



TUNSTALL, HANLEY, STOKE and LONGTON INDOOR MARKET STALL APPLICATION FORM

All sections must be completed: Failure to do so may invalidate the application.

An administration fee of £25 is payable for successful applications.

Licences will not be granted to companies or organisation and or anyone under the age of 17 years or to anyone who is in arrears with the Stoke-on-Trent City Council.

Stall charges for the first 16 weeks will be paid by weekly cash collection at the market.

After week 16 stall charges must be paid by calendar monthly direct debit on the 13th of each month.

Market Name:

Stall Number:

1st named applicant: Name in full including title:

Home address in full including postcode:

Telephone number:

e-mail address (please print):

Date of birth:

National Insurance Number:

2nd named applicant: Name in full including title:

Home address in full including postcode:

Telephone number:

e-mail address (please print):

Date of birth:

National Insurance Number:

Commodities (items) I/we wish to sell only the commodities listed here: -

This authority is under a duty to protect the public funds it administers, and to this end may use the 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. We may also share this information with other parts of the council or other relevant organisations for purposes which may include enforcement or the recovery of debt. We are able to do this because you have entered into a contract with us and we can't fulfil it without doing this. For further information contact Markets Main Office tel: 01782 232716 e-mail markets@stoke.gov.uk

This section to be completed by market staff only

For weeks 1 to 16 the weekly charge for the stall(s) is £ _____ for a licence to trade on the market stall(s) as indicated overleaf, this includes a promotion fee.

After week 16 stall charges must be paid by calendar monthly direct debit on the 13th of each month (weekly charge divided by 7 days multiplied by 365 days divided by 12 months e.g. £50 / 7 x 365 / 12 = £217.26); the first direct debit payment will vary depending on dates.

Should your application be accepted you will be required to pay a *deposit equal to two weeks charges or £100 whichever is the least. After week 16 the deposit increases to four weeks toll and promotion fee, the balance can be paid over a period of time that is agreed with the Market Manager.

If you do not commence trading on the stall for whatever reason any deposit you have paid will be forfeited.

*After week 16 deposits are refundable only after two calendar months notice have been served. You may of course leave the market earlier than two calendar months but you will be liable for all stall charges up to and including the date your licence terminates and any deposit paid by you would be forfeited.

Business rates are payable in Hanley indoor market only. Please contact the business rates section of the city council for more information, telephone 01782 232794 or e-mail businessrates@stoke.gov.uk

In support of your application please provide the following information: (All questions must be answered)

1. Are you a current licensee in a market operated by the City of Stoke-on-Trent? Yes/No

If yes, which market(s)

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2. Have you ever previously traded in a market operated by Stoke-on-Trent City Council? Yes/No

If yes, which market(s) and why did you leave?

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3. Are you a current licensee in any other market(s) other than in Stoke-on-Trent? Yes/No

If yes, which market(s) & please state operator

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4. If you are not a current or previous market trader, have you been involved in the retail trade Yes/No

If yes in what way?

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5. If requested could you provide a copy of a structured business plan in support of your application? Yes/No

If you answered no, would you like assistance in completing a business plan? Yes/No

Please note that if you say no to this offer of assistance with a business plan it will not affect your application for market stall.

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I/we am/are prepared to enter into a licence for the said market stall(s). I/we will agree to abide to the terms of the market licence and agree to pay an administration fee of £25 before my/our first day of trading on the stall(s). Cheques are to be made payable to Stoke-on-Trent City Council.

Please note: Two calendar months written notice is required to terminate the licence and that the licence is a legally binding document.

I/we declare that I/we have the right to work in the United Kingdom and that the information given in this application is true and to the best of my/our knowledge.

Signed 1st applicant..... Date

Signed 2nd applicant Date

This form should be returned to: Stoke-on-Trent City Council, Markets Management, The Regent Centre, Regent Road, Hanley, Stoke-on-Trent ST1 3EG.

Items that you will be required to give to the City Council if you are successful in obtaining a market stall:

1. Two passport sized photographs of yourself with your signature on the back
2. Proof of address such as a driving licence or recent utility bill
3. A deposit equal to four weeks full charges
4. A completed direct debit form

Items that you will be required to have if you are successful in obtaining a market stall

1. Public liability insurance cover up to the value of ten million pounds. This can be arranged through an insurance company or by joining the National Market Traders Federation.
2. You will also need to ensure you have adequate insurance cover for your stall, stock, fixtures and fittings.

Subjects you should be aware of if you are successful in obtaining a market stall

1. When you start a new business you must register with the Inland Revenue within three months of starting self-employment.
2. You must adhere to customer legislation such as the Trade Descriptions Act and Sale of Goods Act.
3. If you are thinking of selling food, particularly perishable food, you should be aware and comply with, food hygiene legislation such as the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995.
4. To remove a name from a market licence there is a fee of £25.
5. The market licence that you sign is a legally binding document.
6. The market handbook gives further details of day to day market issues.

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Applicant - Additional support information for this application (optional)

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