

## OUTDOOR MARKET PITCH 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.

**Market Name**

**Pitch Number(s)**

**1<sup>st</sup> named applicant**

Name in full including title:

Home address in full including postcode:

Telephone number:

e-mail address:

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:

Date of birth:

National Insurance Number:

**Commodities (items):** I/We wish to sell only the commodities listed here:- To sell food/edible items you must hold a current basic food hygiene certificate this is in addition to any other food safety requirements requested by the Food Safety Department.

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](mailto:markets@stoke.gov.uk)

continued:

**Office use only – to be completed by the Market Manager / Relief Manager for the afore-mentioned market:**

**Agreed toll £..... \*weekly or\*daily (\*delete as appropriate) plus a promotion fee of £..... per pitch.**

Pitch detail ie size of pitch and cost per foot ie frontage and days to trade:

.....

**Signed..... Market Manager / Relief Manager Date.....**

In support of my/our application I/we 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).....  
.....

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? .....  
.....  
.....

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.....  
.....  
.....

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? .....  
.....  
.....

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

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**Please note**

***Should your application be accepted you will be required to pay a deposit equal to the total of two weeks toll and promotion fee prior to the commencement of your licence (this does not include Bentilee market). Two weeks written notice is required to terminate the market licence of all the outdoor markets.***

I/We am/are prepared to enter into a licence for the said market pitch(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 first day of trading on this market. Cheques to be made payable to Stoke-on-Trent City Council.

**Please note: Two weeks written notice is required to terminate the licence.**

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 (i).....

Signed (ii).....

Date .....

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 pitch:**

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 two (see above) weeks full charges

**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.

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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.

**Applicant - Additional support information for this application (optional)**

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