

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

# APPLICATION FOR MARKET OPERATOR LICENCE

This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p1
Part B	Day to Day Manager	p3
Part C	Grant or Renewal of a licence	p3
Part D	Declaration	p4

## Part A – About the applicant

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

\_\_\_\_\_

Forename \_\_\_\_\_

Trading Name (if different) \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Place of birth \_\_\_\_\_

\_\_\_\_\_

Is applicant to carry out day-to-day management of the activity?

YES  NO

**To be completed if a non-natural person (organisation, company, partnership etc)**

Is the applicant a company, partnership or organisation (*please tick appropriate box*)

Company

Partnership

Organisation

Name of business \_\_\_\_\_

Registered or Principal address of business \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Names, home addresses and dates of birth of all directors, partners or other persons responsible for management:

## Part B – Day to Day Manager

To be completed by the day-to-day manager of the activity

Surname (include any other surname you have been known by)

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Forename \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Place of birth \_\_\_\_\_

## Part C – Grant or Renewal of Licence

What type of licence are you applying for?

GRANT  RENEWAL

TEMPORARY

Specify days and hours you propose to trade

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For temporary licences, specify the dates you propose to trade

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Where will you trade? Provide names and / or addresses of all premises

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Specify kind of market?

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Are catering facilities to be provided?

YES  NO

If yes, please provide details

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Provide details of toilet facilities available

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Provide details of layout of market including number of stalls  
(Site Plan and Layout Plan required)

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State safety measures in place and number of Stewards in attendance

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If this is an application for the Renewal of an Indoor Market licence, provide details of any structural alterations which have happened since the last renewal/grant of the licence

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## Part D – Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES  NO

If Yes, provide particulars below. **NB – All crimes and offences must be declared:**

NAME	DATE	COURT	OFFENCE	SENTENCE

Has any party named in Parts A or B ever held or currently hold a Market Operator Licence? YES  NO

If Yes:

When was the licence granted \_\_\_\_\_

When does it expire \_\_\_\_\_

Which authority granted the licence \_\_\_\_\_

Has any party named in Parts A or B ever applied for and been refused an application for a Market Dealer Licence?

YES  NO

If Yes:

Name of applicant \_\_\_\_\_

When was it refused \_\_\_\_\_

Which authority refused the licence \_\_\_\_\_

*(Delete as applicable)*

A) I/We declare that I/We shall, for a period of 21 days commencing with date hereof, display at or near the premises so that it can be conveniently read by the public, the appropriate Site Notice

B) I/We declare that I/We are unable to display a notice of this application at or near the premises because no access is available. The following action was taken to try to gain access:

\_\_\_\_\_

but was unsuccessful.

C) I/We declare that the particulars given by me on this form are correct to the best of my/our knowledge and belief

Signature of applicant \_\_\_\_\_

Signature of day to day manager \_\_\_\_\_

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence Please note that the application fee is non-returnable.

## **DATA PROTECTION ACT 2018**

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 2018 ("the Act").

East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### **Further information can be obtained from:**

Data Protection Officer  
Licensing, Administration and Democratic Services  
John Muir House  
Haddington  
dpo@eastlothian.gov.uk