

Markets Service
34 George Street
Leeds LS2 7HY

Tel: 0113 214 5162
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1st April 2009

Dear Sir/Madam

CASUAL TRADER – OTLEY, PUDSEY & YEADON MARKET

Thank you for your interest in obtaining a market stall(s).

The enclosed package contains all the information you are likely to need but if you have any concerns or require clarification on the information provided please do not hesitate to contact a Market Officer on the above telephone number.

Please check that your package is complete and contains the following documentation/information.

1. District Market Stall Application Form
2. Standing as a Casual Trader
3. District Market Letting Procedure for Casual Traders
4. Casual Traders Terms and Conditions
5. Application form for advertised vacant stalls (regular & casual traders)

Yours faithfully



Parveen Ahmad
Commercial Development Manager

DISTRICT MARKETS

TOLLS 2009 / 2010

OTLEY

Ground space charge for traders that provide their own stalls:

Tuesday	£2.85 per linear metre
Friday & Saturday	£2.25 per square metre

Stalls supplied by Leeds City Council

Friday	<input type="checkbox"/> Market Square	£15.75
	<input type="checkbox"/> Kirkgate	£18.00
Saturday	<input type="checkbox"/> Market Square	£14.65
	<input type="checkbox"/> Kirkgate	£16.90

YEADON

Ground space charge for traders that provide their own stalls:

Friday	£1.50 per linear metre frontage
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PUDSEY

Ground space charge for traders that provide their own stalls:

Tuesday	£2.08 per sq. metre
Friday	£2.14 per sq. metre
Saturday	£1.98 per sq. metre

Stalls supplied by Leeds City Council

Tuesday	£14.70
Friday	£14.70
Saturday	£12.60

DEVELOPMENT DEPARTMENT
MARKETS SECTION
DISTRICT MARKET STALL APPLICATION FORM

Please complete in **BLOCK CAPITALS** and hand to the Market Officer.

Full Name _____
Home Address _____

Date of Birth _____
Telephone Number **Home** _____ **Work** _____
Insurance Details _____
Form of Identification _____
Make of Vehicle _____ **Reg No** _____
Business Address _____

Emergency Contact _____ **Tel No** _____
Address _____

Description of goods to be sold in detail. Please be as specific as possible.

- ◆ General headings such as clothing will not be accepted.
- ◆ All goods are subject to approval by the Market Officer.
- ◆ Goods must not be changed or added to without prior approval by the Market Officer.

Trade in Detail _____

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MARKET TRADER INFORMATION

Please indicate with a tick which Market you are applying for:-

Otley Pudsey Yeadon

Predominant Trade

- Fresh Meat
- Fresh Produce
- General Foods
- Adult Clothing – Outerwear
- Adult Clothing – Underwear
- Baby and Children's wear
- Footwear
- Soft Materials and fabrics
- Electrical and Household Hardware
- Leisure
- Services
- Bric-a-Brac

Other please specify _____

If you do not wish to complete this section please tick this box

Male Female

Are you Disabled? Yes No

White

British
Irish
Other specify

Mixed

White & Black Caribbean
White & Black African
White & Asian
Other specify

Asian or Asian British

Indian
Pakistani
Bangladeshi
Kashmiri
Other specify

Black or Black British

Caribbean
African
Other specify

Chinese or other ethnic groups

Chinese
Any other specify

This is to certify that I have read a copy of the Terms and Conditions relating to casual traders and that I agree to abide by them.

Signed _____

Date _____

Date Accepted

Market Officer

Data will be held in accordance with the Data Protection Act 1998 and will be used for allocation purposes.

LEEDS DISTRICT MARKETS

APPLICATION FORM FOR ADVERTISED VACANT STALLS REGULAR AND CASUAL TRADERS

NAME OF STALLHOLDER:

PLEASE INDICATE WHICH MARKET YOU ARE APPLIING TO TRADE AT

OTLEY

PUDSEY

YEADON

PRESENT STALL NO/NOS

MONDAY:
TUESDAY:
FRIDAY:
SATURDAY:

PRESENT TRADE:

STALL/STALLS REQUESTED:

MONDAY:
TUESDAY:
FRIDAY:
SATURDAY:

Describe how your product will benefit the Market and its customers:-

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Describe how your service will benefit the Market and its customers:-

SIGNATURE:

DATE OF APPLICATION:

This form must be returned before the end of the seven-day period as stated on the stall advertisement.

OFFICE USE ONLY

DATE APPLICATION RECEIVED:

RECEIVED BY:

APPROVED/REFUSED:

RATIONALE:

Data will be held manually and electronically in accordance with the terms of the Data Protection Act 1998 and will be used for stall allocation purposes

DISTRICT MARKETS LETTINGS PROCEDURE FOR CASUAL TRADERS

Registration

1. On attending any of Leeds' District Markets for the first time a new casual trader must complete a '**Casual Application Form**'. Some proof of identification must be shown e.g. Driving Licence or Passport and all traders are required to have Public Liability Insurance. Casual traders will not be allocated a stall without Public Liability Insurance. Insurance can be obtained from any insurance company or by joining the National Market Traders Federation; forms are available on request by contacting them direct on Barnsley (01226) 749 021.
2. If the above information is satisfactory then the casual trader, depending on the trade, is placed on one of the two casual lists.
3. The first list called the '**priority list**' is for trades that are only represented on the Market by four or less businesses selling the same goods. Should there be more than four of the same trade then the casual shall be placed on the '**second list**'.
4. All casual traders must register between 8.00am and 8.30am with the Market Officer. Should a casual trader be late for any reason then the Market Office should be informed by telephone using the 24 hour recorded message service on Leeds (0113) 242 9800 before 8.30am that day. Traders are reminded that lateness will not be accepted on a regular basis.

Daily Allocation Process

1. Each time a casual trader attends the Market they receive an attendance mark. The number of marks determine their position on the casual list, i.e. the more marks gained the higher the position on the list.
2. At 8.30am an Inspector will carry out a check on the Market for any empty stalls to allocate stalls. All casual traders recorded as having attended on that particular day will be allocated a stall starting from the top of the priority list and ending at the bottom of the second list.

**DISTRICT MARKET CASUAL TRADER
TERMS AND CONDITIONS**

1. Traders are expected to keep their stall(s) open for trade until 3.30pm.
2. To trade in a quiet and orderly manner and not to cause any nuisance or annoyance.
3. To ensure no vehicle is used to transport goods to and from the stall(s) between 9.30am to 3.30pm.
4. Not to hang and place goods beyond the outer edge of allocated stall(s).
5. Not to keep any dog or other animal at the stall(s).
6. To load and unload goods quickly having regard to other stall users, by not blocking aisles, for instance.
7. To keep the stall and surrounding area clean and litter free.
10. Any casual trader who having been offered a stall(s) refuses the allocation will not receive an attendance mark for that day.
11. All casual traders who have attended the market but who have not been allocated a stall(s) due to the Market being full will receive an attendance mark.
12. After an unauthorised absence of three consecutive weeks on any given market day a casual trader will be deleted from the casual list. Further attendance will be as a new casual.
13. Casual traders may be allocated more than one stall providing that there are sufficient stalls available to ensure that all casual traders receive stall allocation. This is at the discretion of the allocating Inspector.
14. A casual trader who requests two stalls selling different lines will have to complete two casual application forms and their name will then be placed on the appropriate list twice (it may be that one name appears on the priority list and the other on the second list). If there is a request for the two stalls to be together, consideration may be given, but no special treatment will be afforded.

REQUIREMENTS OF THE ASYLUM AND IMMIGRATION ACT 1996

So that the Authority complies with the requirements of the Asylum and Immigration Act, applicants for stalls will be required to produce one of a statutory list of documents in order to confirm their ability to work in the UK.

The documents that may be used are listed below:

United Kingdom passport **or** European Economic Area passport **or** National Identity Card **or** United Kingdom residence permit.

First Alternative

An official document showing the applicant's National Insurance number;

PLUS one of the following:

A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland; **or**

A letter from the Home office; **or**

An Immigration Status document endorsed by the Home Office.

Second Alternative

A Work Permit

PLUS one of the following:

An endorsed passport; **or**

A letter from the Home Office.

The original document will be returned as soon as it has been seen and recorded.

The Markets Service must also advise that you ensure any staff that may be employed at stalls comply with this legislation.

Data will be held manually and electronically in accordance with the terms of the Data Protection Act 1998 and will be used for stall allocation purposes.

This authority 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.