

How to sell your market stall

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New stallholder

Salamanca Market

Licensed stallholder

Salamanca Market approval

Let Salamanca Market know if any of the products are changing
Fill out a “Request for Product Line Pre-Approval” form
(Available on the Salamanca Market website) 1

STOP

Your application is assessed
(up to 2 weeks) 2

Let Salamanca Market know your intention to sell
Complete the “Notification of Sale of Site Business” form
(Available on the Salamanca Market website) 3

An invoice for the transfer fee will be issued
to the current Licensed stallholder 4

Provide evidence of the sale
Purchaser to provide Salamanca Market a copy of the Duty Requisition form and receipt, and either the Contract of Sale or Section 13 (1) form
(Available from the State Revenue Office) 5

Salamanca Market will issue a new Licence Agreement
(Purchaser to return these documents to Council) 6

Salamanca Market will update their records
and finalise invoices and credits to both parties 7

GO!

Salamanca Market will advise approval
Purchaser can now start trading 8

Allow a minimum of 6 weeks for this process