



Application for

## Application of Licence to act as Market Operator - Zone 1

### Office Use Only

Date Received	Fee Paid	Date Passed For Consultation	Date of Decision	Decision	No. Of Licence

<b>Licence Details</b>	
Type of licence applied for	<input type="checkbox"/> GRANT / <input type="checkbox"/> RENEWAL
If renewal, state expiry date of current licence	

<b>1 PERSONAL DETAILS</b>	To be completed when applicant is not a Company, Partnership or Organisation
Full Name	
Home Address	
Postcode	
Telephone Number	
Email Address	
Age	
Date of birth	
Place of birth	
Give Name and Address of Person, Company or Firm employing you as a Market Operator or state if self-employed	
Is applicant to carry out day-to-day management of the private market?	Yes / No
If not, give full name, address, date of birth and place of birth of any employee or agent so engaged.	
Give business hours and telephone number of applicant or agent.	

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

<b>2 COMPANY / PARTNERSHIP DETAILS</b>	To be completed when applicant is a Company, Partnership or Organisation
Full Name	
Address of Principal or Registered Office	
Telephone Number	
Email Address	
Names, private addresses, dates of birth and places of birth of directors, partners or other persons responsible for its management. (Continue on separate sheet if required)	
Full name, address, date of birth and place of birth of employee or agent to carry on day-to-day management of the market trading. Give business hours, telephone number and email address of applicant or agent.	

<b>3. MARKET LOCATION</b>	
State precisely locality, by reference to street names or a sketch map if necessary, in which it is proposed to act as a Market Operator (or if existing operator in which you currently act)	
If the location is not on the carriageway of any street, are you the owner of the site(s)?	
If NO a letter of consent must accompany this application	

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<b>4. STALL INFORMATION</b>	
Provide details of number and type of stalls which will form the market, together with name and address of stall holders Please use separate sheet if required	

<b>5. DAYS AND HOURS OF OPENING</b>	
State days and hours and the period which it is proposed to act as a private market	

<b>6. GOODS TO BE TRADED IN</b>	
State nature of goods / services in which it is proposed to operate for the purpose of a private market.	

<b>7. STORAGE OF GOODS</b>	
State the address or addresses of premises at which the goods will be stored when not being offered for sale.	

## 8. CRIMINAL CONVICTION DETAILS

Subject to the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 state below particulars of ALL convictions recorded against you including details of Fixed Penalties and Conditional Offers issued by the Police or Procurator Fiscal. **NB. RECENT CHANGES TO THE LAW MEAN THAT ALL CONVICTIONS REQUIRE TO BE LISTED ON THE APPLICATION FORM.**

Name	Date of Conviction	Court	Offence	Sentence

## 9. PREVIOUS LICENCES

Have you previously held or do you currently hold a licence for a market operator licence?	Yes / No
If YES when was the licence/permit granted?	
When did / does it expire?	
Which authority granted the licence?	
Have you ever applied for and been refused a licence for a private market	Yes / No
If YES, when were you refused?	
Which authority refused you a licence / permit?	
Specify the third party liability insurance in force, giving details of insurance company and amount of cover.	

## 10. DECLARATION

I have read and understand the requirements of the section relating to previous convictions.

I declare that the particulars given by me on this form are true and I hereby make application for the grant or renewal of the licence applied for.

(A) I/we declare that I/we shall, for a period of 21 days commencing with the date of submission of this application, display at or near the premises, so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982. A form that may be used for this purpose is attached.

**OR**

(B) I/we declare that I am / we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so.

Delete (A) or (B) as appropriate. Where declaration (a) is made, there must be produced in due course, a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

Date: \_\_\_\_\_ Signature of applicant or agent \_\_\_\_\_

Agent's address \_\_\_\_\_

Position of applicant in company/partnership if not otherwise stated:

\_\_\_\_\_

<b>Fee</b>	<b>Duration of Licence</b>
<b>£750.00</b>	<b>1 Year</b>

**There is no refund given with this application**

**Any person who in or in connection with the making this application, makes any statement which they know 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 level 4 on the standard scale (currently £2500).**

## REQUIRED DOCUMENTS

The following documents are required to be submitted with all market operator applications

- Detailed Layout Plan showing where stalls will be sited
- All Stall Information, ie size of stall, trader's name and goods for sale
- Public Liability Insurance for a minimum of £1M

## Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for the grant/renewal of a Market Operator Licence.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Civic Government (Scotland) Act 1982 (licensing functions in relation to Market Operating Licences)
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The official authority vested in the Council pursuant to:
  - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
  - the Scheme of Administration – Civic Government Appeals Board – Terms of Reference: paragraph 1
- The following task carried out in the public interest:
  - to appropriately and sufficiently licence premises for the carrying on of a private market.
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a Market Operator Licence will not be granted. The information requested in this form is required under the Civic Government Appeals Board - Schedule 1.

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here.

[Scottish Archives website](#)

The information you have provided is classed under reference 04.005.038 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years

### Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

[Data Protection details](#)

### Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

### Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

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### Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

### Right to Object

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here [Information Commissioner's Office website](#)

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

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## Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫ਼ੋਨ ਕਰੋ।

Gabhaidh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।