



My Applications



View Submitted Applications

1. On the home page, click the **My Applications** tile
2. On the left hand side, you will see a list of all the applications you have submitted through SML Hub. You can see:
 - a. Application Number
 - b. Type of Application
 - c. Status
 - d. Properties related to the application
 - e. Proposed Change Over Date – If the application is approved, what date will the changes take place
 - f. Created Date – When the application was created
3. To view more details about an application, click on the APP number link. The application will open and you will see all details of the application in read-only mode.

The screenshot shows the 'My Applications' interface. At the top, there is a search bar and a settings icon. Below this is a table with 38 items, sorted by Application Name and filtered by All applications - Status, Record Type. The table has columns for Application Number, Record Type, Status, Property, Proposed Change Over Date, and Created Date. A yellow box highlights the table, and a yellow circle with the number 2 is placed over the 'Created Date' column header. To the right of the table is a 'New Application' button, also highlighted with a yellow box and a yellow circle with the number 3.

	Appl... ↓	Record Type	Status	Property	Prop...	Created Date
1	APP-000343	Retail Transfer Application	Buyer application submitted	FFO001	27/7/2023	26/7/2023, 5:08 pm
2	APP-000341	Retail Transfer Application	Buyer application submitted	FFR023	27/7/2023	26/7/2023, 4:55 pm
3	APP-000338	Building and Construction	New	SRI329		25/7/2023, 5:18 pm
4	APP-000337	Change of Goods	Approval pending	SRI329		21/7/2023, 10:14 ...





Submit a New Application

1. On the home page, click the **My Applications** tile
2. Click **New Application**
3. Select the type of application. You can submit these types of applications:

Application Type	Description of Application
Transfer Application	Apply when one party wishes to transfer a property to another party. The application property types are Flower, Grower, Retail, Forklift, Truck Parking, Warehouse or Wholesale.
Take-Up Application	Apply when a Trader would like to trade at a vacant retail stand
Surrender Application	Apply when a tenant wishes to surrender their property to Sydney Markets, typically stands in Retail, Grower and/or Flower markets
Sub-lease Application	Apply when a Warehouse lessee wishes to sub-let part or whole of their tenancy.
Building & Construction Application	Apply when a tenant wishes to build or modify their premises.
Direct Debit Update	Apply to update your direct debit details
Erect Signage Application	Apply to change the signage on Wholesale and Warehouse premises. As part of a Wholesale or Warehouse Transfer Application, the new owner will also get an automatic application for Erect Signage
Business Structure Change Application	Apply to notify Sydney Markets of any business structure changes including percentage transfers and change in company type, etc.
Change of Goods Application	Apply to sell add or change goods sold on your retail stands

My Applications ▼

0 items • Sorted by Application Name • Filtered by All applications - Status.

Record Type

Search this list...

Applic... ↑▼ Record T... ▼ Status ▼ Property ▼ Propose... ▼ Created ... ▼

New Application

Transfer Application
Select this category if you are trying to transfer any of your properties to a buyer.

Take-Up Application
Click here if you are planning to take-up a new stall.

Surrender Application
Click here to initiate the process of surrendering a property you have at SML.

Sub-Lease Application
Looking to sub-lease your property? Click here to get started with the process.

Building and Construction Application
Building and Construction Application

Other Applications
Update payment details or initiate the process to erect a signage.

Next





Submit a New Application

4. Read the application guidelines to understand the application process, supporting documents and any fees involved. Click **Next**
5. Fill in the application. Depending on the application, you will have different sections to fill in.

Most Common Sections:

- Personal Details** – Selection of Financial Account related to the account to populate your information
- Property Selection** – Select properties related to the application
- Effective Date** – Select date of when application becomes effective once approved. E.g. Date that property transfers, property surrenders, change of goods applies, sign is erected, etc.
- Attachments** – E.g. Photo ID, product photos, drawing plans – This will be different according to the application type
- Consent** – Your acknowledgement that the details you provided are correct

A. Seller's Details

Account Number
12345

Company / Name(s)	Trading Name	Trading / Business Address
Fresh Fruit Co	Fresh Fruit Co	AUS

Billing Address	ABN	Mobile
1 Market Street, Homebush Sydney, Sydney Markets, NSW, 2129, AUS	14254536989	61412345678

Phone	Email	Website
61291234567		

B. Details of Property/s to be transferred

Property/s to be transferred ⓘ

Available	Selected
	D123-Grower





Submit a New Application

Application specific sections:

Application Type	Description of Application
Transfer Application	<ul style="list-style-type: none"> • Goods Sold – Selecting proposed Goods Sold for a Retail Transfer • Parties Executing Transfer – List each party that will execute and sign off the application. This can include the Tenant, Shareholders, Directors, Company secretary and Power of Attorney • Power of Attorney – List any parties that will act on your behalf on this application • Direct Debit – For Take Up applications or buyers of a transfer, you will be asked to provide Direct Debit details for the properties • Consent to Transfer Shares – Provide your consent to transfer your shares to new buyer
Take-Up Application	<ul style="list-style-type: none"> • Goods Sold – Selecting proposed Goods Sold for stands • Parties Executing Transfer – List each party that will execute and sign off the application. This can include the Tenant, Shareholders, Directors, Company secretary and Power of Attorney • Power of Attorney – List any parties that will act on your behalf on this application • Direct Debit – For Take Up applications or buyers of a transfer, you will be asked to provide Direct Debit details for the properties
Surrender Application	<ul style="list-style-type: none"> • Parties Executing Transfer – List each party that will execute and sign off the application. This can include the Tenant, Shareholders, Directors, Company secretary and Power of Attorney • Power of Attorney – List any parties that will act on your behalf on this application
Sub-lease Application	<ul style="list-style-type: none"> • Details of Sub-letter – Enter details regarding sub-letter’s business type, hours, forklifts, truckets, staff, etc • Parties Executing Transfer – List each party that will execute and sign off the application. This can include the Tenant, Shareholders, Directors, Company secretary and Power of Attorney
Building & Construction Application	<ul style="list-style-type: none"> • Proposed Work – Describe works proposed to be done at the premises • Any assistance required - Help finding Certifier or Contractor to undergo works
Direct Debit Update	<ul style="list-style-type: none"> • Account Details - Provide details of your credit or bank account details
Erect Signage Application	<ul style="list-style-type: none"> • Date – Date that sign will be erected • Design of Sign – Attachments of drawings and
Business Structure Change Application	<ul style="list-style-type: none"> • Current Business Structure Declaration – Declare your business structure and details of parties within the business • New Business Structure – Declare details of the parties within your business
Change of Goods Application	<ul style="list-style-type: none"> • Goods Sold – Selecting proposed Goods Sold for a Retail Transfer

6. Upon submitting, the related Sydney Markets team will get notified and start processing your application. You can track the status of your application in the My Applications screen.

If you have experience any issues with applications, please contact the relevant Sydney Markets team for help.

TIP
Ensure all fields are filled before submitting, otherwise you will run into an error.

