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| --- | --- |
| **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982****APPLICATION TO AUTHORISE A MARKET OR CAR BOOT SALE** | Roundal Colour**Regulatory Services**  |

In accordance with S37 of the Local Government (Miscellaneous Provisions) Act 1982 & Part III of the Food Act 1984

**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 / /** Applicants must be over 18

 dd mm yyyy

|  |  |  |
| --- | --- | --- |
| 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 Councils 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 Councils 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 the Council; therefore, it is the Market Operators 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 by the Council in accordance with its Market Policy shall not remove the requirement for any other relevant approvals, consents, or licences to be obtained by the Market Operator, and;
* The Council will 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: / / “The authority is under a duty to protect public funds it administers, and to this end may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes”. |
|  |
| **Please return this form to:****Epping Forest District Council – Licensing Team****The Gate House****North Weald Airfield****Epping****CM16 6HR** |