



## **BISHOP'S STORTFORD TOWN COUNCIL PERMISSION TO HOLD A MARKET OR CAR BOOT SALE**

### **APPLICATION FORM & LICENSE**

Any individual or organisation wishing to stage their own market(s) or car boot sale(s) will require permission from Bishop's Stortford Town Council (The Market Rights Owner).

As the market rights owner Bishop's Stortford Town Council retains certain important powers, including the ability to control other markets held within 6 &  $\frac{2}{3}$  miles of the Bishop's Stortford Town Council Market. These rights are applicable regardless of whether the proposed market is held on public or private land and is indoor or outdoor.

Please return the completed form to the Market Manager at Bishop's Stortford Tourist Information Centre, 2 Market Square, Bishop's Stortford, CM23 3UU or email: [market@bishopsstortfordtc.gov.uk](mailto:market@bishopsstortfordtc.gov.uk)

This is not a valid licence unless signed and dated by the Market Manager or another representative of Bishop's Stortford Town Council. Relevant payment will also need to be made to Bishop's Stortford Town Council before permission is granted.

### **PERSONAL AND BUSINESS INFORMATION**

Business Name	
Contact Name	
Business Address	
Charity Number (if applicable)	
Telephone Number	
Email	
Business website/social media handles	

### **MARKET(S) TO BE HELD AND FEES**

Description of market/car boot	
Description of products sold at the market/car boot	



How many sellers attend the market/car boot?	
What is the location of the market?	



Please indicate the type of market you would like to hold			
Type of market to be held	Frequency of the market/car boot per annum From 1 <sup>st</sup> April 2025 – 31 <sup>st</sup> March 2026	Dates of the market/car boot	Fees
Car Boot Sale			£24.40 per car boot
Markets made of:			
1 - 10 commercial stalls			£36.00 per market
11-30 commercial stalls			£60.00 per market
31+ commercial stalls			£125.00 per market
Village Market			£128 per annum
Charity Market			£25 per market
Total due			

If there are any professional/commercial stall holders at any charity events please add the charity and appropriate commercial fee together. Should you wish to add another market and/or car boot or change the date of a pre-booked market/car boot please contact the Market Manager.

Payments can be by standing order, or bank transfer.

Bank details:

Account Name: Bishops Stortford Town Council

Account Number: 00105598

Sort Code: 30 90 84

Please reference the business and market licence.

## LICENCES AND CERTIFICATES

Please enclose copies-

Licences/Certificates	Tick as appropriate	Expiry date
Public liability insurance (minimum £5m)		
Photo Identification		



## DECLARATIONS

I hereby declare that:	Please tick
I am applying for a license to hold a Market and/or car boot and, if awarded, I accept the contract terms below which may change from time to time	
The information above is correct to the best of my knowledge and belief. I accept that I am responsible for ensuring that Bishop's Stortford Town Council is made aware of changes to the above. This includes, but is not limited, renewal of insurance documents which must be sent to the Town Council	
I agree to pay the fee according to the tariff I have chosen above as issued from time to time by the Council, or as otherwise agreed in writing with the Market Manager	
I understand that the proceeds of a charity market/car boot shall be applied solely for charitable purposes	
I understand that I must acquaint myself with all the relevant trading regulations of my specific area and permission from landowner has been granted	
I understand that I am wholly responsible for the management of my market(s) and/or car boot(s) this includes (acquiring licences from the relevant local authority) but is not limited to health and safety checks, risk assessments, parking, waste management, food hygiene and food safety etc.	
I will restrict the amount of stalls according to what I have declared in the market or car boot to be held and fee section of this document	
I understand that I may not hold a market/car boot until permission has been issued	
I understand that it is my responsibility to ensure that sellers at the market or car boot have the required documentation to trade. This includes, but is not limited to, any public liability insurance, identification or any other documentation needed to operate in a specialist area and acquiring any specific licences from the relevant local authority	
I confirm that I have a right to work in the UK and that Bishop's Stortford Town Council may make such reasonable enquiries as it sees fit to confirm my right to work status	

Please note: We will only use your data for the purposes of processing your application and if successful, in connection with the license. Your information will not be sold or shared commercially. Your information may also be shared with other agencies or authorities for the purposes of the prevention and detection of fraud, where an appropriate request has been made under the Data Protection Act. During the course of processing or storage, information may reside or pass through electronic systems outside the EU.

Trader Signature		Date	/ /
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**FOR OFFICE USE ONLY**

**LICENCE TO OPERATE A MARKET**

This agreement is made \_\_\_\_ / \_\_\_\_ / \_\_\_\_ between Bishop's Stortford Town Council (referred to as 'The Council' of The Old Monastery, Windhill, Bishop's Stortford, CM23 2ND) and the person or business specified in the personal and business information section of this document.

The licensee may operate a \_\_\_\_\_ which will operate \_\_\_\_ times per annum on the day(s) \_\_\_\_\_. This licence is valid until \_\_\_\_ / \_\_\_\_ / \_\_\_\_ unless terminated earlier in accordance with the below. This agreement supersedes all previous licence agreements between the parties for the operation of a market/car boot.

The Council authorises the Licensee to operate a market /car boot as specified in the market or car boot to be held and fee section of this document. This licence will terminate when superseded by a later licence agreement between the parties. This licence may be terminated for convenience by either party by means of one month's notice given in writing (including email). The fee is non-refundable unless 28 days' notice is given in writing to the Market Manager. The licence may be terminated or suspended without notice by the Council if the licensee contravenes any terms of this contract. The operator may appeal against a decision to terminate or suspend their licence to the Chief Executive Officer or such other officer the Council appoints.

Signature on behalf of the Council		Date	/ /
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