

BMBC – MARKET EVENT APPLICATION

Before completing this form, you are advised to read the accompanying BMBC Markets Licensing Policy. Your attention is particularly drawn to the provisions of the Local Government (Miscellaneous Provisions) Act 1982 which requires certain information to be provided. It is important to understand that completion of this form does not commit the Council to approve any Temporary Market or Booking or remove the requirement for any other relevant approval to be obtained.

The provision of this form does not constitute a booking confirmation.

Organisers Name	
Company Name	
Address	
Contact Number	
Email Address	
Charity Number	
Company registration number	
Company VAT Reg number	
What type of market event are you wanting to hold?	<ul style="list-style-type: none">• Charitable• Non-commercial car boot• Commercial car boot• Specialist commercial market• Other <p>Please specify</p>
Full address of proposed market event location	
Proposed event date/s	
Last event date/s (if applicable)	
Operating times of event	
Opening times of event	
Number of vendors Give the anticipated number of stalls/pitches/cars from which sales are to be made	

Amount charged per stall/pitch/Car	
Will you charge an admission fee for public? How much?	
Type of goods sold Give the types of goods it is proposed shall be sold. Please indicate whether there will be any restriction on the types of goods	
Have you notified the Emergency services in respect of potential traffic problems? Please supply evidence	
Have you consulted with local residents? Please supply evidence	
Do you have written permission from the landowner? Please supply evidence	
Have you consulted with the local councillor for that ward area? Please supply evidence	
Public liability Insurance Min 5 million Please provide policy details	
Is it the organisation's intention to retain ALL or almost all of the proceeds - including those from the sale of goods?	
Is it the organisation's intention to retain only the charges made for the stalls/ pitches/cars/admission?	
How will you dispose of waste? Please include details of your recycling process	
Is there public parking?	
Will you charge for parking?	

Will there be access to toilets at the event?	
Will there be a First Aid station at your event?	
What Fire protection will you put in place?	
Do you have an adverse weather policy? Please state	
Please provide details of previous event held by the organisation.	
How will you promote your event?	
Any further details to support your application	

Fees and charges will apply and are dependent on the type of event you are holding, please see BMBC Markets Licensing Policy for full details. Should the event be held, you should provide a statement to the Market Manager giving details of the number of tabletops/vehicles/pitches let and income there from, within 3 weeks of the date of the event.

As the organiser of this proposed market event, I confirm that I and the organisation I represent formally recognises the Council’s Market Rights and I undertake to take full responsibility for the event being organised in line with the Council policy as contained within the Markets Licence Policy sent to me and for ensuring the safety of all persons during the event, for ensuring that there is no disturbance to the community and that I have/will notify all appropriate officials and emergency services of my proposals.

I understand that if permission to hold a market event is granted, I may be required to supply additional documents/evidence in line with the BMBC Markets Licensing Policy.

Signed

Dated

Application should be sent to markets@barnsley.gov.uk or

Market Manager
Barnsley Market
The Glassworks
May Day Green
Barnsley
S70 1GW

The Council will endeavour to deal with applications for a markets licence within a period of **twenty-eight days** of receipt of the application. An operator of a market event is therefore urged to apply as early as possible to ensure that the Council has adequate time to consider the relevant matters in an appropriate way.

In considering the application the Council will require sufficient information to deal with all the issues set out in the conditions for consent listed above. Failure to provide such information is likely to lead to a delay in the Council coming to a decision.

If the Council decides to refuse an application, it will set out the reasons for its decision and will advise the procedure for submitting an appeal in respect of the refusal. Normally any appeal must be submitted within fourteen days of the Council's written decision.