

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

MARKET OPERATOR LICENCE

GUIDANCE NOTES

Complete the application form and send to the Legal and Democratic Services, Licensing Team, John Muir House, Haddington, EH41 3HA.

1. The following is to be submitted with the completed application form:
 - a) The appropriate licence fee
 - b) A Site Plan showing the area to be licenced as a Market
2. The application should be submitted at least 6 weeks prior to the date from which you wish the licence to operate. It is an offence to operate as a Market Operator without a licence.
3. In terms of the Act, the Council, as the licensing authority, are required to pass a copy of the completed application form to the Chief Constable.
4. It is the responsibility of the licence holder to ensure that any necessary consents are obtained, where required e.g. the permission of a landowner to trade from their ground, planning consent etc. prior to the commencement of trading.
5. You are advised to contact the Planning Department to ascertain whether any planning permissions are required prior to trading.
6. Contact East Lothian Council Transportation Division for an application for a permit to occupy part of a street.
7. For information on Food Safety, contact East Lothian Council Public Health and Protection.
8. The applicant is required to provide car parking facilities to the satisfaction of East Lothian Council

9. Toilet and hand washing facilities to be provided to the satisfaction of East Lothian Council
10. The applicant must arrange their own Public Liability insurance
11. If alcohol is sold/supplied at the Market, an occasional licence/permission is required by the Stallholder. An application form for occasional licences/permission can be obtained from Licensing Team, John Muir House, Haddington, EH41 3HA.