



SALAMANCA MARKET

REQUEST FOR PRODUCT LINE PRE-APPROVAL



PART A. APPLICANT DETAILS

Business/stall name				
	Contact person			
	Telephone (business hours)			
Email Address				
Postal Address				
		Post Code		

PART B. PROPOSED PRODUCT LINE

WHAT IS YOUR PROPOSED PRODUCT LINE?

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Please ensure your product line is detailed and specific. Broad product lines (e.g. “giftware”) **will not be accepted**. If you will only sell a product at a particular time of year, please specify when it will be sold. Where multiple lines are proposed, please indicate approximately what percentage of your stall will be each line. If you need more space please attach another sheet.

If this product line has been approved then you are entitled to introduce it to the Market without further assessment within three months of the approval date, provided that there are **no changes** to the product line as listed and there is no significant difference between the application and the introduction of that line. For example, a pre-approved line may have to be re-assessed if its proposed location is different from the one listed on the application. Pre-approval may be conditionally granted.

2. QUALITY AND INNOVATION

(describe the product's quality, packaging, presentation, innovation, use of design, materials, fabrication/manufacture, labelling, including place of manufacture, and environmental sustainability of materials, production process or packaging)

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3. PRODUCED BY THE TRADER

(describe how the products are designed, devised, produced and manufactured and your role or the role of your family or small business in these processes)

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6. LOCATION

(describe whether there are any stalls at the Market selling similar products or undertaking similar activities, or with whom your product would be in direct competition. If you have a proposed location please list it here)

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7. LEGISLATIVE REQUIREMENTS

(if your product may be considered offensive or obscene, requires any permit or permission to sell, may be prohibited at the Market, or uses the intellectual property of another person or stallholder, describe how you have acquired appropriate permits or permission to sell the product, or why you believe it is suitable to sell at the Market)

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PART D. SUPPORTING MATERIAL

As part of this request for product line pre-approval **you must provide:**

- Individual images of each product you intend to sell
- Documentary evidence of any ethical, environmental or sustainability standards the product meets
- Documentary evidence of any permits or permission required to sell the product, in particular permission to use any intellectual property

While not compulsory, additional material which may support your application includes:

- Evidence of where the products are manufactured, grown or produced, and where the raw materials for the product are grown, produced or sourced
- Evidence of how the products are designed, devised, produced and manufactured and your role or the role of your family or small business in these processes
- Evidence of any relevant qualifications or experience

Please provide copies rather than originals as supporting material will not be returned unless specifically requested. **Product samples are not required.**

The assessment panel may contact you to arrange to request additional information, see a product sample or to visit the place of manufacture.

PLEASE LIST ALL ENCLOSED SUPPORTING DOCUMENTS BELOW:

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PART E. PRIVACY

All of the information collected on or attached to this form will be retained by the Council. This information will be disclosed to Council officers as part of the assessment process. The information in this application may also be disclosed to the Salamanca Market Stallholders Association as part of the assessment process. This information is **not** considered commercial-in-confidence.

In general the Council will not be disclosed to any individual or organisation without your consent, unless the disclosure is required by law, including the Right to Information Act. Your information will be maintained in accordance with the Hobart City Council's Privacy Policy which is available online at <http://www.hobartcity.com.au/privacy> or by phoning (03) 6238 2711.

You can request access or update any of the personal information collected on this form by contacting the Market Co-ordinator on the contact details listed below.

Where you have provided us with personal information relating to other individuals, we encourage you to inform those individuals that you have provided this information to the Hobart City Council.

PART F. DECLARATION

Incomplete application forms (such as an unsigned application or one where supporting documentation is missing) will not be considered for assessment and will be returned to sender.

The Council will provide a decision in response to all complete application forms in writing.

- All the information I have given on this form is true and correct, and
- I understand that giving false or misleading information is a serious offence, and
- I have not omitted any information that I know (or a reasonable person would believe) to be relevant to the assessment of this request, and
- I confirm that I have read this application and acknowledge the collection and use of my personal information as detailed above.

Signature: **Date:**/...../20...

Where submitted by email, you may simply type your name into the signature box to indicate your agreement. Please note that this has the same binding legal effect as a signature by virtue of the *Electronic Transactions Act 2000* (Tas).

Please submit your application by:

Email (preferred): salamancamarket@hobartcity.com.au
Please attach all supporting documentation electronically.

Fax: (03) 6238 2124
Please submit photographs or colour documents by post.

Post: Salamanca Market Coordinator
Hobart City Council
GPO Box 503
HOBART TAS 7001

For further information contact:
Salamanca Market Coordinator
Telephone: (03) 6238 2875
Email: salamancamarket@hobartcity.com.au