

## Annexe 1

# APPLICATION FORM FOR USE OF MARKET SITE

This application is for the use of the site **ONLY** and does not cover any licenses you may require for your market. Please contact the Council's Licensing Team email [ldsadmin@moray.gov.uk](mailto:ldsadmin@moray.gov.uk) or Tel: 01343 563027 for advice and guidance on applicable licences.

The following sites are available for markets:

**ELGIN - High Street (Plainstones)**

**FORRES - Leys Road Car Park**

**BUCKIE - Cluny Square**

**KEITH - Reidhaven Square**

**LOSSIEMOUTH-Station Car Park**

### PROCEDURE FOR APPLICATION FOR USE OF THE MARKET SITE:

1. Complete this form in BLOCK letters and forward to:

**The Moray Council, Economic Development Section**

**Council Office, High Street,**

**Elgin, IV30 1BX**

**Tel: 0300 123 4561 or email to [marketsandevents@moray.gov.uk](mailto:marketsandevents@moray.gov.uk)**

Applications will be fully assessed as soon as possible after receiving a fully completed application form.

2. This form must be submitted a **minimum of 28 days prior** to the market.
3. Fees may be payable depending on the nature of your event and the services required.
4. A formal letter of approval will be forwarded to you prior to the market. By accepting your application, the Council and the applicant will automatically become bound by the terms and conditions of the approval as it is fully set out in this application.

### PART 1 - ORGANISER DETAILS

<b>Full Name of nominated market organiser/contact person (including any previous names):</b>	
<b>Date and place of birth of market organiser/contact person:</b>	
<b>Name of organising body:</b>	

<b>Address:</b>	
<b>Postcode:</b>	
<b>Daytime contact number:</b>	
<b>Mobile number:</b>	
<b>Fax:</b>	
<b>Email:</b>	
<b>Has the applicant or group:</b>	
<b>a) Previously organised a similar event? If YES, please detail</b>	
<b>b) Been refused permission to hold a similar event? YES/NO If YES, please detail</b>	
<b>c) Been convicted of a crime or offence? If so, subject to the provisions of the Rehabilitation of Offender Act 1974, details should be given</b>	
<b>Will the market organising body be responsible for the total management of the market? YES/NO If YES, please provide names of previous markets managed by the organising groups:</b>	
<b>If NO, please provide details of person/group responsible for the total management of the market:</b>	
<b>Contact details of market organisers on the day/night of the market:</b>	
<b>Name of contact 1:</b>	
<b>Telephone Number:</b>	
<b>Name of contact 2:</b>	
<b>Telephone number:</b>	
<b>Estimated attendance at market per day</b>	

## **PART 2 - MARKET DETAILS**

<b>Name of market site</b>	
<b>Brief description of market</b>	
<b>Date(s) and operating hours of market</b>	
<b>a) What hours will you be setting up and dismantling the market stalls?</b>	
<b>b) What hours will the market be open to the public?</b>	

## **PART 3 - USE OF VOLUNTEERS**

<b>Do you expect the involvement of volunteers in any capacity? YES/NO</b>
<b>If YES, please state details</b>

## **PART 4 - FIRST AID**

<b>Will there be trained first aid staff on during the market? YES/NO</b>
<b>If YES, please name the organisation or individuals providing the service</b>

## **PART 5 - SECURITY**

<b>Will you be employing professional security staff? YES/NO</b>
<b>If YES, please provide contact name and telephone number of the company</b>
<b>If NO, please detail how many people will be assigned to security of the market for general control</b>

## **PART 6 - ELECTRICITY SUPPLY**

<b>Electricity supplies are available at Elgin, Keith and Lossiemouth. If you require access to power please complete Annexe 7 - Application for a temporary supply of electricity.</b>
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**PLEASE NOTE THAT A VALID PAT TESTING CERTIFICATE MUST SUPPLIED PRIOR TO THE MARKET DATE OTHERWISE YOU WILL NOT BE ABLE TO ACCESS THE ELECTRICITY SUPPLY.**

**Please send a copy to:**

**The Moray Council Economic Development Section  
Council Office, High Street,  
Elgin, IV30 1BX**

**or email it to [marketsandevents@moray.gov.uk](mailto:marketsandevents@moray.gov.uk)**

**Are you proposing to use generators? If YES, please provide details**

**PART 7 - TEMPORARY STRUCTURES**

<b>TENTS/CANOPIES</b>	<b>How many</b>		<b>Size (approx)</b>	
<b>Hired from</b>				
<b>Proposed location</b>				
<b>STAGE</b>	<b>Size (approx)</b>			
<b>Hired from</b>				
<b>Proposed location</b>				
<b>NOTES:</b>				
Location of all temporary structures must be indicated on your Market Site Plan				
Structures should be hired through a reputable company in order to meet legal obligations with regard to size, height, weight bearing etc				

**PART 8 - WASTE MANAGEMENT**

**The whole area must be kept clean and tidy and the accumulation of any litter removed from the site.**

**At ELGIN you will be supplied with 2 x 1280 litre bins for general waste and 1 x 1100 litre bin for recycling paper and card.**

**At the other towns you will be supplied with 1 x 1280 litre bin, 1 x 660 litre bin and 1 x 1100 litre bin for recycling paper and card.**

**If additional rubbish bins are required (and if you need bins for recycling glass, bottles and cans) please advise how many. Please note there will be a charge for extra bins**

**Bins will be delivered early morning on the day of your market and will be collected early morning after your market. This will be confirmed with you in your letter of approval with any charges applicable.**

**Will additional emptying of bins be required during the market?**

**If YES, please detail times and days required.**

**Please note there will be a charge for extra collections**

#### **PART 9 - PEDESTRIANISED AREA IN ELGIN**

**Application for Permission to Park a Licensed Vehicle within the Pedestrianised Area (Annexe 8)**

- **If you wish to park a licensed vehicle during your market, you will require a permit. Please see application form for full details. Failure to apply for a permit may incur a Fixed Penalty Notice of £120.00 to be paid within a period of 36 days (discounted to £80.00 if paid within a period of 29 days)**

**Map of Pedestrianised Area**

- **Please note the map outlining where (a) no vehicle movements are allowed on the pedestrianised area of the High Street, between the hours of 11.00am and 4.00pm and (b) where no vehicles are permitted at any time.**

#### **PART 10 - CERTIFICATE OF PUBLIC LIABILITY INSURANCE**

**Certificate Public Liability Insurance**

**PLEASE ENCLOSE A COPY OF A VALID CERTIFICATE OF INSURANCE OF MINIMUM VALUE OF £5 MILLION, INDEMNIFYING THE MORAY COUNCIL OF ANY LIABILITY. A COPY MUST BE MADE AVAILABLE BEFORE DATE OF EVENT.**

#### **PART 11 - DECLARATION**

**By submitting this application, I declare that the information contained in this application is accurate to the best of my knowledge**

## CHECKLIST

	<b>CHECKLIST - PLEASE USE THIS CHECKLIST TO ENSURE THAT YOU HAVE INCLUDED ALL RELEVANT INFORMATION</b>	<b>Please Tick</b>
1	Please confirm that you have necessary licences in place before the market. If you have any questions regarding licences etc Please contact the Council's Licensing Team email <a href="mailto:ldsadmin@moray.gov.uk">ldsadmin@moray.gov.uk</a> or Tel: 01343 563027	<input type="checkbox"/>
2	Please ensure that you have fully completed and signed this application form (Annexe 1)	<input type="checkbox"/>
3	Please ensure that you have complied with Annexe 2 - Conditions of Use	<input type="checkbox"/>
4	Please confirm that you will comply with Environmental Health Annexes, Annexe 3 - Health & Safety Guidance and Annexe 4 - Food Safety Licence Conditions	<input type="checkbox"/>
5	Please confirm that you agree to comply with Annexe 5 - Map of Stalls or supply your own drawings of your proposed market layout (for which you must receive permission from The Moray Council)	<input type="checkbox"/>
6	Please enclose either a valid certificate of insurance/another acceptable form of proof of insurance indemnifying The Moray Council of any liability to persons or property arising out of any incident connected with the market.	<input type="checkbox"/>
7	If appropriate (for Elgin, Keith & Lossiemouth) please complete Annexe 7 - Application for Electricity Supply This form must be accompanied by valid PAT Certificates for the electrical equipment you will be using.	<input type="checkbox"/> <input type="checkbox"/>
8	Please ensure that you have included the appropriate market operators fee (if applicable)	<input type="checkbox"/>
9	If appropriate (Elgin only) please complete Annexe 8 - Application to park licensed vehicle within pedestrianised areas	<input type="checkbox"/>
10	Please complete and return all documentation and supporting documents to: The Moray Council, Economic Development, High Street, Elgin, IV30 1BX	<input type="checkbox"/>

**For further guidance please contact:**

**The Economic Development Section  
The Moray Council  
High Street  
ELGIN  
IV30 1BX  
Telephone: 0300 123 4561**