

SALAMANCA MARKET

REQUEST FOR CHANGE OF PRODUCT LINE

DATE

Part A. Stall Details

Stall Name

Site Number

Contact person

Joint Stall:* No Yes

* YES if this is a request for a change of product for one joint stallholder only or NO otherwise.

Telephone
(business hours)

Email Address

Postal Address (all correspondence will be sent to this address)

Postcode

Part B. Proposed Change to Product Line

WHAT DO YOU WISH TO CHANGE? (please tick one or more boxes)

Remove from my existing product line:

Add to my existing product line:

Change my product line to:

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.

Part C. Assessment

Product lines are assessed against the Optimal Product Line Mix (OPLM). This is the ideal mix of activities, services and products as determined by the Council from time to time, traded at Salamanca Market to provide its customers with a diverse range of Approved Product Lines.

In making this determination the Council will give consideration to the way in which new and proposed activities, services and products:

- 1. Add value to the Market's** product mix, diversity, customer appeal and reputation.
- 2. Possess quality and innovation.** This includes consideration of the product's quality and packaging and/or presentation, innovation, its use of design, materials, fabrication/manufacture or other attributes, including the use of environmentally sustainable materials or production practices, including packaging. Consideration is also given to the use of correct labelling including place of manufacture.
- 3. Are designed, devised, grown, produced or manufactured or by the trader themselves** (which can include their family or business, including employees).
- 4. Include Tasmanian content** (defined as being the level to which the product is manufactured, grown or produced in Tasmania, or made from raw Tasmanian materials or materials sourced in Tasmania).
- 5. Are demonstrated to meet ethical, environmental or sustainability standards** and which are promoted as such.
- 6. Are located relative to other stalls in the Market** undertaking like activities or services or selling like products.
- 7. Conflict or otherwise with the requirements of the Licence Agreement, By-Law and Legislative Requirements** (including **offensive or prohibited products**, or products which violate the intellectual property rights of another stallholder).

PLEASE EXPLAIN HOW YOUR PROPOSAL MEETS THESE CRITERIA:

1. ADD VALUE TO THE MARKET

(consider in particular diversity at the Market, customer appeal and Market reputation)

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)

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)

4. TASMANIAN CONTENT

(describe where the products are manufactured, grown or produced, and where the raw materials for the product are grown, produced or sourced)

5. ETHICAL, ENVIRONMENTAL OR SUSTAINABILITY STANDARDS

(describe what ethical, environmental or sustainability standards the product meets and how those certifications are promoted)

6. LOCATION

(describe your location in the Market and whether there are any stalls nearby selling similar products or undertaking similar activities, or with whom your product would be in direct competition)

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)

8. ADDITIONAL INFORMATION

(please provide any other information which would aid assessment)

9. INFRASTRUCTURE REQUIREMENTS

(if your revised product line requires electricity, gas or a change in infrastructure, describe that here)

Part D. Supporting Material

As part of this request for a change of product line 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:

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 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 within fourteen (14) days of receipt. If you are not satisfied with this decision then you may submit in writing a request for a review of your decision under the Salamanca Market Dispute Resolution Procedure.

All the information I have given on this form is true and correct.

I understand that giving false or misleading information is a serious offence.

I have not omitted any information that I know (or a reasonable person would believe) to be relevant to the assessment of this request

I confirm that I have read this application and acknowledge the collection and use of my personal information as detailed above.

Signature:

Date:

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 coloured 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 2410
Email: salamancamarket@hobartcity.com.au

* You **MUST SAVE** this form before emailing

SAVE FORM