

# Application Form for a Community-based Market Licence

Local Government (Miscellaneous Provisions) Act 1982 & Part III of the Food Act 1984



Delivering with you

Office use:

Before completing, please carefully read the guidance, as well as the licensing terms and conditions for community-based markets within South Gloucestershire.

Please ensure that you as the applicant have enclosed and actioned the information below:

Completed, signed application form

Confirmation that risk assessment have been completed and available upon request

Site plan showing a good approximation of where things will be sited

Traffic plan

Operation plan

All licensing requirements have been met

Proof of public liability insurance (minimum £10 million)

**Incomplete or incorrectly completed applications will be returned to the applicant and may result in the delay of your event.**

## APPLICANT DETAILS

Title

Mr

Mrs

Miss/Ms

Other (please state)

First name/s

Surname/family name

Organisation name

Position within organisation  
e.g. secretary

Email address

Phone

Charity number  
(if applicable)

**MARKET OVERVIEW**

Market name

Type of market

Calendar year this application is covering

Event frequency/dates

Location (include site plan)

**MARKET DETAILS**

Number of stalls

Expected footfall

Types of goods

Licensable activities  
i.e. alcohol, music?**PERMISSIONS & CONSENTS**

Landowner permission

Planning permission details

Road closure requirements details

Safety Advisory Group engagement

**COMPLIANCE & SAFETY**Public Liability  
Insurance details

Risk assessment

Waste management  
plan

First aid provision

Fire safety measures

**DECLARATION**

By signing the following declaration, you are confirming and agreeing to comply with:

- I Have read and understood the Licensing Terms and Conditions and any ancillary guidance notes and understand our responsibilities under the terms and conditions to hold a market within South Gloucestershire Council.
- I confirm that the information provided is accurate and that I agree to comply with the Market Policy, Terms and Conditions, and all relevant legislation.
- I agree to notify the Licensing Service at least 20 working days prior to a market taking place
- I understand that should a fail to comply with the terms and conditions, or in contravention of any market licence granted by this council, the market licence may be terminated by this council with immediate effect on such terms as this council determines and, in such circumstances, this council reserves the right to refuse any future applications for market licences submitted by the operator concerned or any person or organisation associated with the operator.
- The information provided will be held in accordance with the Data Protection Act 1998.

Signed

Print name

Date (DD/MM/YYYY)