

**MARKETS SERVICE
APPLICATION FOR A LICENCE TO HOLD A TEMPORARY
CHARITABLE/FUND RAISING MARKET/CAR BOOT
SALE/TABLE TOP SALE**

**This application should be completed and returned to the markets office
AT LEAST ONE MONTH BEFORE THE PROPOSED EVENT.**

**Written permission to use the site must be enclosed if the applicant is not the
owner of the site**

1. Details of applicant

Please provide the full name and address of the person(s) intending to hold the Market/Sale (including the registered office if a company) and telephone numbers for contact:

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Tel nos.	Day:	Evening:
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Tel nos.	Day:	Evening:
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Tel nos.	Day:	Evening:
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2. Identification

Please provide two passport size photographs of the applicant (one will be kept with the application and the other will form part of the licence and is expected to be worn by the applicant whilst the event takes place). If there is more than one applicant, each to provide two photographs of themselves. If the applicant is a company then a senior person within the company who will be present at the Market/Sale is to provide two photographs of themselves.

3. **Location**

Where is the Market/Sale to be held?

Please indicate the site address of the proposed event and supply a plan or sketch showing principal points of access and egress, available car parking, stall/car/pitch layout and toilet and hand washing facilities to be provided.

4. **Permission to use site**

Please provide details of the owner/occupier of the site. ***NB: It is for the applicant to ensure that they have permission to use the site from the landowner.***

Is written permission for use of the site enclosed?

Yes / No

The application cannot progress until permission to use the site is available from the landowner.

5. **When is the Market/Sale to be held**

(Maximum of 6 events in any twelve month period)

Day:		Date:		Times	
Day:		Date:		Times:	
Day:		Date:		Times:	
Day:		Date:		Times:	
Day:		Date:		Times:	
Day:		Date:		Times:	

6. **How many stall/pitches do you propose to have at the event - please provide details**

7. **Please detail the charges which will be made for stalls/pitches**

Proposed charge per pitch:

8. **Proof that event is to be held for charity**

Please detail your expenses involved in organising the event and provide copy receipts/information in support.

9. **Details of Charity.**

I certify that all proceeds from this event will be donated to:
(please provide full name and address and registered charity number if applicable)

10. **Fee**

Currently nil.

11. If successful may Leeds City Council pass your contact details on to parties interested in the event.

Yes

No

Now complete the declaration on page 4:

DECLARATION (to be completed by applicant)

I hereby declare that all the above questions have been answered to the best of my knowledge and ability. Any change in circumstance will be reported in writing to the Markets Office immediately.

I accept **ALL** the conditions relating to temporary Market/Sales

I understand that the proposed Market/Sale cannot proceed until I have received approval from Leeds City Council

Signed: _____

Dated: _____

Return this form to:

Head Of Markets Service
Development Department
Markets Office
34 George St
Leeds
LS2 7HY

Telephone No: 0113 214 5162

Fax No: 0113 214 5177

Email: markets@leeds.gov.uk

LICENCE CONDITIONS FOR TEMPORARY CHARITY MARKETS/CAR BOOT SALES

1. The Licence permits the Licensee to hold the event described in the application
2. There is currently no Licence fee for Charitable Events.
3. The venue shall be used solely for the purpose of the event described in the application form in connection with the named charity.
4. The stalls/cars on the site shall not be used other than in connection with the fund raising activities of the Licensee and no other organisation
5. The only permitted goods shall be the second hand goods of householders together with any goods owned by the registered charity
6. No commercial or market traders shall be permitted
7. No flammable gases e.g. hydrogen shall be used or sold for the purpose of inflating balloons or similar apparatus
8. **The Licensee shall at his own cost and expense:-**
 - a) operate the event on the days and between the hours specified and not vary these dates or times without the written consent of the Council;
 - b) conduct the Market/Car Boot Sale in an orderly and proper manner;
 - c) provide all the necessary equipment and personnel for the proper operation of the event;
 - d) comply with all statutory and other provisions bylaws and regulations for the time being in force.
 - e) ensure that the site is laid out in such a way to enable the free and safe movement of people;
 - f) ensure that the Health and Safety legislation in force is complied with at all times;
 - g) ensure that adequate off street parking arrangements are available;
 - h) take all reasonable steps to ensure that no nuisance or annoyance is caused to occupiers of property in the vicinity of the site or to members of the public;

- i) during the event to take all reasonable steps to keep the site free from litter;
 - j) ensure that adequate toilet and hand washing facilities are available for persons attending and using the site;
 - k) ensure that the Licensee or an authorised representative approved by the Council remains on site at all times during the course of the event and that he/she is clearly identifiable as such to members of the public;
 - l) display a copy of the licence including these conditions in a prominent position during the event and produce it on request to the Council's market officers;
 - m) at all times co-operate with the Council's officers and when requested allow them access to the site to carry out inspections to ensure the event is operating in accordance with the terms and conditions of the licence;
 - n) when the premises are vacated ensure that they are left clean and tidy and free from litter, rubbish and items discarded by sellers;
9. The Licensee shall indemnify the Council against all claims whatsoever arising out of the use of the site – the Licensee should arrange adequate and appropriate insurances.
10. The Licence is not transferable.
11. The Council may at any time and for any reason revoke the rights granted by this licence
12. The Council may terminate the licence by giving written notice.