

LEASED PROPERTY APPLICATION INFORMATION

If you wish to apply for a stall please complete the application form stating clearly what you wish to sell. If you are a new trader to Kirklees markets you will need to provide two references plus two forms of ID such as a passport or driving licence and a utility bill.

Once your application is accepted there is an administration charge of £250 for preparing the legal agreement (please note that this fee is NON REFUNDABLE).

A bond payment of £500 or one calendar month's rent, whichever is the greater, is payable on signing your agreement. The bond will be refunded on your termination of the stall provided your rent and other fees are up to date. In addition to your rent, you will also be responsible for all electricity consumed at the stall.

All rent payments will be invoiced on a monthly basis; you can pay this in a variety of ways the easiest and most convenient way is by direct debit. If you prefer you can pay online at www.kirklees.gov.uk/payments by phone 01484 414818, or by cash or cheque at any market office or pay point. When making a payment please ensure that you have your invoice and customer number with you. You will be invoiced in arrears so your first invoice will arrive at the end of your first month trading.

Food businesses must comply with all current and future food hygiene and food safety legislation and be registered with the local authority at least 28 days prior to operating the food business.

All traders must have public liability insurance cover for a minimum of five million pounds and you must supply details of the company, policy number and expiry date before you begin trading. You should also ensure you have appropriate insurance cover in the event of any loss or damage to stock or equipment on the stall.

LEASED APPLICATION FORM

Name of Market you are applying for.....

Stall / shop number leave blank if no preference.....

- 1. Please give your full name and title (Mr, Mrs etc).
- 2. Please give your full address including your postcode and a daytime telephone number where you can be contacted.

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Postcode Phone

Email address

- 3. Please give your date of birth.....
- 4. Do you have the right to work in this country? Yes/No
- 5. National Insurance Number

Kirklees 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.

- 6. List the goods you wish to sell. This should be as detailed as possible (you may be asked to remove items from this list prior to your application being accepted)

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8. How soon after completion will you have your stall open to the public?

1 week 2 weeks 3 weeks 4 weeks

9. How many employees will the business have?

10. References

Please supply names & addresses for two references (one of these must either be a previous employer, a landlord or a trade supplier)

1.

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2.

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Please sign and date this form and return to the address below, confirming that you wish to apply for this stall.

Name Signature

Date:

Kirklees Council
Princess Alexandra Walk
Huddersfield
HD1 2UJ

