Holywell Relaunch Market

Thursday 13th March 2020 (open to the public from 9am to 3pm)

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| --- | --- |
| Your Name |  |
| Business Name |  |
| Address |  |
| Contact Number |  |
| Email Address |  |
| List social media links for your business |  |
| Please list all items that you intend to sell at the market. (please provide as much detail as possible) (All stalls wishing to sell alcohol MUST have an appropriate license) |  |
| Insurance company Name |  |
| Policy Number |  |
| Expiry Date |  |
| How long does it take for you to unload your vehicle? |  |
| How long does it take you to set up your stall? |  |
| Pitch | All pitches available are 3m x 3m. Bigger pitches may be available but we have a limited amount so this will need to be agreed beforehand. Do not just assume that a bigger pitch is available. Please note that you are responsible for ensuring that your gazebo is secured correctly. Please prepare your stall for the typical weather of March! |
| Pitch Fee | (4 weeks Free for new traders) £7.80 up to 10ft, £11.05 up to 20ft |
| Teenage Market: Are you taking advantage of our Teenage Market License? If ‘yes’, please provide date of birth (limited number of gazebos available) | Date of Birth: |
| Please attach the following documents | Public Liability Details  Food Hygiene certificate if you are selling food  Risk Assessment |

Declaration

I have included all the relevant documents and have read and agreed to the rules and regulations set out below.

Signature…………………………………………………………………………………..Date…………………………………………………

**Rules and Regulations**

All cover, stalls and equipment need to be provided by you. The outdoor site is open air and on hard standing. It can get very windy and as the event is in March please prepare for the worst weather. Water filled weights may not be adequate.

Market officers will there to guide you to your pitch for the day.

Please arrive before 8am on the day. Vehicles should be unloaded as quickly as possible. We will try to get you as close to your pitch as possible to unload. For those who may need to walk a short distance help will be provided.

Vehicles will NOT be left next to stalls for health and safety reasons. There are several car parks around Holywell some of these are up to 2 minutes’ walk away.

You are responsible for the removal of ALL waste from the site including cardboard boxes.

If for whatever reason you cannot attend the market please advise us as soon as possible.

You are responsible for your pitch/stall.

You must abide by these rules and regulations at all times. No exceptions will be made.

**Stall Information**

The Holywell Relaunch Market is located around the High Street.

**Alcohol Licence**

Please contact the Licensing Office on 01352 703030 or go to Flintshire County Council’s website and search for Temporary Event Notice if you wish to sell alcohol. You will need to give 10 days’ notice.

**Application Forms and Payment**

All payment will be collected on the day.

Forms can be returned in the following ways:

* Post or in person to: Flintshire Markets, Town Hall, Earl Road, Mold, Flintshire, CH7 1AB
* Email to [peter.hayes@flintshire.gov.uk](mailto:peter.hayes@flintshire.gov.uk)

Payments can be made in the following ways on the day:

* Cheque – made payable to Flintshire County Council
* Cash
* Card

**Market Office Information**

Contact Telephone Number: 07919 166279

Opening Hours:

Mon-Closed

Sunday-Closed

Tuesday to Saturday - 8am to 5pm

**Your data**

Your data will be processed by Flintshire County Council only for the specific purpose of processing your application form. The processing of your personal data is necessary in order for the council to perform a task in the public interest. We will use photos/videos for promotional use.

Flintshire County Council will retain your data for 12 months after the expiry of your licence. If you feel that Flintshire County Council has mishandled your personal data at any time you can make a complaint to the Information Commissioner's Office by visiting their website or by calling their helpline on 0303 123 1113.

For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website - <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>

Please tick the box if you do not wish to be contacted by Flintshire County Council in the future.