

Application to hold a Car Boot Sale or Charity Market



I hereby request permission to take a licence to hold a **"Car Boot Sale or Charity Market"** please indicate which one you wish to apply for and give the following information:-

Applicants Name (Not a Company or Business Name)

Home Address.....

Tel. No..... e-mail address please print:

Date/s of Proposed Event/s Times

Location of Venue or Event (please give detailed address) and attach plan

Purpose of Event (i.e. Charity, Fund Raising, etc.)

Title of Charity/Fund Benefiting from Event.....

Address of Charity if different from that of operator.....

Charge Per Vehicle/spaceNumber of *Vehicle/Stall Spaces (max 50)

Details of events held in the last 12 months by this organisation which required prior carboot/charity market application approval

Name & address of site owner.....

Details of Public Liability Insurance; should be a minimum of one million pounds for car boot sales that are held on land that does not belong to Stoke-on-Trent City Council (please attach copy)

It is the responsibility of the Car Boot Sale/Charitable Market operator to obtain the necessary permission of the owner of the premises/site on which the event is to take place and to have gained any necessary planning permission. The planning department telephone number is 01782 232140. The issue of this licence does not in itself give permission to the use of premises/site.

Charges: Single event = £20.00 / Between 2 & 5 events = £40.00 / Between 6 & 12 events = £80.00 (all charges to be revised every April). Cheques only and to be made payable to Stoke-on-Trent City Council

I agree to abide by the conditions of my licence relating to the operation of Car Boot Sales / Charitable Markets. I enclose my fee in accordance with the charges listed above. I also warrant the accuracy of the information provided on this form. **Once completed this form should be returned to: Stoke-on-Trent City Council, Markets Management, The Regent Centre, Regent Road, Hanley, Stoke-on-Trent ST1 3EG**

Signed:Print NameDATE

FOR OFFICE USE ONLY:

PERMISSION GRANTED YES OR NO SIGNED DATE

COMMENTS

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 authority or other relevant organisations for purposes which may include enforcement.

We are able to do this because you have entered into a contract with us and we cannot fulfil it without doing this. For further information contact Markets Main Office tel: 01782 232716 e-mail markets@stoke.gov.uk



CAR BOOT SALES

PLEASE NOTE –

the following rules apply to car boot sales within Stoke-on-Trent and are strictly enforced

No setting up before 7am and no selling until after 8am

NONE OF THE FOLLOWING MAY BE SOLD OR DISPLAYED ON SITE:

- Crash helmets of any type
- Guns or weaponry of any type
- Cigarette lighters
- Alcohol or tobacco
- Food and drink other than that sold by the official site caterer
- DVDs, CDs or videos must not be sold to the under-aged
- No new goods what so ever
- Stolen goods
- Fireworks
- Pornographic items of any type
- Pirated or copied products

• **Please also note**

- Goods must be strictly second hand
- Pirated or copied products will be reported to the relevant authorities
- Electrical items must be in a safe working condition unless stated clearly and marked at point of sale
- All baby goods (i.e. car seats and prams) must be in a safe working condition
- No market traders / stalls

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