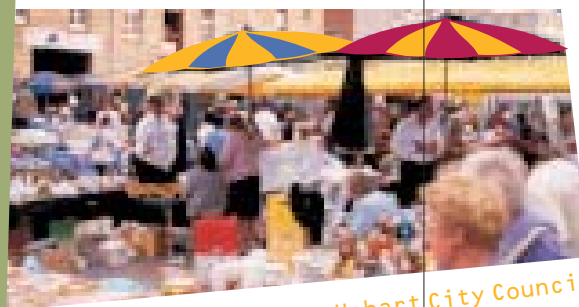


# Salamanca



Salamanca Market proudly operated by the Hobart City Council

September 2004

# Stallholders' Guide

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## **MISSION STATEMENT**

*In its operation of the Market, Council's mission is to further develop and enhance the role of the Salamanca Market as a key economic, tourist, cultural and recreational focus for the Hobart community and visitors.*

# INTRODUCTION

Pursuant to Section 189 of the Local Government Act 1993, the Hobart City Council operates Salamanca Market on Saturdays between the hours of 8.30am and 3pm.

In addition to conditions outlined in this document, one By-Law applies to the operation of the Market:

*Hobart City Council  
Parks, Recreation and Natural Areas  
By-Law 4 of 1997*

The Market is held in the open, and roads, including Salamanca Place and the lower portions of Gladstone Street and Montpelier Retreat, are closed between 5.30am and 6pm. The Upper Section of Gladstone Street is open for access to frontages only.

This publication provides:

- general information regarding the operation of Salamanca Market; and
- the terms and conditions under which licences to occupy and use sites at Salamanca Market are presently issued.

# **GENERAL CONDITIONS**

Licences issued in respect of sites to which these conditions apply may be terminated by the Council should the Council cease to conduct a Market at Salamanca Place. Should this occur, the Stallholder will have no right to use or occupy the site to which such licences related.

The Council reserves the right to not conduct a Market on any day or days, or to close part of the Market for the purpose of carrying out repairs, alterations or renovations in the Market area.

The Council, at its discretion, may amend or vary the terms and conditions of occupancy at any time. Any amendments or variations are made in writing and following consultation with, and taking into account, the views of stallholders.

# **TYPE OF STALLHOLDER**

There are three groups of stallholder at the Market:

- licenced stallholders with an approved period of tenure;
- priority pool casuals; and
- week to week casuals.

A stallholder must have attained the age of eighteen years.

Stallholders should notify the Market administration of any changes of address or other details.

# LICENCE AGREEMENTS

A formal licence agreement exists between the Council as Manager of the Market and individual stallholders. The licence clearly defines the site number/location, period of tenure, agreed product lines, fees and general terms and conditions.

Individual licences are issued for a one year period.

## Options for Renewal

All licences are reviewed and reissued in September each year. Provided that the stallholder maintains product line and stall presentation standards and complies with the conditions outlined in the licence agreement, the grant of renewal of the licence for a further period of one year is not unreasonably or capriciously withheld.

In the event of such right not being exercised within 14 days of the conclusion of the existing licence, the stall site reverts to Council control and is available for letting to another person.

Council may terminate a licence at any time if the stallholder:

- fails to comply with the conditions of the licence;
- fails to comply with lawful directions of the Market Supervisor;
- fails to comply with any provision of the relevant Council By-Law; or
- in the opinion of the Council, the stallholder is acting in a way which jeopardises the integrity of the Market.

Similarly, stallholders have the option of terminating a licence at any time with one week's notice in writing to Council. Upon termination, the stallholder's site(s) revert to Council control.

All stallholders are required to sign the licence, agreeing to comply with all the requirements, as a condition of their tenure.

## **Sale or Transfer**

Licences may be transferred upon the sale of the stallholder's site business. Council approval is required for any transfer, but this will not be unreasonably or capriciously withheld. The purchaser is not permitted to change the original product line ("the Original Product Line") for a period of twelve months after the sale of the site business other than in the case of a purchaser with a product which has been on the casual priority pool for in excess of one (1) year, in which case that purchaser may add up to fifty per cent (50%) of that product to a newly acquired business immediately.

Furthermore, all purchasers will be required to maintain one third of the Original Product Line for a further one (1) year period.

## **Transfer Fee**

A fee of three hundred dollars (\$300) inclusive of GST set in accordance with Section 205 of the Local Government Act 1993 is levied by the Council prior to the Council agreeing to the site being transferred.

The transfer fee is subject to annual review based on movements in the Consumer Price Index (Hobart) for the previous twelve (12) months.

## **Stamp Duty**

The *Stamp Duties Act 1931* requires that stamp duty is paid when a stallholder sells his/her Salamanca Market business and Council approval has been sought for a transfer of licence.

## **Allocation of Licenced Sites**

At this present time any vacant site/s returned to Council will be included in the pool of available casual sites which are allocated on a weekly basis.

Should any vacant site/s be re-allocated as a Licenced site/s, Council will call for expressions of interest by advertising in the Local Government Business News section of *The Mercury*.

Applications received will be assessed on the basis of the following evenly weighted criteria:

- **Local (Tasmanian) Content**

Highest rating is given to products where both the raw material and the manufacture is Tasmanian.

- **Designer Maker**

Design and/or manufacture by the trader themselves or their immediate family.

- **Quality**

Distinguishing characteristics or attributes, design or manufacturing excellence consistency in production.

- **Innovation**

Consideration is given to the need for variety at the Market and the need to support niche industries.

- **Presentation**

Visual impact of product presentation and proposed stall layout, encouraging a positive image for the Stallholder and the Market.

- **Additional comment in the following areas in support of the application**

General References, eg any comments from previous customers, awards, business credentials etc.

Details of applicants past attendance and support of the Market is taken into consideration.

## **Change of Product Line**

Stallholders are required to submit written application for additional product lines.

Council approval is required for addition of new product lines but only to ensure maintenance of Market standards. Approval is not unreasonably withheld, subject to conditions relating to sale/transfer.

## **Joint Stallholding/Sub-letting**

Licence terms allow for "joint stallholders" so that there is flexibility to share a stall but such joint stallholders must be registered. Any person who wishes to become a joint stallholder must apply to the Council to be registered. The practice of sub-letting is strictly prohibited.

*Hobart City Council*

*Parks, Recreation and Natural Areas By-Law*

*By Law 4 of 1997*

Made Under Section 145 of the Local Government Act 1993

Part 4 -Salamanca Market provides as follows:

***Permits not transferable without written consent***

*46. A stallholder must not without the written consent of the General Manager, assign, transfer or deal in any way with any rights or interests or any part of any rights or interests the stallholder may have under a permit issued under this by-law.*

If the stallholder is not present on his/her site for four consecutive weeks without Council approval, the stallholder is considered to have relinquished that site. Similarly, additional merchants operating from a site have four weeks to register as a joint stallholder.

**NOTE** Stallholders entering into **new joint stallholding** arrangements or requesting a **change in product line** will be advised that a request for transfer of licence for their site will not be approved for a period of twelve months after the joint arrangement or the revised product line is approved, other than in very extenuating circumstances.

## **Multiple Stallholding**

New arrangements for multiple sites will not be approved.

# **CASUAL STALLHOLDERS**

A limited number of casual sites are available each week. Stallholders are only entitled to use stall sites for such period of time or purposes as determined by the Council. Sites are not to be sub-let by stallholders.

Stallholders holding a casual site booking to trade in the Market Area shall, upon being requested to do so by the Market Supervisor or other authorised Council employee, produce for inspection the receipt or ticket appropriate for that day, or other specified period, issued on behalf of the Council, otherwise another fee must be paid, or the stall site vacated.

Casual sites are obtained by telephoning the casual site booking number (03) 6236 9398 between the hours of 8am and 9am on the Monday prior to Market Day. Sites will only be booked on a weekly basis. Should a public holiday fall on a Monday, bookings will be taken on the next working day.

## **Site Payment**

Payment is required by 12pm Thursday at the Hobart Council Centre, 16 Elizabeth Street. Sites not paid for by the prescribed time will be re-allocated. Payment may be made in person, credit card or by mail. It should be noted that stallholders who make payments by mail are required to include with their payment: their name, site number and the date of the Market they are attending.

Sites fees will not be refunded or transferred due to inclement weather conditions or inability to attend the Market.

Stallholders are to be on site by 8.00am or the site will be re-allocated.

Sites are not to be sub-let by stallholders.

Vehicles are not permitted to enter or leave the Market area between the hours of 8.15am and 3pm unless authorised by the Market Supervisor. The Council makes NO provision for the parking of stallholder's vehicles.

## **Site Allocation on Market Day**

Any site deemed vacant by the Market Supervisor on Market day will be re-allocated, should demand warrant.

Stallholders will not be allocated sites in Gladstone Street or Montpelier Retreat or in an area which is not a designated site.

The Market is comprised of a finite number of sites. Once the Market is full, no further site allocation will be made. As a result traders who present on Market Day need to be aware that they may not secure a site.

## Casual Priority Pool

Council operates a priority allocation system for casual sites.

Twenty six of the Market's thirty casual sites are allocated to an established pool of traders whose products have been assessed as meeting the following criteria:

- **Local (Tasmanian) Content**  
Highest rating is given to products where both the raw material and the manufacture is Tasmanian.
- **Designer Maker**  
Design and/or manufacture by the trader themselves or their immediate family.
- **Quality**  
Distinguishing characteristics or attributes, design or manufacturing excellence consistency in production.
- **Innovation**  
Consideration is given to the need for variety at the Market and the need to support niche industries.
- **Presentation**  
Visual impact of product presentation and proposed stall layout, encouraging a positive image for the Stallholder and the Market.
- **Additional comment in the following areas in support of the application**  
General References, eg any comments from previous customers, awards, business credentials etc.

Details of applicants past attendance and support of the Market is taken into consideration.

Applications for the casual priority pool will be advertised in the Local Government Business News section of *The Mercury* twice a year, in May and December. Placement in the pool will run for a maximum of twelve months. All traders who have secured a position in the pool will then be required to re-apply for their position when called to.

Sites are allocated to traders in the pool on a first come first served basis, so inclusion in the pool does not guarantee a site each week.

It is important to note that casual priority pool sites are not allocated prior to 8.30am on the Monday prior to Market Day. Casual priority pool traders who ring before 8.30am will be required to ring again after 8.30am.

## **SITE FEES**

Sites are grouped into three categories according to average size and general location:

- centre aisle sites at an average size of 20 square metres (Group A);
- smaller centre and sideline sites of 12-16 square metres (Group B); and
- small sites at the Davey Street end of the Market averaging 10.5 square metres (Group C).

Licence conditions provide for an annual review of site rental based on the Consumer Price Index (Hobart) and in addition every five years, fees will be determined by a registered valuer to an amount equal to the current market value rent.

Rentals for food vans are set individually according to Government valuation.

Trestle tables can also be supplied and power is available to some sites for an additional weekly fee.

**Fees will not be refunded or transferred from one week to another.** However, Council may in its absolute discretion, be at liberty to refund fees in circumstances where Council lawfully directs that a site cannot be used on a Market day or where the circumstances are within the Stallholder's control, provided that reasonable notice is provided to the Council and the period of absence from the Market is to be four consecutive weeks or more.

Licensed stallholder fees are payable quarterly in advance within fourteen days (14) of receipt of an invoice from the Council.

Fees for pre-booked casual sites, are payable by noon on the Thursday preceding Market day. Any sites not paid for by this time will be reallocated.

Payments may be made by cash, cheque or EFTPOS at the Council's Customer Service Centre, 16 Elizabeth Street, Hobart.

Fees for casual sites allocated on Market day shall be paid to the duty Market Supervisor, or other authorised Council employee, on demand.

# **GOODS AND SERVICE TAX**

Any payments made by the Stallholder in relation to Salamanca Market site/s, whether to Council or other parties (ie at time of business transfer) will also require payment of the Goods and Service Tax.

# **GENERAL CONDITIONS ON MARKET DAY**

Stallholders shall not occupy any stall site(s) or area in the Market, unless such stall site(s) or area has been allocated to them by the Market Supervisor or other authorised Council employee.

All stallholders are required to obey the lawful directions of the Market Supervisor and the decision of the Market Supervisor shall be final.

All stallholders are to occupy allocated sites by 8.00am on any Market Day. Sites not occupied by this time will be reallocated by the Market Supervisor.

Stallholders shall make all reasonable endeavours to vacate their sites no later than one (1) hour after the official closing time of the Market.

Sites shall be left clean by stallholders and rubbish removed from sites is to be placed in rubbish bins provided.

Under NO circumstances is any solid or liquid waste to be deposited or caused to be deposited on any ground or in any drain.

# MOTOR VEHICLES

Vehicles are not permitted to park within the Market Area, other than at the discretion of the Market Supervisor, or allowed to enter to load or unload goods, stalls, or the like, between the hours of 8.15am and 3pm.

The Council makes NO provision for parking of stallholders' vehicles.

**Stallholders are reminded not to park where your customers' may park.**

## **Movement of Vehicles in Market Area**

Stallholders are reminded of the continuing need to exercise care when moving vehicles within the confines of the Market area. In particular, those stallholders who use the footpath area for manoeuvring their vehicles and gaining access to their sites.

A number of premises in Salamanca Place are still open for business when the Market closes at 3pm and stallholders are required to **exercise additional care** when manoeuvring vehicles near entrances to these businesses and in particular when reversing vehicles.

Stallholders need to be aware of other stakeholders and members of the public using the area must be considered. Council's first priority is the safety of pedestrians in Salamanca Place and care needs to be exercised while driving in the Market area.

# **INCLEMENT WEATHER**

In very adverse weather conditions, the Market Supervisor may declare a “wet market”. Following this declaration, stallholders may bring vehicles into the Market area before 3pm in order to pack up sites and vacate the Market.

The decision to close the Market early rests with the Market Supervisor and is not taken until conditions are very poor and unlikely to improve.

Because of the type of products on sale, every opportunity is taken for the Market to continue until the usual closing time. Food, prepared and ready for consumption, fresh produce, fruit, vegetables, flowers, etc are for sale that day and cannot be carried over if the Market closes down early.

The option is always there for stallholders wanting to leave early to bring their vehicles to the barricades and carry their stock out.

Should weather conditions be adverse prior to the Market commencing, stallholders will be required to make a decision by 8.15am as to whether or not they will remain at the Market. The practice of parking vehicles on site and waiting for weather conditions to improve is not permitted.

No refund is payable on site fees due to inclement weather conditions.

# **DIVERSITY OF GOODS**

To maintain its position as a premier attraction, Salamanca Market must provide its customers with a diverse range of goods. Where the Council considers that there is an excess of stallholders offering products of a particular nature, it may take action to correct that situation for the benefit of all stallholders and the Market.

# STALL STRUCTURES

Stallholders must confine their goods within the boundaries of their sites and NO merchandise shall protrude into the footways or public areas.

Stallholders are advised that prior to any structures being built or altered, a plan is to be submitted to the Market Co-ordinator for approval.

In the interests of public safety, in windy conditions umbrellas should be folded up or securely fixed. Council reserves the right to direct stallholders to remove umbrellas or other structures.

After investigation by Council engineers, the utilisation of a standardised “in road” fixture mechanism has been identified as being the most viable method for securing stallholders’ market infrastructure including tented structures and market umbrellas. Furthermore, in some cases it may be necessary for this fixing method to be applied to larger clothes racks and other infrastructure.

This arrangement will be compulsory for **all tented structures larger than 3.5m x 3.5m** and **all market umbrellas utilised by licensed stallholders**, though the Council would strongly recommend that **all** tented structures used by Licenced stallholders would be secured in this manner.

To ensure uniformity of engineering standards in the application of this treatment throughout the Market environment, a Council supplied “in-road” fixing unit is provided and installed by Council as required. In addition to the standard flat in-ground fitting to be provided, an “eye bolt” type fitting can also be provided for those stallholders requiring such fixing device.

While the costs will be levied on stallholders, Council will endeavour to ensure that these costs are kept to a minimum and only reflect actual costs

All stallholders may use weighted devices to secure smaller tented structures, clothes racks or other lightweight infrastructure.

Given the difficulty in placing casual stallholders in standardised locations within the Market, tented structures (not greater than 3.5m x 3.5m) and market umbrellas utilised by casual stallholders are allowed to continue to be secured by way of weights. Some very limited consideration of the use of tented structures slightly larger than 3.5m square, for example 3.6m square may be given, though the required weight to secure these structures will be required to exceed 92kg in total.

Reference must be made to the following table in calculating the appropriate weight to be used. Stallholders who choose this method should be aware that the Market crew may audit the weight requirements to ensure the recommended weights are being used.

<b>Tent / umbrella size</b>	Up to <b>2.5m x 2.5m</b> <b>(6.25m<sup>2</sup>)</b> Tent with 4 hold down points.	Up to <b>3.0m x 3.0m</b> <b>(9.0m<sup>2</sup>)</b> Tent with 4 hold down points.	Up to <b>3.5m x 3.5m</b> <b>(12.25m<sup>2</sup>)</b> Tent with 4 hold down points.	Umbrella Up to <b>2.0m</b> diameter	Umbrella <b>2.0 - 3.0m</b> diameter
<b>Required weights</b>	12kg * per hold down point <b>Total 48kg</b>	18kg * per hold down point <b>Total 72kg</b>	23kg * per hold down point <b>Total 92kg</b>	<b>Total 43kg *</b>	<b>Total 53kg *</b>
<b>* May be achieved by combination of smaller weights.</b>					

The above table has been developed taking into account occupational health and safety, handling and practicability considerations.

These recommended weights are based on a design average wind speed in the order of 65 to 70 km/h. It is important for stallholders to note however, that the Tasmanian Weather Bureau further advise when forecasting average wind speeds, that individual wind gusts may well exceed the average speed by up to 40 per cent.

Long tethers of rope and/or chain for attaching weights to tented structures, umbrellas, clothes racks are not permitted. Weights must be attached to tented structures, umbrellas, clothes racks, or other infrastructure as low to the ground as possible and tethers must not extend above the height of the weight by more than fifteen centimetres.

It should also be noted that weights must not extend away from the uprights of tented structures, umbrellas, clothes racks or other infrastructure in a manner that would represent a trip hazard.

ALL stallholders **must ensure** that all stall infrastructure including structures, umbrellas, clothes racks and stock is **adequately secured** to prevent injury to members of the public and fellow stallholders in adverse weather conditions.

# TEMPORARY ELECTRICAL INSTALLATIONS

## General

All electrical equipment connected to the Hobart City Council outlets at the Market is “Temporary Electrical Wiring” and includes supply leads (extension leads) and electrical portable outlet devices (power boards). The Australian Standard requirements for Temporary Electrical Wiring is covered by AS/NZS 3002: 2002 – *Electrical Installations – Shows and Carnivals - Section 5*. Some additional requirements are required by the Hobart City Council to ensure public safety and to prevent overloading of the fixed wiring infrastructure.

**The Australian Standard provides parameters for compliance of these installations. To assist stallholders this section describes ways to achieve compliance. A diagram detailing these requirements is also provided on page 22 of this Stallholders’ Guide**

There may be other solutions that would also comply. Should stallholders elect to use an alternative solution they must seek their own electrical advice to ensure compliance with the required Standard.

## Temporary Electrical Installation Requirements

### Extension Leads

This applies to leads used for connection of relocatable premises as well as stalls.

Single leads must be used between the Hobart City Council outlet and the stall.

Leads:

- must be tagged and tested by an authorised person and maintained in good condition. Tagging and testing must be carried out every 12 months;
- should be heavy duty rated at 15A or extra heavy duty rated at 15A capacity depending on the load to be connected;
- must be attached to the tie bar at the Hobart City Council outlet location where applicable or supported in a manner to prevent strain on cables and plugs a termination of cable;
- must not be used while coiled or reeled;
- are to be fully supported by a catenary and installed not to obstruct persons walking in the vicinity;
- must be located so they are not subject to mechanical damage; and
- installed over roadways must only be installed after the road is closed and must be removed prior to the road re-opening.

The size of the electrical conductors within the lead must match the length of the lead as follows:

<b>Cross sectional area of conductors</b>	<b>Maximum length</b>
1.5 sqmm	25m
2.5 sqmm	30m
4.0 sqmm	40m

### **Relocatable Premises**

This section applies to all registered vehicles using electrical appliances.

The applicable Australian Standard is *AS/NZS 3001:2001: Electrical installations - Relocatable premises*.

All vehicles must have a “Movable Premises - Electrical Compliance Certificate” permanently fixed to the vehicle. Certificates are issued by licenced electrical contractors.

The stallholder is responsible for updating this certificate annually and keeping it updated whether changes to the electrical infrastructure are made or not.

**Leads supplying movable premises must be connected to fixed socket inlets only.**

**No additional leads are to be run directly into movable premises.**

### **Electrical Portable Outlet Devices (EPODs)**

EPODs are power outlet boards. These are used at the end of the extension lead to connect multiple appliances and:

- must comply with Australian Standard AS/NZS 3105;
- must be fitted with an integral overload protection device;
- must only supply loads within one stall;
- cannot be connected to another EPOD. Each EPOD must be connected via an extension lead directly to a Hobart City Council outlet;
- must be adequately supported by a rigid section of the stall structure and must not be placed on the ground.

EPODs and the extension lead socket to which it is connected must be installed under cover to provide a degree of protection against splashing water from all directions, IPX4 (as per AS1939).

## **Connected Appliances and Electrical Loadings**

This section applies to all installations other than movable premises.

All appliances connected to the Hobart City Council supply must be tagged and tested by an authorised person and maintained in good condition.

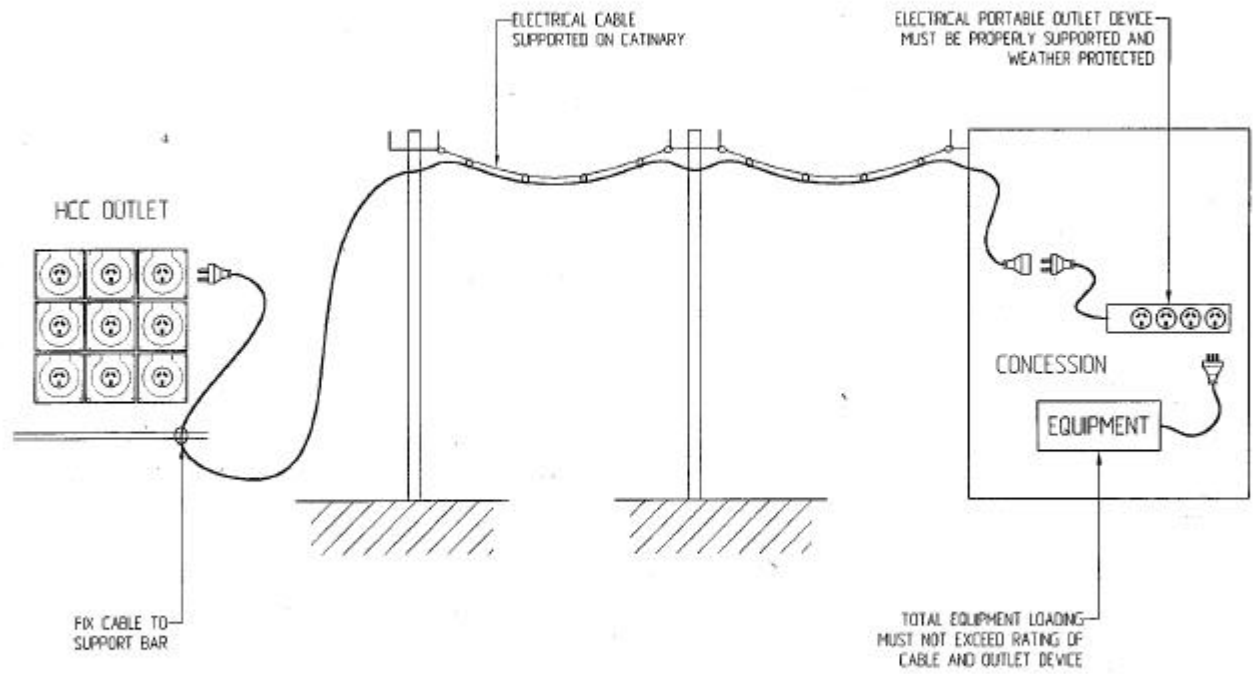
The total rating of all appliances connected to any Hobart City Council outlet must not exceed the lowest rated component in the temporary installation. In most instances readily available EPODs (power boards) are rated at 10A. Loads connected to a single 10A EPODs must not total more than 10amps or 2400w.

Individual loads that exceed 10amps or 2400w should be connected via a dedicated 15amp extension lead directly to a Hobart City Council outlet.

## **Auditing of Compliance**

Hobart City Council staff or Council's representatives must be given access to inspect the temporary electrical installation. In the event that the above requirements are not met the temporary installation may be disconnected at the Hobart City Council outlet until compliance is achieved.

On occasions representatives from Aurora Energy's Electrical Safety section will visit Salamanca Market to monitor the compliance of temporary installations. The electrical inspectors are authorised to disconnect and remove damaged equipment that they consider a safety risk



SALAMANCA MARKET  
TYPICAL INSTALLATION

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## **LPG (LIQUID PETROLEUM GAS)**

Stallholders who operate sites where LPG (liquid petroleum gas) is used are reminded the storage, and installation of gas appliances should be in accordance with the Manufactures Instructions. Furthermore, installations are to comply with the requirements of the Dangerous Goods General Regulation 1998 and the Australian Standard 1595.

Information in respect to LPG (liquid petroleum gas) can be obtained from Workplace Standards Tasmania- Advisory Service, telephone number 1300 366 322.

Stallholders operating food vans and one day food stalls where cooking and reheating is taking place shall also meet Tasmanian Fire Service requirements and are required to provide a 2kg chemical powder extinguisher with a 30B(E) rating plus a 1200 x 1800 fire blanket.

# INSURANCE

Council carries public liability insurance for its operation at Salamanca Market.

In addition, the Council has arranged on behalf of the Stallholders a Public Liability policy to cover the stallholders' legal liability for injury to a member of the public or damage to property belonging to a member of the public.

The injury or damage must occur within the Stallholder's site or immediate vicinity and be due to the negligence of the Stallholder.

The key point to remember if an incident occurs is not to admit liability as it will void the policy. The matter must be referred to the Market Supervisor, and an Incident Report form completed as soon as possible.

A levy is paid by stallholders, as part of site rental to cover costs of this insurance.

The Public Liability policy covering the Stallholder will not provide any protection for injury or damage arising out of the use of a registered motor vehicle.

MAIB provides personal injury cover regardless of who is at fault and cover for Third Party Property Damage caused by a registered vehicle. This is a matter for individual Stallholders to address.

# **PROMOTION AND MARKETING**

Council has a general promotional strategy for Salamanca Market comprising:

- promotional brochure;
- regular advertising in local media;
- regular advertising in tourist publications and videos; and
- special market opportunities such as cruise ship promotion, tourism awards, one off publications and features, etc.

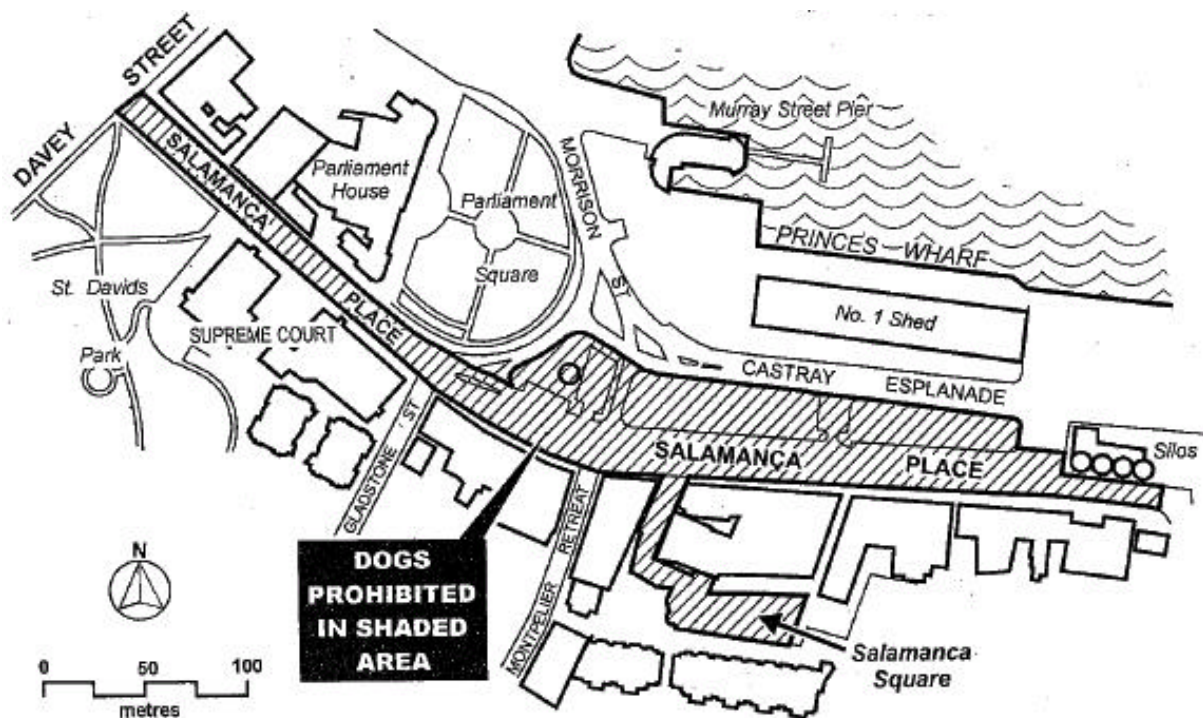
The Salamanca Market promotional brochure is distributed throughout the State at key tourist locations by the Tourism Brochure Exchange.

Further details can be obtained from the Salamanca Market office.

# ANIMALS

No animals are allowed within the Market area and no stallholders shall keep, or permit to be kept, any animal on or near his/her stall site.

Furthermore, stallholders should be aware that Council has resolved to declare Salamanca Place and Salamanca Square during Salamanca Market operating hours (as detailed in the map below) as areas where dogs are not permitted to be taken.



# **CHARITY SITES**

Registered charities and community groups may make written application to Council for occasional use of a site free of charge. This will be approved at the sole discretion of the Council.

# **HEALTH/SECOND HAND DEALER CERTIFICATES/PERMITS**

It is the stallholder's responsibility to obtain any licence and/or permits required by Government, or Statutory Authorities, to be held in respect of the conduct of the Stallholder's business in the Market area.

In cases where any food items are to be sold, the stallholder is to obtain a food permit from Council's Development and Environmental Services Division. Contact telephone number (03) 6238 2715.

In respect of second hand goods, the *Second Hand Dealers and Pawnbrokers Act 1994 (Section 12)* requires that:

1. The Council must require any person selling second-hand goods to produce documentary proof of identity showing his or her correct address.
2. The Council to keep the following records:
  - a) the full name and current residential address of the person selling second-hand goods;
  - b) particulars of the document used to verify the identity of a person selling second-hand goods and the number, if any, of that document;
  - c) the date on which the person sold goods at the Market.

Casual stallholders are required to produce the appropriate proof of identity to the Market Supervisor on the day.

## **Sale of Used Electrical Appliances/Equipment**

The Electricity Industry Safety & Administration Act 1997 Clause 55 requires:

A person must not in the course of a business sell second-hand electrical articles unless a label is attached:

- warning that the article has not been tested to ensure that it can be safely operated; or
- certifying that the article has been tested by a competent person and has been found to be safe.

## **ENQUIRIES / COMPLAINTS**

Any enquiry and/or complaint should be directed in the first instance to the duty Market Supervisor on Market Day or by contacting the Salamanca Market Co-ordinator on telephone (03) 6238 2843 during normal business hours.

Any issue which cannot be satisfactorily resolved by the Salamanca Market Co-ordinator may be referred to the Manager Events and Cultural Development, Council's Director Community Development or the General Manager.

If the issue is still not resolved to the stallholder's satisfaction, the stallholder has the right to approach the State Government Ombudsman who may take up the issue on their behalf.