

Application form for a Market Licence

issued by City of Lincoln Council under the provisions of
Part III of the Food Act 1984



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.

All fees are for applications more than 28 days in advance of the market activity. Applications within 28 days will be subject to a 20% additional premium

Your full name

Name of your business or organisation (the Market Operator)

When will the market be held?

Your position within the organisation

Address including postcode

E-mail

Telephone Number

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

General Market

Car Boot Sale

Antique / Craft Fair

Food Market

Farmers' Market

Other (please specify)

What will be the name of the market?

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. car-park, public highway, building etc.).

How many stalls, pitches, stands will there be?

If an accurate figure cannot be given, input an approximate number. Please then ensure The Council receive an accurate figure by no longer than 2 working days after the event.

Please provide details of the type of goods that will be sold and whether such goods will be new or used. Please also provide details of any food / drink items that will be sold.

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

Type of organisation e.g. commercial business / charity

How often will the market be held?

One-off	<input type="checkbox"/>	Please provide date	<input type="text"/>
Daily	<input type="checkbox"/>		
Weekly	<input type="checkbox"/>	Which day of the week?	<input type="text"/>
Monthly	<input type="checkbox"/>	Which dates in the month?	<input type="text"/>
Other	<input type="checkbox"/>	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

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. 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.

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

Section 5: 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

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 6: Licence Fees

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

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

Band	Reference	Description	Per stall (up to 8m ²)	Per table/Car boot (up to 2m ²)
1	Commercial food	Hot & Cold	£16.00	£7.90
2	Commercial retail goods	New retail goods	£10.80	£5.50
3	Craft Items/homemade goods	Non-commercially produced whose production may be therapeutic	£5.50	£2.70
4	Second hand goods	Second hand products	£5.50	£2.70
5	Charitable/Fundraising market	Non-commercial market operated by defined organisation*	£0.50	£0.30
6	Schools	Fund raising for a school or P.T.A group with no commercial market operator involvement.	£0.00	£0.00
7	Car boot	Car boot sales	N/A	£2.10

Please indicate how many stalls your event will have under the following bands and sizes:

Band	Per stall (up to 8m ²)	Per table/Car boot (up to 2m ²)
1		
2		
3		
4		
5		
6		
7		

* A 'defined organisation' is one that organises the market type event for charitable, sporting, political or social fund raising purposes as opposed to personal financial gain.

Markets held during the Lincoln Christmas Market are subject to a 2.5 x standard fee increase.

Section 7: Declaration & Additional Information

In addition to obtaining a markets 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 consents then please contact the 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 Council may use such information for the prevention and detection of fraud. The Council 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

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.

By signing this form you agree to operate the market in accordance with City of Lincoln Council's Markets Policy and agree to indemnify the Council against any loss or liability which may be incurred as a result of a market licence being granted.

Please sign to accept the above terms and conditions:

Signed:

Please print name:

Name of Business or Organisation:

Position within Organisation:

Date:

Completed applications, including all supporting documents, should be submitted to:

Property Services Team
City of Lincoln Council
City Hall
Beaumont Fee
LN1 1DD

Tel: **01522 873852** E-mail: property@lincoln.gov.uk