



**WAKEFIELD COUNCIL
CULTURE, DESTINATION and MARKETS
MARKETS SECTION
Pinders Lodge,
BLOCK D,
Town Hall,
Normanton,
WF6 2DZ**

NOTICE OF PROPOSED CAR BOOT SALE / TABLE TOP SALE

PLEASE NOTE THAT A FEE OF £53.55 SHOULD ACCOMPANY THIS APPLICATION.

Before completing this form you are advised to read the accompanying statement Form No. **CB6**. Your attention is particularly drawn to the provisions of the Local Government (Miscellaneous Provisions) Act 1982 which requires certain information to be provided. Failure to do so may result in a prosecution by the Council. It is important to understand that completion of this form does not commit the Council to approve any Car Boot Sale or Table Top Sale or remove the requirement for any other relevant approval to be obtained.

(PLEASE USE BLOCK CAPITALS)		ANSWERS
1. <u>Organisation:</u>	a) Name b) Address c) Aims/Purpose of Organisation	
2. <u>Organiser:</u>	a) Name b) Position in Organisation c) Address d) Tel. No.	
3. <u>Date of event(s)</u>	a) Date or dates on which the event is to be held. b) Date on which last event was held (if applicable) and where held.	

4. <u>Opening times of the event(s)</u>		From: To:	
5. <u>Location</u>	a) b) c) d) e)	Please state the address of the site where the event is proposed to be held. Is the proposed event to be held indoors Give the name, address and telephone number of the occupier of the site if different from the organiser. Is this Council owned land? If yes, please forward evidence of approval of use of site.	Yes / No Yes / No
6. <u>Charges</u>		Give the charge to be made per stall/pitch/vehicle.	
7. <u>Goods to be sold</u>	a) b) c)	State the types of goods proposed to be sold. Please note only second hand goods may be sold. Are there to be any sales of foodstuffs. *NB. See note at foot of page. If yes give details.	Yes / No
8. <u>Proceeds of the Event</u>	a) b)	Is it the organisation's intention to retain ALL or almost all of the proceeds – including those from the sale of goods? Is it the organisation's Intention to retain only the charges made for the stalls/pitches/sales vehicles?	

1. Please note that if approval is given, following the event, you must provide a statement giving

details of the number of stalls/vehicles/pitches let and income therefrom. Failure to provide this information will result in future applications being refused.

2. Organisers should note that **NO** food should be sold from the boots of cars and all food including that being sold from catering vehicles must be registered under the Food Act and comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995.
3. Should organisers receive requests from unregistered traders to sell food at Car Boot Sales they should ask the trader to contact 01924 306936 with regard to registration.
4. Failure to comply with the necessary requirements could result in legal proceedings being instituted and the organiser should inform food traders accordingly.
5. The operators of the Car Boot Sale/Table Top Sale must take out public liability insurance, to cover their liabilities, to a level of cover of £5 million and a copy of your certificate should be enclosed with your application form.
6. Organisers should also note that in accordance with Council Policy and the provisions of the Pet Animals Act 1951 (Amendment) Act 1983 there must be no sale of live animals, fish or birds at any Car Boot Sale/Table Top Sale event.
7. Organisers must ensure that no counterfeit/illegal/contraband or offensive goods are sold at the event.
8. Due to traffic problems caused by previous events the organisation should contact the Police well in advance of their event to organise traffic control.
9. For events taking place on Council owned land it is important for the organiser to ensure that all rubbish is cleared after the event otherwise a charge will be made to the organisation for the time the area takes to be cleared by Council workmen.
10. Organisers of events should not erect their own roadside signing but should obtain authorisation for highway signing from Environment Services, PO Box 92, Newton Bar, Wakefield, WF1 1XS Tel. 0845 8506 506.
11. All items being sold must be of a second-hand nature and the Council is only prepared to approve such an event once in any period of twelve months.
12. Organisers should only allow goods to be sold from car boots / tables. However, in the event of someone wishing to attend the event in a van where it is their only means of transport, goods should only be allowed to be sold from a table and not directly from the van. Please also note that no commercial vehicles, lorries, trailers or professional stall equipment are allowed to be present
13. This form should be completed, signed and returned to the Markets Manager, Pinders Lodge, Town Hall, Normanton WF6 2DZ at least 6 weeks prior to the proposed date(s) of the event(s).
14. There is a £53.55 fee charged for ALL Car Boot Sale / Table Top Sale approvals. The fee must be sent at the time of the application and **cheques should be drawn from the bank account of the organisation benefiting from the event** and should be made payable to Wakefield MDC.
15. The information given on this form will be used to compile a computerised database from which a list of events is produced and distributed to members of the public on request. Under the Data Protection Act 1998, we are required to obtain your consent to share this information. Please see the Data Protection Notice below.

Signed: Date:

Data Protection Act 1998

This authority is under a duty to protect the 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. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see the web-link below or contact Markets HQ on 01924 307825.

<http://www.wakefield.gov.uk/CouncilAndDemocracy/AccessInformation/NFI.htm>

Some of the information provided will be used to produce a list of car boot sale events, which will be distributed to members of the public on request. Your approval to use this information to produce a list of events is required.

Organiser's Declaration

I hereby give approval for the City of Wakefield Metropolitan District Council to use the information provided on this form to produce a list of events for distribution to members of the public.

Signed:

DISCLOSURE OF INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000

The Freedom of Information Act 2000 (FOIA) gives a right of access by any person (including companies) to information held by the Council, which could include information relating to or submitted as part of an application for a market licence. Certain information may be exempt on the grounds of confidentiality or commercial sensitivity.

The Council encourages all applicants to visit the Information Commissioners website at www.informationcommissioner.gov.uk for further information on the FOIA and its effect on public authorities and service providers in relation to the disclosure of information in respect of public sector tendering and contracts and specifically to access and peruse Awareness Guidance Document No. 2 (Confidential Information) and Awareness Guidance Document No. 5 (Commercial Interests) on the application of the exemptions from disclosure under the FOIA.

Applicants should indicate, in writing with supporting reasons, the parts of their application which the applicant considers is commercially sensitive and/or confidential should a Freedom of Information (FOI) request be received by the Council.

The Council, in order to preserve the integrity of the application process and to respect the commercial and competitive positions of applicants, will endeavour to treat details of applications marked as confidential and commercially sensitive at least until after the determination of the application. In the event that the Council receives an FOI request following receipt of an application and the Council considers that on the merits and in the light of relevant circumstances that any of the information therein is not covered by an exemption, then the Council, following consultation with the applicant, shall be entitled to refer the matter for determination by the Information Commissioner prior to any disclosure.