



ALCESTER TOWN COUNCIL

Office of the Town Clerk

Globe House, Priory Road, Alcester, Warks, B49 5DZ
Telephone: 01789 766084; Website: www.alcester-tc.gov.uk

ALCESTER COMMUNITY MARKET APPLICATION FORM

If you find the text in this form difficult to read we can supply it in a format better suited to your needs.

SECTION 1: Applicant Details

SURNAME: **TITLE: Mr Mrs Miss/Ms** delete as appropriate

FORENAME(S):

ORGANISATION/COMPANY NAME:

ADDRESS:

POST CODE

TEL NUMBER: **MOBILE NUMBER**

EMAIL **FAX**

DATE OF BIRTH

SECTION 2: Market Details

MARKET TYPE

MARKET DATE(s)

TRADING HOURS

MARKET LOCATION

(a location map must be provided – see checklist for details)

MARKET CATEGORY:

CATEGORY	Number of Traders	Fee	Please tick which is applicable
CATEGORY 0	Up to 5 Traders	£0	
CATEGORY 1	Between 6 and 20 Traders	£50	
CATEGORY 2	Between 21 and 49 Traders	£110	
CATEGORY 3	Between 50 and 75 Traders	£165	
CATEGORY 4	Between 76 and 99 Traders	£220	
CATEGORY 5	Over 100 Traders	£260	

Consecutive days are charged at 50% of daily rate



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ADDITIONAL INFORMATION: You may attach any additional information in support of your application (you may also be asked to supply additional information by the Town Council)

SECTION 3: Declaration

I confirm that I am fully conversant with both the Alcester Town Council Licensing Policy in respect of both Commercial and charitable markets including aspects of street trading and acknowledge the conditions therein and the Stratford-on-Avon District Council Licensing Policy for other Licensing approvals which may be required.

Signature: _____ **Date:** _____

SECTION 4 – Checklist

Please enclose the following documents with your application. Failure to enclose the correct documentation will result in the application being deemed invalid.

- An Ordnance Survey map or similar standard, of at least A4 size to a scale of 1:2500, which clearly shows the full proposed trading area, outline in red the proposed stall areas
- Written permission from the landowner, if the land is privately owned

WHERE ALCOHOL SALES ARE TO TAKE PLACE AT A COMMERCIAL MARKET, A SEPARATE LICENCE MUST BE OBTAINED. FOR MORE INFORMATION CONTACT THE STRATFORD DISTRICT COUNCIL LICENSING TEAM ON 01789 260211

A VALID INSURANCE DOCUMENT WHICH COVERS THE COMMERCIAL MARKET AND LIST OF TRADERS MUST BE ABLE TO BE PRODUCED ON REQUEST

When completed please send to:

**Vanessa Lowe
Alcester Town Clerk
Priory Road
Alcester
Warwickshire
B49 5DZ**

E-mail: clerk@alcester-tc.gov.uk

NOTE: Any person who, in connection with an application for a Street Trading Consent in relation to a commercial market, makes a false statement which he/she knows to be false, in any material respect or which he/she does not believe to be true, shall be guilty of an offence. Any person guilty of an offence under this paragraph shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1000).

Alcester Town Council is under a duty to protect 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 or other criminal offences. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The Council would like to use the information that you provide to ensure that we are using your correct details for all the services the Council provide. Please contact us if you do not agree to this.