



## Application for the Grant/Renewal of a Licence to Act as a Market Operator

### Each question must be answered

1. To be completed if an individual is making the application

Full Name	Surname		First Name	
Home Address (Including Postcode)				
Telephone Number				
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth	
Give name and address of person, company or firm, employing you to act as a Market Operator or state if self- employed				
Is applicant to carry out day-to-day management of the private market?  If NO, give full name, address, date of birth and telephone number of any employee or agent who will be involved in the management.	Yes/No			

2. To be completed if not a natural person (e.g. company or partnership)

Full Name	Surname		First Name	



Address (including Postcode) of Principal or Registered Office	
Telephone Number	
Name, Private Address, Dates of Birth of Directors, Partners or other Persons Responsible for its Management e.g. Office Bearer of a Committee	
Full Name, Address and Date and Place of Birth of Employee or Agent to carry on day-to-day management of the activity	

To be completed by all Applicants

State address at which private market is to be operated	
State trading name under which private market is to be operated	
State proposed layout of private market by reference to a detailed plan to scale, to include details of access and egress, fire escape routes, toilet facilities for both the public and employees or traders, fire fighting equipment, storage facilities, supervision and security facilities, ( 5 copies of the plan should be lodged with the application)  Please produce copy planning consent for the use of the premises/site as a private market	



State :-  days/hours during, and  the period during  which it is proposed to carry on the private market	Hours between      a.m. and      p.m.
State nature of goods/services to be offered in the private market (in general terms e.g. clothing, perishable goods, leatherwear etc.)	

Subject to the provisions of the Rehabilitation of Offenders Act 1974, state below particulars of any **convictions or pending cases** against you and the person(s) named in Sections 2 and 3 above (continue on a separate sheet, if necessary). (If none, please state "NONE".)

Name	Date	Court	Offence	Sentence
Have you previously held or do you currently hold a licence for carrying on a private market?	Yes/No			
If Yes - when was the licence granted?				
when does it/did it expire				
which authority granted the licence?				
Have you ever applied for and been refused a licence for carrying on a private market?	Yes/No			



If Yes - when were you refused?	
Which authority refused you a licence?	

Signature of Applicant or Agent

.....

Agent's Address .....

.....

Position of applicant in Company/Partnership if not otherwise stated

.....

Date .....

N.B. Any person who in or in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2,500

Please return the completed form together with the relevant fee to:

**The Licensing Administrator  
Clackmannanshire Council  
Kilncraigs  
Alloa  
FK10 1EB**

No less than 28 days before the proposed commencement date of the Licence, together with the appropriate fee

*If you require any further information please contact the Licensing Administrator on telephone number 01259 452093 or email address [licensing@clacks.gov.uk](mailto:licensing@clacks.gov.uk)*

Date Received	
Plans attached	
Application Number	
Fee Paid	
Police	
Firemaster	
Director of Services to Community	
Date	
Granted / Refused	
Date	



## Market Operator's Licence

I, the undersigned hereby declare that an application for the grant/renewal of a Licence has been made to Clackmannanshire Council, Kilncraigs, Alloa.

A copy of the application form lodged with the Council is displayed opposite.

Any objection or representation relating to the application should be made to the Head of Community & Regulatory Services, Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB by .....

Any objection or representation must be made in writing, must specify the ground for the objection or the nature of the representation, must specify the name and address of the person making it, must be signed by him or on his behalf.

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 post it might be expected to be delivered within that period.

It should also be noted that where an objection or representation is made to the Council after the date referred to but before a final decision is taken on the application, it is competent for the Council to entertain it if satisfied that there is sufficient reason why the objection or representation was not made within the period of time stated.

.....  
(Applicant)

\*The date stated should be the Twenty First day after the latest of the following: -

- (a) the date of publication by the Council of a notice in a newspaper of the application where the form of licence falls within a prescribed class;
- (b) the date (if any), specified by the Council; and
- (c) the date the application was made to the Council.

The Site Notice must be displayed for the whole of the period of Twenty One days at or near the premises so that it can be conveniently read by the public



**Civic Government (Scotland) Act 1982  
Certificate re Display of Notice**

I/We

hereby certify that I/we have, for a period of twenty one days beginning with the date on which application was made, displayed at or near the premises sought to be licensed, so that it can be conveniently read by the public, a notice in the prescribed form specifying the information required by para 2(3) of the First Schedule of the above Act.

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

Position .....

**To be returned to the Head of Community & Regulatory Services ,  
Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB,  
after a Site Notice has been displayed for 21 day**