographs of work station or personal inspection of the manufacturing process. If Council request a site inspection of the manufacturing process, the stallholder will be given no less than 3 days’ notice.
10. Reviews of craft making procedures will occur at the initial application stage and repeated if deemed necessary. Selection criteria will be applied to the processes and products to ensure the product is representative of the guidelines of the market.

Insurance
11. All Stallholders must supply their own public liability insurance, noting Council as interested party with a minimum of $20,000,000 indemnity. A valid certificate of currency must be provided to Council.

Product Criteria
12. Only goods listed on the application form and approved by Leisure Venues Management, are to be sold.
13. Pre-approval is required if you wish to introduce a new product to your stall. The selling of goods not listed nor approved is strictly prohibited and can result in expulsion from the market.
14. Markets are for handmade art and craft products; all stallholders must complete a product inspection.
15. All products must demonstrate the following; (1) Originality, (2) Skill or craft utilised in the creation of the product, (3) Production by “immediate family” using hand labour or with the use of small tools, (4) the products made, fitting within the definition of “craft” and “cottage industry” - (see definitions).
16. Non-handmade products that are designed for sustainability and/or showcase Far North Queensland that are “environmentally sustainable, high quality and/or unique” may be approved at the discretion of Leisure Venues Management and will be kept to less than 10% of the sites available.
17. The sale of second hand, wholesaled or imported goods is strictly prohibited unless the goods are deemed environmentally sustainable, high quality and/or unique and approved at the discretion of Leisure Venues Management.

Esplanade Markets and Cruise Liner Markets (in addition to 11-17):
18. Food and drink is not permitted. The sale of pre-packaged food products; chutneys, jams, spreads etc. (not for immediate consumption at the market) may be approved at the discretion of Leisure Venues Management.
Sustainability Standards
19. Stallholders must follow the Cairns Regional Council’s Cairns Markets Sustainability Standards which ban the use of single use plastics i.e. plastic bags of any thickness, plastic straws, cutlery, containers, plates and bowls, polystyrene (foam) packaging or trays, non-compostable coffee cups and single-use plastic sachets (such as sauces). This also includes balloons.

The Sale of Food Products
20. The sale of food products may be allowed at the discretion of Leisure Venues Management and will be kept to less than 10% of the sites available.
21. Applications from food vendors will only be considered if the applicant is listed on the council Register of Prequalified Suppliers 2645 - Provision of Food Vendor Services (this does not include produce or delicatessen products).
22. All applicable approvals and permits must be obtained (i.e. ‘Application for a Market Food Stall Licence’ and current insurances). For further information about market food stalls: please call Council’s Environmental Health Unit to discuss with an Environmental Health Officer.

Payment
23. Fees are applicable for each market and can be found on page 9 of this document.
24. Once approved, stallholders must pay in advance by the nominated deadline for market days, not on the day of the market.
25. A receipt will be issued upon payment of fees.
26. Cheques are to be made out to Cairns Regional Council.

Market Stall Sites – General
27. Marquees must be an approved size (3m x 3m, 6m x 3m, 4.5m x 3m)
28. The Market Coordinator will allocate market stall sites the day before the market day.
29. The Market Coordinator and Leisure Venues Management reserve the right to rotate market stall sites.
30. Limited power is available. Requirements must be stated on application (charges apply). All electrical equipment, leads and appliances brought in by the stallholder must display a current electrical certified test and tag sticker.
31. The Stallholder must not use the designated site for any unapproved purposes.
32. Individuals are not permitted to fundraise for any given purpose unless authorised and coordinated by a registered charity or not for profit organisation under approval from Cairns Regional Council.
33. Individuals are not permitted to ‘spruik’ their market stall by way of touting.
34. Stallholders must observe, perform and fulfil all the requirements of Council’s Policies and Local Laws not limited to but including noise and waste.
35. People under the age of 18 years are not permitted to operate a stall unless accompanied by a supervising adult or person over the age of 18 years.
36. Leisure Venues Management may relocate the operation of the Markets for any reason without prior notice to stallholders. Where possible attempt will be made to notify all stallholders.
37. The stallholder is to ensure the proper maintenance of equipment and facilities: where Council incurs costs or expenses in rectifying any damage caused or contributed to by the permit holder or by the conduct of the approved activity, the licence holder will pay the amount of those costs or expenses to the Council.

Days / Times of Operation
38. Stallholders may arrive two hours prior, no earlier, and must be set up and ready to trade by the start time. If stallholders arrive after the start time, Council has the right to refuse entry to the market for the day. Stall sites must be packed up and vacated two hours after the finish time.
39. Stallholders are required to operate for the duration of the market day. Stallholders are to notify the Market Coordinator should they need to leave early from the markets.
40. Other market dates may be determined by Council at any time, and will be governed by these same terms and conditions. This does not apply to one-off events which may contain market stalls.
Market Set-up

41. On arrival stallholders are permitted to use certain areas as a loading zone for loading and unloading of their goods. The market coordinator will advise which location to use. At no times should vehicles remain there for more than the minimum time to perform this task. Vehicles are not allowed to enter or drive on walk ways or parklands without prior consent and instructions supplied in writing.

42. Non-motorised methods of transport such as manually pushed trailers or trolleys are permitted on to the markets area for set-up and pack-down times only.

43. Stallholders must adhere to site specific parking instructions issued by Leisure Venues Management.

44. It is a condition that stallholders supply their own marquee and equipment.

45. Double sites (two adjoining marquees) are limited and approval for two stalls is at the discretion of Leisure Venues Management.

46. All stalls must be kept to a high level of presentation and will be subject to review so as not to detract from the appearance of the stall or the overall market.

47. Stallholders must remove any rubbish created and to ensure that the area used is kept in the same condition as before the use or activity commenced. In the event that the stallholder does not adhere to this condition a cleaning fee may be charged.

48. The use of awnings on any marquee is strictly prohibited unless for the purpose of protecting against rain entering the marquee. No products are to be hung or displayed in or under this area. The use of awnings must not encroach on other stallholders’ space and must first be approved by Leisure Venues Management.

Safety in the workplace

49. Stallholders must not block off pedestrian walkways or disrupt pedestrian traffic.

50. To ensure the safety of the public and stallholders, all goods, signage etc., are to remain within the boundary of the marquee unless otherwise approved.

51. Stallholders must use their best endeavours to ensure the safety of all persons attending the market.

52. Stallholders are responsible for the security of their designated site and the security and safety of any property of Council in or around their designated site.

53. Stallholders must be neatly attired. Due to safety regulations shoes must be worn at all times.

54. Stallholders may be accompanied by no more than one other person.

55. Stallholders may not be accompanied by their animal/s without written consent. Most markets are held in area covered by the Prohibition of Animals in Public Places under councils’ Local Laws.

56. State Law - Please note that it is an offence to smoke within the markets and should any market stallholder wish to smoke they must remove themselves to a position a minimum of 5 metres away from any market stall (this includes e-cigarettes).

57. State Law - Please note that it is an offence to consume alcohol in a public place without the relevant permits.

Cancellation Policy

58. Market stallholders requesting not to attend a market day must inform the Market co-ordinator by the deadline specified at each individual market. Stall fees previously paid for this day will then be carried forward to another market day. Refunds/credits may not be given for cancellations after this deadline.

   a. Markets with a Waiting List: The deadline is 5 business days prior to the market. If a cancellation is received within 5 business days the stallholder may only be issued with a credit provided that their site is filled by an approved applicant. No credits will be issued if cancellation is received within 24 hours of the market start time.

   b. Markets without a Waiting List: The deadline is 24 hours prior to the market.

59. If a Market day is to be terminated or cancelled by Council, Stallholders will be notified immediately at the time of the decision. Stall fees previously paid for this day will be carried forward to another market day.

60. If a severe weather warning is issued by the Bureau of Meteorology the markets will be cancelled by Council.
61. In the event of bad weather if a stallholder chooses to set up for trade this is deemed as commencing trading and a refund will not be given if the stallholder then chooses to pack up and leave the market early.

62. Stallholders who are away for more than three consecutive market dates will forfeit their nominal site location and be allocated an alternative site when they return provided that a suitable site is available.

Stallholder Obligations OR conditions of acceptance

63. Stallholders are expected to be courteous to the public, market organisers and other stallholders at all times. Bad behaviour and or bad language will not be tolerated and will result in expulsion from the markets.

64. Expulsion from the markets will result if the stallholder has behaved or is behaving in a manner likely to cause distress, disturbance, inconvenience, damage or harm to any other person present at the market.

65. Expulsion from the markets will result if the stallholder has provided false and or misleading information.

Other

66. Leisure Venues Management reserves the right to withdraw their approval at any time, without prior notice.

67. The Market Coordinator has the right to have a Stallholder removed from the Market, either before or during the event, if the Stallholder is in breach of the terms of this approval.

Failure to comply with the above terms and conditions will result in a written warning being issued by Leisure Venues Management. Accumulation of three written warnings will result in expulsion from the Cairns Markets.

Definitions

“Cottage Industry” means: The manufacture of products, by use of hand labour or small machinery in small quantities. The definition does not include mass production, or production in commercial quantities. Manufacture must be by the vendor and at the vendor’s own residential premises or studio with the exception of food products which may be made in commercial premises approved by the Council for food preparation. It is accepted that some component parts of a product may be of a mass produced nature however such component parts must be significantly value added through application of art or craft processes.

“Craft” means: The production of products of use or ornament by the personal efforts, skills and arts of a craftsperson, or his immediate family, and may, without limiting the generality of the term, include cooking, sewing, knitting, woodworking, painting, drawing, the shaping, cutting or polishing of gemstones, jewellery making and other like crafts. The use of manufactured materials as raw materials is accepted, provided that the exercise of a skill or craft is involved in the process of making the finished product. The assembly of pre-manufactured components into a saleable product, or the repackaging of manufactured product into alternative containers in not regarded as a craft.

“Crafts person” means: A skilled worker in a craft or art.

“Environmentally sustainable, high quality and unique” means: The items must reflect the values of Cairns Regional Council’s Cairns Markets Sustainability Standards and encourage customers to use environmentally sustainable products.

“Immediate Family” means: Spouse, father, mother, brother, sister of the stallholder. More distant relationship will not be considered immediate family, sale of products on behalf of such person may not be approved.

“Leisure Venues Management” means

“Local Produce” means: Fruit, vegetables and flowers grown in the North Queensland region, on farms or smallholdings occupied by the vendor of the produce, or by members of the vendor’s immediate family.

“Market Coordinator” means: A person appointed by the Council co-ordinates the Market on Council’s behalf.

“Product” means: Without limiting the generality of the term, any item a vendor intends to sell, has available for sale or sells at the Market.

“Stall” means: A table or tables or other equipment used for the display of the stallholders products. A stall which covers more than one site is permitted on the payment of any additional charges stipulated by the Market Coordinator.
# Markets

*Market fees may be rounded down to the nearest dollar*

<table>
<thead>
<tr>
<th>Description of Fee, Charge, Penalty plus conditions</th>
<th>Rate Including GST</th>
<th>After Rounding Down</th>
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</thead>
<tbody>
<tr>
<td><strong>Regular Markets (Esplanade, Cruise Liner, Tanks, Palm Cove)</strong></td>
<td></td>
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<tr>
<td>Market Stall – Casual (3m by 3m)</td>
<td>$52.00</td>
<td>$52</td>
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<tr>
<td>Market Stall – Multi-Booking Discounted Rate (3m by 3m)</td>
<td>$41.60</td>
<td>$41</td>
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<tr>
<td>Applies when a minimum of four market days are paid in advance</td>
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<tr>
<td>Access to Power – General Stall</td>
<td>$5.20</td>
<td>$5</td>
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<tr>
<td>Access to Power – Food Stall</td>
<td>$20.80</td>
<td>$20</td>
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<tr>
<td><strong>Carnival on Collins</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Market Stall (3m by 3m)</td>
<td>$72.80</td>
<td>$72</td>
</tr>
<tr>
<td>Carnival on Collins Access to Power (limited food stalls only)</td>
<td>$72.80</td>
<td>$72</td>
</tr>
</tbody>
</table>

*Please do not pay for markets after the payment deadline or if you have not been approved as we will not have a site available – in this instance the fee paid will be placed on hold and we will be in contact to change the payment over or arrange a refund.*

*Low Season Discount – 50% off Market Stall Fees for market dates from January to March*
Cairns Markets Single-Use Plastics Standards

These standards aim to reduce the amount of waste going to landfill and the potential for litter in our world-class land and sea environment. Council encourages you to join in caring for this environment with waste wise customer service and acknowledges the leadership of many stallholders already.

**Single - Use Plastics Standards**

Council requires that stalls remove these priority plastics:

- Plastic bags of any thickness
- Plastic straws, cutlery, containers, plates & bowls
- Polystyrene (foam) packaging or trays
- Non-compostable coffee cups
- Single-use plastic sachets (such as sauces)

These are amongst the top 10 items found in litter clean ups around Cairns. Many of these items also cannot be recycled.

It is advised to avoid biodegradable PLA (clear bio-plastic) where possible which, when littered still impact the environment for several years.

**Queensland Government Plastic Bag Ban**

Since 1 July 2018 all lightweight singlet-style plastic bags less than 35 microns thick (including biodegradable or degradable) bags have been banned.

Offering these bags (new, re-used, free or for a fee) in any retail setting in Queensland could attract a $6,300 fine per bag. Visit the National Retail Association QLD Bag Ban website for more information.

**Suppliers of Alternatives**

It is recommended that stalls opt for compostable items such as responsibly sourced paper, wood, sugarcane or bamboo. Some local suppliers include:

- **Reward**
- **Bidfood**
- **ChefLink**
- **Enviromart**
- **Star Packaging**
- **Max Stocks**
- **Winc (formerly Staples)**
- **PFD**
- **Campbells**
- **Reef Straw**

**Responsible Disposal**

- Compostable and biodegradable (clear bio-plastic) items go in the waste bin, destined for Council’s organics recovery facility.
- Drink containers such as a plastic bottled, aluminium cans or recyclable items with minimal food scraps go in the recycling bin.
- Keep all yellow & red lid bins in pairs at the Cairns Markets to make responsible disposal easy for your customers.

**Sustainability & Your Business**

For more information on making your business more sustainable, head to cairns.qld.gov.au/ecologic or email sustainability@cairns.qld.gov.au. Businesses can also access free coaching from the CCIQ EcoBiz program to save on energy, waste and water costs.
<table>
<thead>
<tr>
<th>Remove</th>
<th>Required Actions</th>
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</table>
| Plastic Bag                    | ✓ Remove plastic, bio-plastic or degradable bags of any thicknesses to comply with Cairns Markets Single-Use Plastics Standards.  
   ✓ Provide boxes, paper bags or reusable bags for free or at a small cost.                                                                                                                                  |
| Plastic Cutlery                | ✓ Switch to compostable cutlery such as responsibly sourced wood or bamboo (not a bio-plastic which persists in the environment when littered and looks like plastic to customers).  
   ✓ Avoid claims of ‘landfill biodegradable’ or ‘oxy degradable’.                                                                                                                                 |
| Paper Coffee Cup (with plastic lining) | ✓ Stock certified compostable cups with a waxed or biodegradable PLA lining. Avoid claims of ‘landfill biodegradable’ or ‘oxy degradable’.  
   ✓ Consider rewarding customers that bring their own cup with a small discount (head to Responsible Cafés for promotional materials [www.responsiblecafes.org](http://www.responsiblecafes.org)). |
| Plastic Straw                  | ✓ Provide a paper straw dispenser at your point of sale. (By providing paper straws on request only, you can save on the price difference).  
   ✓ Avoid claims of ‘oxy degradable’ straws.  
   ✓ Consider joining The Last Straw on the Great Barrier Reef [www.thelaststrawonthegbr.wordpress.com](http://www.thelaststrawonthegbr.wordpress.com). |
| Plastic Plates                 | ✓ Switch to certified compostable food plates or trays (such as paper or sugarcane).  
   ✓ Avoid claims of ‘landfill biodegradable’ or ‘oxy degradable’.                                                                                                                                 |
| Foam (Polystyrene) Cups and Containers | ✓ Switch to certified compostable food packaging like paper or sugar cane (without clear plastic viewing panels).                                                                                                  |
| Cold Drink Cups (with plastic lining) | ✓ Switch to certified compostable (hot or cold) cups with a thin biodegradable (PLA) lining. This is recommended more than hard, clear plastic looking bio-plastic cups, which are confusing for customers who try to recycle them, contaminating the recycling stream. When littered, bioplastics still remain a problem in the environment for several years.  
   ✓ Water points are available on site. Avoid water bottles or canned drinks where possible.                                                                                                      |

All compostable alternatives should be disposed of in the waste bin to be processed at the organics recovery facility.
Applications are to be lodged no later than 10 business days prior to the market day to allow for processing. Applications received after this time will be subject to consideration.

Upon receipt of this application the Market Coordinator will be in contact to arrange a product inspection and confirm market dates and availability (waiting lists apply for some markets).

**Applicant Details**

Name of Person Lodging Application:

Company Name (if applicable):

ABN:

Not-for-profit organisation:

Postal Address:

Phone:

Email:

Website (if applicable):

**Markets**

Select markets (please tick all the markets you would like to apply for):

<table>
<thead>
<tr>
<th>Market Name</th>
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<tbody>
<tr>
<td>Cairns Esplanade Markets</td>
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<tr>
<td>Cruise Liner Markets</td>
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<tr>
<td>Palm Cove Markets</td>
</tr>
<tr>
<td>Tanks Markets</td>
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<tr>
<td>Body Mind &amp; Soul at the June Tanks Markets</td>
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<tr>
<td>Carnival on Collins (Applications close 31 May)</td>
</tr>
</tbody>
</table>

What is your requested start date?

Applications are to be returned to:

LEISURE VENUES PO Box 359 CAIRNS QLD 4870

Email: leisurevenues@cairns.qld.gov.au

For enquiries phone: (07) 4044 3715
Market Stall Details

Description and origin (how and where your product is made) of products for sale (be specific, only products listed here and approved by council can be sold at your stall):

____________________________________________________________________________________

____________________________________________________________________________________

Site Requirements

What size stall do you require?  □ 3m x 3m  □ 3m x 6m  □ Other (please specify)

Do you require vehicle access?  □ Yes  □ No

Do you require access to power?  □ Yes  □ No  □ Yes but only if power is available

How many sockets do you require:

<table>
<thead>
<tr>
<th>10 AMP SOCKETS</th>
<th>15 AMP SOCKETS</th>
</tr>
</thead>
</table>


- Cairns Regional Council Local Law No. 1 (Administration) 2016
- Cairns Regional Council Local Law No. 11 (Local Government Controlled Areas and Roads) 2016
- Cairns Regional Council Subordinate Local Law No. 11 (Local Government Controlled Areas and Roads) 2016

- □ I have attached my Public Liability Insurance Certificate of Currency for $20 million indemnity and noting Cairns Regional Council as an interested party.

- □ If applicable I have attached my Food Licence from the CRC Environmental Health Unit.

- □ If applicable I have attached a copy of an incorporated certificate as issued by the Australia Tax Office as proof of NFP status.

- □ I acknowledge that I have read and understood Cairns Regional Councils Leisure Venues Cairns Markets Terms & Conditions. I understand that any inability to comply with these conditions will be at my own liability.

____________________________________________________________________________________

Applicant Signature  Date

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.