



**SPECIALITY MARKETS TEAM
CULTURE
WAKEFIELD COUNCIL
FLOOR 3
WAKEFIELD ONE
PO BOX 700
BURTON STREET
WAKEFIELD
WF1 2EB**

NOTICE OF PROPOSED CAR BOOT SALE / TABLE TOP SALE

PLEASE NOTE THAT A FEE OF £60.00 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. e) E-mail address	
3. <u>Date of event(s)</u>	a) Date or dates event is to be held. b) Date 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)	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. It is the organiser's responsibility to obtain permission to use the site and evidence of approval should be forwarded with the application Is this Council owned land? It is the organiser's responsibility to obtain permission to use the site and evidence of approval should be forwarded with the application	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. **Organisers who wish to put out no parking cones need to apply to Wakefield Council for a coning order.** This can be arranged by contacting Highways on 01924 306484 or by email at RASWA@wakefield.gov.uk. Please note you will need to provide the date and times of your event and a plan of the location showing the areas that you wish to cone off.
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 Senior Speciality Markets Officer, Speciality Markets, Culture, Wakefield Council, Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB, at least 6 weeks prior to the proposed date(s) of the event(s).

14. There is a £60.00 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 Council.
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.

Signed:Name.....Date:



Speciality Markets Transparency Notice – Car Boot Sales

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Speciality Markets

Telephone: 01924 307825

Email: MarketsHQ@wakefield.gov.uk

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

Speciality Markets needs to collect the following information about you to provide their service:

Name, address, telephone number, email address

We use this information to enable us to process your application to hold a car boot sale/table top sale and to contact you about it. We also use this information to publish a list of the car boot sales that are authorised to take place. We will not use your personal data for any other reason, or share it with others, unless we need to do so by law e.g. to prevent or detect crime.

Should you decide not to provide any of the information we request from you we will not be able to consider your application.

3. What authority does the Council have to collect and use this information?

To provide you with information and services that you request from us
To prevent and detect fraud or crime

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 6 years after which time it will be deleted from our systems. The reason for keeping information for this period of time is the LGA Guidance (Limitation Act 1980).

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

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.