

APPLICATION TO AUTHORISE A MARKET OR CAR BOOT SALE

SECTION 1 – Applicant Details

First Name

Family name

Email

Main telephone number

Include country code

Other telephone number

Are you:

Applying as a business or organisation, including as a sole trader (sole trader is a business owned by one person without any special legal structure)

Applying as an individual (if yes go to section 3)

Applicant Business or Organisation

Is your business registered in the UK with Companies House?

Yes

No

Is your business registered outside the UK?

Yes

No

Business name

If your business is registered, use its registered name.

Vat Number

Put "none" if you are not registered for VAT.

Legal status

Your position in the business or organisation

Home country

Country where your business headquarters is located

Business Address

Building number or name and Street

If you have one, this should be your official address - that is an address required of you by law for receiving communications

District

City or town

County or administrative area

Post Code

SECTION 2 – Directors, Partners, Owners and Managers (if company, partnership, club or association)

You must provide details of all COMPANY DIRECTORS and the SECRETARY (if the applicant is a company), all PARTNERS (if it is a partnership), OFFICE BEARERS (if it is a club or association) or all OWNERS of the business.

Are there any such people for whom you need to provide details?

 Yes No

If so, please supply information on a separate sheet.

SECTION 3 – Further Details about the Applicant (If applying as an individual)

Former name(s)

If currently or previously known by any other name(s), you must record them here.

Home Address

Building number or name and Street

District

City or town

County or administrative area

Post Code

Further Details

Date of Birth

 / /
dd mm yyyy

Applicants must be over 18

Place of birth

National Insurance Number

SECTION 4 – Application Details

Please refer to Market Policy whilst completing this section.

Market or Car Boot Location & Address

Describe the exact location, including which parts (e.g., car park, open space adjacent to etc.) are to be used for the market or sale

Are you the occupier (e.g. owner or tenant) of the premises or site? Yes No

If no, provide details of the owner/occupier?

Name

Building number or name and Street

District

City or town

Post Code

Email

Telephone

Have you obtained the owner/occupier's permission? Yes No

SECTION 5 – Market or Car Boot Sale Trading Details

On what days, months and times will the market or car boot sale take place? (Provide as much detail as possible including a maximum number of events per annual year)

Maximum number of Stalls /Traders / Sellers?

Types of goods to be sold?

SECTION 6 – Car Boot or Market Arrangements (use separate sheet if necessary)

Please provide details and arrangements for:

Traffic Management

Parking

Toilets and Hand-washing Facilities

Litter Collection/Waste Disposal

Power usage

SECTION 7 – Details of Market Manager / Person who will deal with complaints.

Name

Building number or name and Street

City or town

Post Code

Email

Telephone

SECTION 8 – Purpose or Market or Sale

What is the purpose of the proposed event? (tick all that apply)

Commercial

Charitable*

Fund Raising

*If Charitable, please provide details of the charity or organisation benefiting

Are all of the proceeds to go to this charity/organisation?

Yes

No

SECTION 9 – With this application you must include:

- Site Plan showing the extent of the proposed market area and proposed layout of stalls.
- Event Management Plan including all risk assessments in relation to the proposed operation of the market.
- relevant application fee.
- public liability insurance policy with cover of at least £5,000,000.00 (five million pounds) for any one claim.

SECTION 10 – DECLARATION

I confirm and understand that:

- I have read and understood the Market Policy and the information contained in this form is correct to the best of my knowledge and belief.
- It is the responsibility of the Market Operator to ensure compliance with the Market Policy and conditions of the market licence, this includes ensuring that all traders are aware and comply with relevant conditions.
- The fee paid does not include any element in respect of the collection of refuse by any third party or local Council; therefore, it is the Market Operator’s responsibility to arrange lawful removal and disposal of waste, refuse and to cleanse the location during and on completion of each day’s trading.
- Any approval given in accordance with Market Policy shall not remove the requirement for any other relevant approvals, consents, or licences to be obtained by the Market Operator, and;
- We shall not be held responsible for any damage to property, or injury to any person arising from or in connection with the market or boot sale.

Full Name: _____

Capacity: _____

Signed: _____ Date: ____/____/____

Please return this form by email to: threephaseproperty@yahoo.co.uk