



## Market Licence Application

If you want to hold a market in Wirral you may be required to obtain a Market Rights Licence from Wirral Council.

A market is defined as a 'concourse of buyers and sellers' with five or more trading spaces.

This includes but is not limited to:

- Fairs
- Car boot sales
- Table-top sales
- Traditional and specialist markets

Depending on how the market will operate you can apply for one of the following licence types.

The licences available are:

Licence	Description
Short Term Market Licence	A single market or fair in a single location operating once for a period of not more than 14 continuous days.
Medium Term Market Licence	Two or more individual markets or fairs operating for not more than 28 days in one year or a single market operating for more than 14 continuous days but not more than 28 days.
Permanent Market Licence	Market(s) operating indefinitely or for more than 28 days in a single calendar year.

This Application should be submitted a minimum of **eight** weeks in advance of the planned date for the market.

You must check with the Planning Department by emailing [planningapplications@wirral.gov.uk](mailto:planningapplications@wirral.gov.uk) as to whether planning permission is required for the activities proposed under this application.

Return your complete form and supporting documents by email to [licensing@wirral.gov.uk](mailto:licensing@wirral.gov.uk).

If you have any queries or need help with the form please email Licensing at [licensing@wirral.gov.uk](mailto:licensing@wirral.gov.uk).

**1. Applicant details**

**The 'Applicant' shall be the person to whom all correspondence shall be directed, and who shall be expected to play a leading role in the planning and operation of the market/car boot sale.**

Title	
First name	
Last name	
Market licence applicants must be 18 years of age or over.	I confirm that I am over 18 years of age <input type="checkbox"/> Yes <input type="checkbox"/> No
Day time phone number	
Mobile phone number	
Email address	
Correspondence address including postcode	
Name of your organisation/business	
Position in organisation	
Companies House Registration Number (if applicable)	
Registered charity number (if applicable)	
Have you organised a market before? <i>If yes please provide an example</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are fund raising and are not part of the organisation you are raising funds for please provide details of that organisation and confirmation from that organisation	

<p>that they are aware of your event. Evidence of a donation will be required post event.</p>	
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<b>2. Proposed location of the market</b>	
<p>Postal address of premises or, if none, ordnance survey map reference or description.</p>	
<p>For markets on public and private land you must provide a site plan showing the extent of the market and location of the pitches stalls.</p>	<input type="checkbox"/> I have attached a site plan
<p>If the proposed location is owned by Wirral Council please proceed to section 3.</p>	
<p>Are you the owner of the premises or land?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you are not the owner please provide details of the premises/landowner including name, address, email and mobile number.</p> <p><i>(If you are not the owner please provide a copy of the owners written consent to use the premises/land for the purpose intended)</i></p>	<p>Name: Address: Email Daytime phone number   <input type="checkbox"/> Premises owner's permission attached     </p>
<p>What is the premises/land normally used for?</p>	
<p>Specify which part of the premises/land you will use. <i>(Including indoors or outdoors e.g. hall, car park, etc.)</i></p>	

### 3. Type of market

**Which of the following best describes your market?**

Commercial market

*Please give details of estimated profit to the traders and organisers*

Charitable market

*All proceeds go to a charitable organisation. This includes income from any stalls/pitches etc.*

Fundraising market/fair

*All funds raised from organising the event are used to deliver the event with any profits going to a charity sports club, school or other voluntary group.*

Community event with market stalls

*The market is a small part of a wider community event. Income from selling spaces will be used to support delivery of the event.*

*If there is any income left over after your event what will happen to this?*

Other

If you feel your market does not meet any of the above criteria please provide further information about the nature of the market.

### 4. Market details

What is the name of your market?

<p><b>Theme of market</b></p> <p><i>This should represent the type of operation e.g. Farmers Market should be restricted to farmers and producers selling their own produce</i></p> <p><i>Prohibited goods shall include, but shall not be limited to: live animals, fish, birds; counterfeit/illegal goods, contraband, offensive goods.</i></p>	<input type="checkbox"/> Farmers Market <input type="checkbox"/> Artisan Food Market <input type="checkbox"/> Antiques Market <input type="checkbox"/> Craft Market <input type="checkbox"/> Plant Fair <input type="checkbox"/> Mixed Market <input type="checkbox"/> Table Top Sale <input type="checkbox"/> Other* <input type="checkbox"/> Will there be food or drink on sale? <p>*If other or mixed market please give further details below including the type of goods on sale</p>								
<p>Will you be providing an area for people to eat food sold at the event</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No								
<p>Dates of markets. If you are applying for one day markets you do not need to enter a date in the finish column.</p> <p>Insert columns to be completed for a permanent market with days and times of operation</p>	Start date	Finish date							
<p><b>Set Up and Operational Hours</b></p> <p><i>Please use the 24 hour clock format for times. (If you are setting up or breaking down on a non-operational day please include this date)</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Set Up from</th> <th style="width: 25%;">Open</th> <th style="width: 25%;">Close</th> <th style="width: 25%;">Site Clear</th> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>	Set Up from	Open	Close	Site Clear				
Set Up from	Open	Close	Site Clear						
<p><b>Proposed Stall/pitch/vehicle fees</b></p>									
<p><b>Anticipated visitor numbers</b></p>	<p>At any one time:</p> <p>Per day:</p>								

<b>5. Trading</b>	
<p>How many trading spaces will be available? <i>The number of spaces should be based on each trader occupying a similar sized space no large than 3m<sup>2</sup>. A trader requiring a stall covering the space of two spaces for example should be counted as two stalls.</i></p>	<p>Enter the <b>total number</b> of market stall/pitches available at your event:</p> <p>The numbers entered below do not need to equal the number above as we appreciate the bookings may change. Numbers are to provide us with an indication of the proportion of your market these types of stalls will represent.</p> <p>Enter the <b>maximum</b> number of retail food and drink spaces:</p> <p>Enter the <b>maximum</b> number of spaces for catering vehicles</p> <p>Enter the <b>maximum</b> number of retail / charitable/community stalls</p>
<p>Will any stalls be selling alcohol?</p> <p><i>Please refer to section 10 Licensing</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes what will the maximum number of traders selling alcohol be?</p>

<b>6a. Event Management</b>	
<p>You may submit an event management plan as an alternative to answering this section providing this addresses all the points raised here.</p>	

  

<p>Please describe how your market compliments and supports the existing business offer and how you will ensure your market does not adversely affect existing local business.</p> <p><b><i>Car boot sales do not need to answer this question</i></b></p>	
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How will you limit and control any potential disruption to residents in the vicinity of the proposed market?	
Where will trader vehicles park?	
Where will visitors to the event park?	
How will you ensure your stall holders comply with food hygiene and trading standards legislation?  A list of all food and drink stalls must be submitted to Environmental Health no later than <b>5 working days prior to the event.</b>	
How will you make sure that counterfeit or stolen goods are not sold at your market (as this will be your responsibility as an operator)?	

<b>6b. Only markets on open land need answer the following questions in this section</b>	
Please detail any proposed use of generators or LPG or other sources of power.	
What plans do you have for the disposal of refuse and for keeping and leaving the site in a clean, tidy and undamaged condition?	

<p>Please list any activity or entertainment which will take place at your event and detail any temporary structures and equipment other than tables, chairs &amp; gazebos which will be used.</p>	
<p>You must provide a risk assessment for your market with this application.</p>	<p>I confirm I have attached a risk assessment to my application</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

## 7. Road Closures and Traffic Management

**Please note that separate fees are payable for road closures**

**If your market would require a road closure you will have to apply separately for a road closure notice.** Please note that you may be required to employ a traffic management company to design and implement any signing or closure on the highway. Please ensure that you budget accordingly for traffic management when planning your market.

## 8. Licensable Activities under the Licensing Act 2003

**The following activities will be taking place at my event**

- Sale or supply of alcohol
- A performance of live music - Will this be amplified? **Yes**  **No**
- Any playing of recorded music - Will this be amplified? **Yes**  **No**
- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A performance of a dance
- A boxing or wrestling entertainment
- Provision of late night refreshment any time after 23:00 or before 05:00

<p>Does your venue have a Premises Licence in place which covers your licensable activities?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>
<p>I have applied to Wirral Council for:</p>	<p><input type="checkbox"/> A Temporary Event Notice</p> <p><input type="checkbox"/> A Premises Licence</p>

**9. Public liability insurance**

If we are minded to approve you will need to provide evidence to us of public liability insurance for a minimum of £5m for your market. **Your licence, if approved, will not be issued until this is provided.**

**If your market is on council land** you are required to gather evidence of public liability insurance for £5m from each trader wishing to attend your market and any other person providing equipment, entertainment or other service to your market. The Council may randomly ask to see evidence that this has been done.

Name of policy provider	
Value of public liability insurance	
Start date of policy	
End date of policy	
Copy/Evidence of organisers insurance attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**10. Is there any other information you would like to provide in support of your application?**

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## Checklist

- I have made or enclosed payment of the application fee
- I have enclosed a scale plan of the proposed layout identifying size and number of stalls
- I have enclosed evidence of landowners consent
- I have enclosed a copy of the Public Liability Insurance (minimum value of £5,000,000) for the Market and each individual trader
- A copy of food hygiene licenses and certificates (If required).

## Privacy Policy

Wirral Council takes your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us.

From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments, Government Services and the police, which may be used for the prevention of fraud or other serious offences.

If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Information Manager Officer by email at [DPO@wirral.gov.uk](mailto:DPO@wirral.gov.uk).

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely.

<b>Signed:</b>	
<b>Name in Capitals:</b>	
<b>Date:</b>	

You will require a Market Rights Licence if:

- You have already received other permissions such as Temporary Event Notice or Premises Licence, or agreement to use the premises;
- The market is to be held on private land either indoors or outdoors;
- The proceeds are principally for the benefit of charitable, social, sporting or political purposes (although fees may be waived);
- The market is part of a wider event.