Application for Permission

to hold an Occasional Market or Fair, including Antique Fairs, Coin, Stamp and Postcard Fairs, Book Fairs etc within the City of Wolverhampton

**City of Wolverhampton Council,** Market Services

City Centre Market, Temple Street, Wolverhampton WV2 4AN

Bilston Retail Market, 27 Market Way, Bilston, Wolverhampton WV14 0DR

*Telephone Number:* **01902 555200** *Email:* ***markets@wolverhampton.gov.uk***

**Notes: •** Please complete this form in block capitals

* Please complete all sections fully
* Please read special conditions overleaf

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| I hereby request permission to hold a       |

**1 Your Information**

Operator’s Name:

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| Address:      |

Postcode:

|  |  |
| --- | --- |
| Telephone:        | Date of Proposed Event:       |

Proposed Venue:

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| Number and description of stalls, spaces or tables expected to be let:      |

Purpose of Event (ie Charity, Commercial etc)

Title of charity benefiting from sale (if any)

Have you organised any other event(s) within the City of Wolverhampton, or within 6 2/3 miles of the boundary in the last 12 months [ ]  Yes [ ]  No

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| If YES please give details:      |

I have read the conditions OVERLEAF and agree to abide by them and enclose the appropriate remittance of £

|  |  |
| --- | --- |
| Signature:        | Date:   /  /     (DD/MM/YYYY) |

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| **For Office Use Only** |
| Permission granted: YES [ ]  NO [ ]   |
| Fee Paid: YES [ ]  NO [ ]  |
| Receipt No:       |

**ANTIQUES FAIRS – STAMP AND COIN FAIRS**

**CRAFT MARKETS – OTHER FAIRS AND MARKETS**

1. If held within the City of Wolverhampton or within 6 2/3 miles from the City Boundary, all the above named activities come under the description of “Rival Markets” and could, therefore, be in breach of Wolverhampton Council’s Market Franchise Rights.

2. Each organisation will be limited to twelve events per year and each site may only be used on twelve days per year.

3. **Operators must provide evidence of valid third party public liability insurance for £5,000,000 and a Risk Assessment for the event.**

4. The fee structure comprises of a minimum licence fee of £80.00 per event and raises to a maximum of £570.00 per event dependent upon the size of the event and number of traders expected to attend.

 6-12 traders expected to attend £80.00

 13-25 traders expected to attend £170.00

 26-74 traders expected to attend £340.00

 75+ traders expected to attend £570.00

5. Charity or fund-raising groups are subject to an alternative £20.00 administrative fee.

6. Details of the event, including venue, name of organisation, name and address of organiser, and proposed date, insurance and risk assessments should be forwarded in writing, **at least 28 days prior to the event**, together with the appropriate licence fee to:

City Centre Retail market

Temple Street

City Centre

Wolverhampton

WV2 4AD

 **Cheques should be made payable to Wolverhampton City Council.**