**Northern Markets**

**Market License Application**

**Section 1: Your Details**

The information provided in this section relates to the person submitting the application (the Markets Operator) the details of which will be used in any subsequent licence agreement.

Your full name

Name of your business or organisation (the Market Operator)

Type of organisation e.g. commercial business / charity

Your position within the organisation

Address including postcode

E-mail

Telephone Number

**Section 2: About the Market**

**Section 2: Market Details**

What type of market are you applying for? (Please tick only one box)

Artisan/ Speciality Market

Car Boot Sale

Antique / Craft Fair

What will be the name of the market?

The name and address of the owner of the proposed site

Where is the market to be held? (Please be specific as possible and attach a site plan with the boundary of the proposed market area outlined in red and the proposed stall layout shown. Please also specify the current use of the site e.g. carpark, public highway, building etc.).

How many stalls, pitches, stands will there be per date?

Please provide details of the type of goods that will be sold (eg. surplus household articles/new/second hand/arts and crafts/food.) Please provide details of whether such goods will be new or used. Please also provide details of any food / drink items that will be sold.

What is the charge per car/stall/pitch per date?

What is the charge for public entry?

Please provide details of any entertainment that will accompany the market.

When will the market be held?

How often will the market be held?

One-off Please provide date

Daily

Weekly Which day of the week?

Monthly Which dates in the month?

Other Please attach a list of dates

Please give the trading times of the market:

Will alcohol be on sale at the market? (Please tick)

Yes No

What is the purpose of the market?



Commercial Charitable local fundraising

Please give details

Will the sellers be commercial traders, private individuals, or both?

What type of licence and / or agreement will be given to sellers? (Please be specific as possible and attach a copy of the licence and agreement).

**Section 3: Operational Issues**

Please provide details of the arrangements you will make to deal with the **waste** that will be generated by the market.

Please provide details of the arrangements that you will make to supply **power** (if required) to the market. Please note that any electricity generators used should be fit for purpose and comply with current best-practice guidelines in terms of noise and emission levels.

Please provide details of any **traffic management arrangements** associated with the market. Please include information on nearby **car parking provision** and any **road closures** required.

**Section 4:** **Community based markets with a strong charitable element**

Please complete this section only if the market will be held with the intention of raising funds for a specific charity or celebrating a special event.

Where the market is to be operated on a non-profit making basis to assist a charity or community event then the licence fee may be waived or reduced. While it is acknowledged that some traders will be selling goods for their own purposes, the Council will look for the event to have a strong charitable element and require confirmation of this from the charity involved.

Details of the charity / good cause / or special event being celebrated

Has the applicant (licensee) operated a market before? Please give details of dates and locations

Are there any other factors that you feel might support your application?

**Section 4: Applicant Checklist**

Before submitting your application, please confirm that you have completed the

following:

Obtained written approval from the land / building owner (if market is to be held

on private land)

Obtained planning consent (if required) for the market

Obtained Permission via Highways

Completed a risk assessment in connection with the proposed operation of the

market (you should include arrangements for vehicle movement, pedestrian

safety, loading and unloading, traffic management, allocation of trading

positions, use of cooking equipment, first aid and emergencies, food safety,

provision of welfare facilities and erecting and dismantling of any equipment

used in conjunction with the holding of the market).

**Section 5: Licence Fees**

A licence fee is payable once an application for a market licence has received in-principle approval from Northern Markets. A licence agreement will not be drawn-up by Northern Markets until the appropriate fee has been received. All fees should be made payable to Northern Markets.

The licence fee will be dependent on the type of market being held. The licence fee for markets will be based on the size/frequency and purpose of the market.

**Section 6:** **Declaration & Additional Information**

In addition to obtaining a market licence the Markets Operator is responsible for obtaining all other relevant permissions / consents to enable the market to operate legally and safely. If you are unsure about any aspect of this application or related consent, then please contact the Cheshire West and Chester Borough Council for guidance before signing below.

The information that you have provided in support of your application for a markets licence will be kept private and confidential although the Northern Markets and/or the Council may use such information for the prevention and detection of fraud. Northern Markets also reserve the right to share the information you have provided with other bodies when required by law, statutory requirement and in respect of crime prevention and detection.

In signing and submitting this application, you confirm that all the details you have provided are correct and you undertake to notify the Council of any changes to this information within five working days of such changes arising. The Council reserves the right to request additional information before a decision is taken on your application for a markets licence.

Please tick the following boxes to confirm that you have included the following documents with this application:

Site location plan showing the boundary of the market area and the proposed

layout of the stalls / pitches

Written approval from the land / building owner

Written confirmation from Charity Organisation that you are fundraising

on their behalf

A copy of your public liability insurance certificate (£5 million minimum cover

required)

Market licence applications will not be determined unless these documents have been supplied.

This application will be considered by Northern Markets only and any other statutory permissions or the compliance with any statute, rules, orders, or regulations required to hold the market must be considered by you separately.

The applicant (licensee) will be wholly responsible for obtaining any necessary insurance and will indemnify Northern Markets against any claims arising from the operation of the market.

I hereby apply for a Licence to operate a Market on the above date(s) in accordance with the information given above.

Please sign to accept the above terms and conditions:

Signed:

Please print name:

Name of Business or Organisation:

Position within Organisation:

Date:

Office Use Only:

Market Manager:

Signed Approval:

Date: