



CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR THE GRANT OR RENEWAL OF A MARKET OPERATOR'S LICENCE

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

Tick one box only

Grant

☐

Renewal

☐

Variation

☐

Temporary

☐

A. PERSONAL DETAILS

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

Do you intend to carry out the day to day management of the business YES / NO

B. BUSINESS DETAILS

Full Name of Business

Address of Registered
or Principal Office

.....

.....

Post Code

Tel. No

Email

Nature of Business Firm/Partnership ☐ Limited Company ☐ Organisation ☐

**Full details of all Directors or Partners of the business
(continue on a separate sheet if required)**

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

Full details of the employee responsible for the day to day management of the business

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

C. LICENCE DETAILS

If Renewal - Current Licence Number

If NEW Application:

**Have you previously held a Market Operator's
Licence in this area or any other area in the UK?** YES / NO

If Yes Area

Dates and duration of licence

Reason no longer licensed

**Have you previously been refused a Market Operator's
Licence in this area or any other area of the UK?** YES / NO

If Yes Area

Reason for refusal(s)

Date(s) of Refusal

D. MARKET DETAILS

Name of place/site or address
of premises for which the
licence is required

State day(s) and hours during which the market will operate:

Day	Hours	Day	Hours
Monday		Tuesday	
Wednesday		Thursday	
Friday		Saturday	
Sunday			

State the number of stalls to be
operated at the market

State the goods/services to be offered
for sale

NOTE: Traders list will be required at least 10 working days prior to your event(s).

Planning Permission

Have you considered if planning consent is required? YES / NO

If Yes, please give the reference and the date granted

If No, please search “Do I need planning permission?” at www.moray.gov.uk

Building Warrant

Have you considered if a building warrant is required? YES / NO

If yes, please give the reference and the date granted

If No, please search “Do I need a building warrant?” at www.moray.gov.uk

E. INSURANCE DETAILS

Specify the public liability insurance (at least £5 million cover) you have in force, giving details of the insurance company and the amount of cover.

.....
.....

NOTE: Please enclose, with the application, the insurance certificate or other proof of insurance cover.

F. CRIMINAL CONVICTIONS

Have you, or any other person named in this application,
ever been convicted of **any** crime or offence

YES / NO

If yes, details

.....

.....

See Guidance Notes for reference to "Spent Convictions"

G. RESIDENCE OUTSIDE THE UK

Since being born have you, or anyone named
in this application, lived outside the UK for a
continuous period of 12 months or more?

YES / NO

If you have answered YES please provide details of all the countries in which you, or anyone named in this application, have lived. Please continue on a separate sheet if required.

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

For each country you, or anyone named in this application, have lived in the last 10 years you are required to provide a Criminal Record Check.

Please refer to the guidance for further details of the documentation you are required to provide.

APPLICATION CHECKLIST

Tick (✓)	Document Required
	Application Fee
	Layout Plan (including proposed layout of stalls, gangways etc and detailing the proposed construction of the stalls)
	Insurance Certificate (for at least £5 million public liability cover)
	Market Risk Assessment & Individual Stall Risk Assessments
	Traders list (If applicable, please note this must be sent in at least 10 working days before to your event)
	Overseas Criminal Record check evidence (if applicable)
	Public display notice is displayed for a period of 21 days from time of application submitted - Please ensure to return a completed Certificate of Display to the Licensing team after notice period

ANY MISSING DOCUMENTATION WILL RESULT IN THIS APPLICATION BEING RETURNED AS INVALID AND NOT CONSIDERED BY MORAY COUNCIL

Display Notice

I/we declare that I/we shall, for a period of 21 days commencing with the date hereof, display at or near the premises so that it can be conveniently read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982.

OR

I/we declare that I am/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely: (here specify steps taken)

.....

.....

.....

but have been unable to acquire those rights.

Delete (A) or (B) as appropriate. Where declaration (A) is made a Certificate of Compliance in accordance with Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982 must be produced in due course.

Declaration

I declare that the particulars given by me on this form are true and I hereby make application to Moray Council for the grant or renewal of the licence applied for.

Signature of applicant Date

Or

Signature of Agent on Date
behalf of applicant

Agents Address
.....

NB. It is an offence for any person to make any statement which he knows to be false in this application or in connection with the making of this application

Data Protection - The Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see www.moray.gov.uk/dataprotection.



**CERTIFICATE OF DISPLAY
GRANT / RENEWAL OF A MARKET OPERATORS LICENCE**

I/WE.....

Applicant for a GRANT / RENEWAL ^{*1} of a Market Operator's Licence hereby certify that a Notice in the form prescribed by Moray Council has been posted at or near the premises at

.....

.....

from.....to.....

Where the said Notice was removed, obscured or defaced during the above mentioned period. I/We certify that this was without any fault or intention on my/our part and I/we took reasonable steps for its protection and replacement as follows^{*2}:-

.....

.....

.....

.....

Signature..... Date.....

^{*1} Delete as appropriate

^{*2} Delete this paragraph if not applicable otherwise specify periods when Notice removed, obscured or defaced, relevant circumstances, and steps taken for protection and replacement.

**THIS CERTIFICATE OF DISPLAY MUST BE COMPLETE AND RETURNED TO THE LICENSING TEAM
AFTER THE DISPLAY NOTICE IS DISPLAYED FOR A PERIOD OF 21 DAYS**



DISPLAY NOTICE
CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR THE GRANT / RENEWAL OF A MARKET OPERATOR'S LICENCE

Notice is hereby given that

(Applicant full name & address. Business or individual)

(Names & address of directors/partners if applicant is a business)

(Name and address of Responsible Employee if applicant is a business)

has made application to the Moray Council for the grant/renewal of a Market Operator's Licence to operate on the undernoted days and hours at the following premises:

(Address of premises)

(Days & hours applied for)

Any Objection or Representation relating to the application should be made to the Chief Governance Officer, Moray Council, Council Office, High Street, Elgin, IV30 1BX (where a copy of the Application may be inspected) and requires to be lodged by:

..... *Date

Such a representation shall be considered to have been made within the period referred to if it is delivered by hand within that period or posted (by Registered or Recorded Delivery Post) so that in the normal course of the post it might be expected to be delivered within that period or e-mailed to licensing@moray.gov.uk within the period.

Where an objection or representation is made to the Council after the date referred to but before the final decision is taken on the application it is competent for the Council to entertain such objection if it is satisfied that there is sufficient reason why it was not made within the period of time stated.

ANY OBJECTION OR REPRESENTATION IN RESPECT OF THE FOREGOING APPLICATION MUST BE MADE IN WRITING AND MUST SPECIFY THE GROUNDS OF THE OBJECTION OR THE NATURE OF THE REPRESENTATION.

In addition the name and address of the person making the objection or representation must be specified.

Signature of Applicant or Agent on behalf of applicant.....

Date

*the date stated should be the 28th day after the date the application was made to the Council

THIS DISPLAY NOTICE MUST BE DISPLAYED FOR THE WHOLE OF THE PERIOD OF 21 DAYS AT OR NEAR THE PREMISES SO IT CAN BE CONVENIENTLY READ BY THE PUBLIC

