

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 or Tel: 0300 123 4561 for advice and guidance on applicable licences.

The following sites are available for markets:

ELGIN - High Street (Plainstones)
BUCKIE - Cluny Square
LOSSIEMOUTH-Station Car Park

FORRES - Leys Road Car Park
KEITH - Reidhaven Square

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

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

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

Address:	
Postcode:	
Daytime contact number:	
Mobile number:	
Fax:	
Email:	
Has the applicant or group:	
a) Previously organised a similar event? If YES, please detail	
b) Been refused permission to hold a similar event? YES/NO If YES, please detail	
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	
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:	
If NO, please provide details of person/group responsible for the total management of the market:	
Contact details of market organisers on the day/night of the market:	
Name of contact 1:	
Telephone Number:	
Name of contact 2:	
Telephone number:	
Estimated attendance at market per day	

PART 2 - MARKET DETAILS

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

PART 3 - USE OF VOLUNTEERS

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

PART 4 - FIRST AID

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

PART 5 - SECURITY

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

PART 6 - ELECTRICITY SUPPLY

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.

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

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

PART 7 - TEMPORARY STRUCTURES

TENTS/CANOPIES	How many		Size (approx)	
Hired from				
Proposed location				
STAGE	Size (approx)			
Hired from				
Proposed location				
NOTES: 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

	CHECKLIST - PLEASE USE THIS CHECKLIST TO ENSURE THAT YOU HAVE INCLUDED ALL RELEVANT INFORMATION	Please Tick
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 ldsadmin@moray.gov.uk or Tel: 01343 563027	☐
2	Please ensure that you have fully completed and signed this application form (Annexe 1)	☐
3	Please ensure that you have complied with Annexe 2 - Conditions of Use	☐
4	Please confirm that you will comply with Environmental Health Annexes, Annexe 3 - Health & Safety Guidance and Annexe 4 - Food Safety Licence Conditions	☐
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)	☐
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.	☐
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.	☐ ☐
8	Please ensure that you have included the appropriate market operators fee (if applicable)	☐
9	If appropriate (Elgin only) please complete Annexe 8 - Application to park licensed vehicle within pedestrianised areas	☐
10	Please complete and return all documentation and supporting documents to: The Moray Council, Economic Development, High Street, Elgin, IV30 1BX	☐

For further guidance please contact:

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