**Trafford Council**

**Market Licence Application 2017**

**If you want to hold a market in Trafford you need a Market Rights Licence from us.**

A market is defined as a 'concourse of buyers and sellers' with five or more trading spaces (e.g. stalls, stands, vehicles or pitches). This can also include:

* Car boot sales; table-top sales; traditional and specialist markets and fairs; exhibition type markets and fairs.

You still require a Market Rights Licence if:

* You have already received other permissions such as Temporary Event Notice (TENs) or Restricted Premises Licence, or agreement to use the premises;
* The market is to be held on private land either indoors or outdoors;
* The proceeds are principally for the benefit of charitable, social, sporting or political purposes (although fees may be waived);
* The market is part of a wider event.

If you are a community event organiser it may be more appropriate for you to complete the standard event application if you have more than activity than just market stalls at your event – please contact us to discuss.

This Application should be submitted a minimum of **eight** weeks in advance of the planned event date. It may take up to six weeks to process your application and you should not promote your event until you have received a decision from us.

The information you have provided will be held by the Council on computerised and manual files, in accordance with the requirements of the Data Protection Act 1998. The data may be disclosed to other relevant parties within the Council and or other relevant external parties as part of our assessment process and to ensure compliance with relevant legislation . In addition, your information may be used in the prevention or detection of fraud or crime.

**Instructions to complete this form:**

**This file is a word form, please save a copy to your computer. To read the document please use your scroll button. Only click in text entry fields. Please ensure you answer all the questions or you will be asked to re-submit your application.**

**Check list: Have you included the following with your application?**

Site Plan,  Landowners Permission,  Risk Assessment,  Any consultation materials

Return your complete form and supporting documents to:

[events@trafford.gov.uk](mailto:events@trafford.gov.uk)

or post to: Events - Room 159, Trafford Council, First Floor, Trafford Town Hall, Talbot Road, Stretford. M32 0TH.

If you have any queries or need help with the form please contact us on 0161 912 4502

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| 1. **Applicant details**   **The 'Applicant' shall be the person to whom all correspondence shall be directed, and who shall be expected to play a leading role in the planning and operation of the market.** | |
| Title | Click here to enter text. |
| First name | Click here to enter text. |
| Last name | Click here to enter text. |
| Temporary market licence applicants must be 18 years of age or over. | I confirm I am over 18 years of age  Yes  No |
| Day time phone number | Click here to enter text. |
| Mobile phone number | Click here to enter text. |
| Email address | Click here to enter text. |
| Correspondence address including postcode | Click here to enter text. |
| Is this your invoicing address?  If no enter your invoicing | Yes  No  Click here to enter text. |
| Type of organisation | Choose an item. |
| Name of your organisation/business  Is this the invoicing name?  If no please confirm the invoicing name | Click here to enter text.  Yes  No  Click here to enter text. |
| Position in organisation | Click here to enter text. |
| Questions for businesses registered with Companies House. | Your registration number Click here to enter text.  Your VAT Number :Click here to enter text.  Not VAT registered: |
| Registered charity number if applicable | Click here to enter text. |
| If you are a friends or other voluntary group do you have a constitution? | Yes  No |
| Have you organised a market before?  I*f yes please provide an example* | Yes  No    Click here to enter text. |
| If you are fund raising and are not part of the organisation you are raising funds for please provide details of that organisation and confirmation from that organisation that they are aware of your event. Evidence of a donation will be required post event. | Click here to enter text. |

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| 1. **Proposed location of the market** | |
| Location of the premises | Address1 Click here to enter text.  Address2 Click here to enter text.  Street Click here to enter text.  Village Click here to enter text.  Town Click here to enter text.  Postcode Click here to enter text. |
| For markets on council land provide a site plan showing the extent of the market and location of the pitches stalls. | I have attached a site plan – please also see section 8  My event is on private land |
| If the proposed location is owned by Trafford Council please proceed to section 3. |  |
| Are you the owner of the premises? | Yes  No |
| If you are not the owner please provide details of the premises owner including name, address, email and mobile number.  *(If you are not the owner please provide a copy of the owners written consent to use the premises for the purpose intended)* | Name: Click here to enter text.  Address: Click here to enter text.  Email Click here to enter text.  Daytime phone number Click here to enter text.  Premises owner’s permission attached |
| What is the premises normally used for? | Click here to enter text. |
| Specify which part of the premises you will use. *(Including indoors or outdoors e.g. hall, car park, etc.)* | Click here to enter text. |

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| 1. **Type of market**   **Which of the following best describes your market?** | |
| Car boot sale  *In aid of a charity, sports club, school or other voluntary group.*  *(only pre-owned goods permitted, no commercial traders)* |  |
| Car boot sale  *income retained by operator*  *(only pre-owned goods permitted, no commercial traders)* |  |
| Commercial market |  |
| Charitable market  *All proceeds go to a charitable organisation. This includes fees from people paying to attend your market as well as income from any stalls/pitches etc.* |  |
| Fundraising market/fair  *All funds raised from organising the event are used to deliver the event with any profits going to a charity sports club, school or other voluntary group.* |  |
| Community event with market stalls  *The market is a small part of a wider community event. Income from selling spaces and any entrance fees will be used to support delivery of the event.*  *If there is any income left over after your event what will happen to this?*  Click here to enter text. |  |
| Other  If you feel your event does not meet any of the above criteria please provide further information about the nature of the market.  Provide further information |  |

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| 1. **Market details** | | | | |
| **What is the name of your market?** Click here to enter text. | | | | |
| Theme of market  *This should represent the type of operation e.g. Farmers Market should be restricted to farmers and producers selling their own produce*  *Prohibited goods shall include, but shall not be limited to: live animals, fish, birds; counterfeit/illegal goods, contraband, offensive goods.* | Farmers Market  Artisan Food Market | | | |
| Antiques Market  Craft Market  Plant Fair  Mixed Market  Table Top Sale  Car Boot Sale  Other\*  Will there be food or drink on sale?  \*If other or mixed market please give further details below including the type of goods on sale  Click here to enter text. | | | |
| Will you be providing an area for people to eat food sold at the event | Yes  No | | | |
| Dates of markets. If you are applying for one day markets you do not need to enter a date in the finish column. | Start date | | Finish date | |
| Click here to enter a date. | | Click here to enter a date. | |
| Click here to enter a date. | | Click here to enter a date. | |
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| Click here to enter a date. | | Click here to enter a date. | |
| Set Up and Operational Hours  *Please use the 24 hour clock format for times. (If you are setting up or breaking down on a non-operational day please include this date)* | Set Up from | Open | Close | Site Clear |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Will customers be charged an entry fee? If yes please state charges | Yes  No  Enter charges here | | | |
| Proposed Stall/pitch/vehicle fees | Enter fees here | | | |
| Anticipated visitor numbers | At any one time Click here to enter text.  Per Day Click here to enter text. | | | |

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| 1. **Trading** | |
| How many trading spaces will be available? *The number of spaces should be based on each trader occupying a similar sized space no large than 3m2. A trader requiring a stall covering the space of two spaces for example should be counted as two stalls.* | Enter the total number of market stall/pitches available at your event Click here to enter text.  Enter the maximum number of retail food and drink spaces Click here to enter text.  Enter the maximum number of spaces for catering vehicles Click here to enter text.  Enter the maximum number of non-food retailers Click here to enter text.  Enter the maximum number of non-retail information stalls Click here to enter text.  Enter the maximum number of retail charitable/community stalls Click here to enter text. |
| Will any stalls be selling alcohol?  *Please refer to section 10 Licensing* | Yes  No  If yes what will the maximum number of traders selling alcohol be?  Click here to enter text. |

| 1. **Market Consultation – only outdoor markets need complete this section.** | |
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| What consultation has taken place with local residents?  *Please include road names and house numbers and date of consultation. Please attach copies of any printed materials.* | Click here to enter text. |
| What consultation has taken place with local businesses?  *Please include business names and dates. Please attach copies of any printed materials.* | Click here to enter text. |
| Please summarise any objections you have received. | Click here to enter text. |

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| 1. **Event Management**   You may submit an event management plan as an alternative to answering this section providing this addresses all the points raised here. | |
| Please describe how your market compliments and supports the existing business offer and how you will ensure your market does not adversely affect existing local business. | Click here to enter text. |
| How will you limit and control any potential disruption to residents in the vicinity of the proposed market? | Click here to enter text. |
| Where will trader vehicles park? | Click here to enter text. |
| Where will visitors to the event park? | Click here to enter text. |
| How will you ensure your stall holders comply with food hygiene and trading standards legislation?  A list of all food and drink stalls must be submitted to Trafford’s Environmental health team no later than **5 working days prior to the event**. Please see appendix 1 for further details we will require from food and drink businesses. | Click here to enter text. |
| How will you make sure that counterfeit or stolen goods are not sold at your market (as this will be your responsibility as an operator)? | Click here to enter text. |
| **Only markets on council land need answer the following questions in this section** | |
| Please detail any proposed use of generators or LPG or other sources of power. | Click here to enter text. |
| What plans do you have for the disposal of refuse and for keeping and leaving the site in a clean, tidy and undamaged condition? | Click here to enter text. |
| Please detail your cancellation policy. | Click here to enter text. |
| Please list any activity or entertainment which will take place at your event and detail any temporary structures and equipment other than tables, chairs & gazebos which will be used. |  |
| You must provide a risk assessment for your market with this application. | I confirm I have attached a risk assessment to my application  Yes  No |

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| 1. **Road Closures and Traffic Management**   **Please note that separate fees are payable for road closures** |
| **If your market would require a road closure you will have to apply separately for a road closure notice, a minimum of six weeks’ notice is required.**  <http://www.trafford.gov.uk/residents/transport-and-streets/roads-highways-and-pavements/docs/request-for-temporary-traffic-regulation-order.pdf>  Please note that you may be required to employ a traffic management company to design and implement any signing or closure on the highway. Please ensure that you budget accordingly for traffic management when planning your market. |

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| 1. **Activities licensable by the local authority**   **The following activities may require additional licences. If you tick any of these boxes you need to contact Trafford’s licensing team to discuss if you will need a Restricted Premises Licence or a Temporary Event Notice for your event. 0161 912 4047**  **Separate fees are payable for these licenses and legal notice periods required.** | |
| A performance of a play | A performance of a dance |
| An exhibition of a film | A boxing or wrestling entertainment (indoor or outdoor) |
| An indoor sporting event | Provision of late night refreshment any time after 23:00 or before 05:00\* |
| Sale or supply of alcohol |  |
| A performance of live music | Will this be amplified **Yes  No**  Will any of the music be copyrighted music **Yes  \* No** |
| Any playing of recorded music | Will this be amplified **Yes  No**  Will any of the music be copyrighted music **Yes  \* No** |
| **\*PPL** collects and distributes money on behalf of performers and record companies for the use of their recorded music. **PRS for Music** collects and distributes money on behalf of songwriters, composers and music publishers, for the use of their musical compositions and lyrics.  If you will be playing **copyrighted** **recorded** music at your market and your application is successful you must contact both PPL and PRS to see if you need these licences.  If your event is on council land you must confirm to us in writing that you have contacted PRS/PPL and have the necessary licences in place before we will issue your licence. | |

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| 1. **Public liability insurance** | |
| If we are minded to approve you will need to provide evidence to us of public liability insurance for a minimum of £5m for your market. **Your licence will not be issued until this is provided.**  As event organiser it is your responsibility to gather evidence of public liability insurance for £5m from each trader wishing to attend your market and any other person providing equipment, entertainment or other service to your market. If your market is on council land we may require to see this information. | |
| Name of policy provider | Click here to enter text. |
| Value of public liability insurance | Click here to enter text. |
| Start date of policy | Click here to enter text. |
| End date of policy | Click here to enter text. |
| Copy/Evidence of organisers insurance attached. | Yes  No |

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| 1. **Is there any other information you would like to provide in support of your application?** |
| Click here to enter text. |

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| 1. **Published details of your licensed market(s)** |
| To ensure people are aware that your market is licensed we will post the date, venue and opening times of your market on the Council’s market homepage. If you would not like your market to be posted please can you explain why below. |
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**Applicants Declaration**

* I warrant and represent that I the undersigned have the full authority of my organisation/company to make this application
* I confirm that all of the details provided are correct
* I understand that my submission of my application does not guarantee that permission to hold the market will be granted
* I understand that the council’s policy is that the market should not be promoted until after consent has been granted. I understand that any promotion would be at my own risk.
* I agree to indemnify the Council against all claims, injury, damaged, loss expenses and any costs arising out of the operation of the market.
* I understand that the Council shall not be liable for any consequential losses however so caused.
* I understand that the as the applicant I am responsible for ensuring that all traders, entertainers or others operating at the event have obtained all necessary consents, licences, certificates and authorisations whether of a public or private nature which shall be required by any competent authority and that this information will be made available to Council officers or representatives on request.
* The Council requires anyone operating a market to hold public liability insurance for a minimum of £5m which should be valid for the duration of the event including set up and break down. You should also ensure that the individual sellers attending your market / fair have their own public liability insurance, to cover themselves and their business against any liability.
* I understand that additional terms and conditions may be imposed by Trafford as part of the licensing process.

**Signed:**

**Name in Capitals:**

**This must be a handwritten original signature. You could do this by signing this page then scanning it in or taking a photograph of this page to submit with your application.**

**If successful you application will form part of the licence.**

**Appendix 1**

**Market Licence application: Food and drink vendors**

**If your application is approved, no later than five working days before your market you must contact:** [**environmentalhealth@trafford.gov.uk**](mailto:environmentalhealth@trafford.gov.uk)**.**

We will have consulted environmental health regarding your market and they will be expecting to hear from you. You should confirm your contact details, the date and time of your market and provide a list of all food and drink vendors who will be at your event.

We need you to provide information under the following headings.

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| **Vendor name**  **and trading name** | **Address** | **Contact**  **phone number** | **Contact email** | **Local Authority Registered with** | **Food Hygiene Rating & date of inspection** | **Public Liability Insurance Value and expiry date** | **LPG/Gas Safe Certificate**  **Yes or N/A** | **Trafford Street Trading licence number (if applicable)** |

The information must be provided in a format compatible with Microsoft word, excel or as a pdf.

Please note that it is your responsibility to ensure all vendors attending your event have public liability insurance for a minimum of £5m, provide you with a risk assessment and LPG Gas certificate if applicable.

Food and drink vendors must comply with all relevant legislation including food hygiene and labelling requirements. Trafford Council require that any food vendors trading at outdoor events have a minimum level 3 food hygiene rating and strongly recommend you only use vendors with a level 5 rating.

If your vendor has a current Trafford street trading licence the regulatory services team will already have details of the vendors insurance on file.

**Appendix 2 Fees & Charges**

**Trafford Council Market Pricing Policy 2015/16**

The Council shall only require payment of the fees following its confirmation that an application has been successful. The charges for the Market Licence shall be paid in accordance with the timeframe notified in the confirmation and / or within the licence agreement. Payment can only be made by debit / credit card. Fees are subject to annual review in line with Trafford Council’s review of fees and charges.

**Waivers & Reduction of fees**

The council reserves the right to waive/or reduce fees and charges as it deems appropriate

**Licence Fees**

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| **Commercial markets**  Venue: private venue/or an indoor venue hired separately from the council | |
| 5 to 15 trading spaces | £50 |
| 16-50 stalls | Add £3 for each additional trading space |
| 51+ stalls | Add £2 per stall for each additional trading space |

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| **Commercial markets** @  Venue: on the highway or on other publicly owned outdoor spaces | |
| 5 to 15 trading spaces | £75 |
| 16-50 stalls | Add £3.50 for each additional trading space |
| 51+ stalls | Add £2.50 per stall for each additional trading space |

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| **Charity or non-profit markets**  Venue: not applicable  **All proceeds from organising the event go to a charity or good cause, but stallholders retain the income from their stalls.** | |
| 5 to 15 trading spaces | £15 |
| 16-20 trading spaces | Add £2 for each additional trading space |
| 20+ trading spaces | Please speak to us |

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| **Charity or non-profit**  Venue not applicable  No one must receive payment for organising the event. All proceeds from organising the event and proceeds from all trading spaces are going to a good cause.  A licence will be issued free of charge.  You do not need to complete the formal market application but the event organiser must write to us confirming the date, time, and venue of your market and state that **all** proceeds including individual stall takings are being given to a charity or good cause. |

**Car Boot Sales**

The council only permits the sale by householders of surplus household articles at car boot sales.

The Market Licence for car boot sales will be subject to a licence fee of £1.00 per vehicle / trading space per trading day.

**Legal fees**

Legal fees may also apply to Market Licences which are required to be issued by our legal department, such as for large or regular markets, and where a bespoke licence agreement is required.

**Bond Fees**

The council may require you to pay a refundable bond to be held against any damage which may be caused to its property by your market.

**Amendments**

Where a licence agreement is re-issued following an amendment request, you may be required to pay a further administration fee, and any additional licence and legal fees.

**Refunds**

Administration and legal fees are not refundable. Licence fees may be refunded in respect of any cancelled licence agreements, for any trading days which have not been held, where the cancellation is not due to breach of agreement, and where we have received a written request to cancel a licence agreement at least seven days in advance of the proposed trading day(s).

*This form was last updated on 25 January 2017*