

MARKETS SERVICE

Farmers & Craft Market Application Form

Please complete in **BLOCK CAPITALS** and hand to the Markets Officer or the Markets office.

Full Name	
Home Address	
Holding Number (If applicable)	
Telephone No.	
Public liability Insurance Details	
Form Of Identification (Passport number)	
Make of Vehicle Inc. Registration	
Business Address If different from above	
Emergency Contact Inc. Telephone number	

Description of goods to be sold in detail. The class of goods should be as specific as possible. General headings 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.

Trade in Detail	
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Predominant Trade

Fresh Meat / Fish	Fresh Produce	Dairy Produce	General Foods	Craft Goods	Clothing	Leisure
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FARMERS & CRAFT MARKETS

Thank you for your interest in obtaining a stall at one of the Leeds farmers markets. We run the following Farmers & Craft Markets:

Leeds held 1st Sunday of the month at Kirkgate Open market and 3rd Sunday of the month on Briggate

Pudsey held last Thursday of the month on the market square

To retain the integrity of these markets we have produced a guideline to the types of product we allow at the market.

The product must be grown, reared, baked, farmed, caught, handmade, preserved, smoked, brewed, pickled or processed by the stallholder. We may also allow some forms of specialist products that can not be produced in this country and Fair Trade items.

If you have any doubts whether your produce fits in to one of these categories please contact us for more details.

We also insist that the stallholder or representative has suitable knowledge of the product to assist customers.

ALLOCATION/PAYMENT PROCESS FOR FARMERS & CRAFT MARKETS

Leeds	Stalls 11 – 101	remaining stalls
First Sunday of calendar month	£23.00 each stall	all remaining stalls £23.00 first stall, £12.00 additional stalls
Third Sunday of calendar month	£17.00 each stall (£25 from October 2011 onwards)	

Pudsey last Thursday in month £12.50 per trading pitch

Regular stallholders will be able to pay for stalls in advance for any markets, which if not taken up will be offered to other stallholders.

- Payments will cover a three-month period and will be taken four times during the year in March, June, September, December.
- Pre-paid stalls will be guaranteed until 8.30 am If you are unable to attend please let us know.
- Casual attendees should call in advance with details of their products to check they will be able to stand as there may be a waiting list
- The Market Officer will be in attendance to collect any tolls on the day.

Advance payment can be made by post to Markets Information Centre 34 George Street, Leeds LS2 7HY (Row J of the indoor market). Receipts will be posted out from the Markets office.

Should you have any queries or require more information on this process please telephone 0113 214 5162 Monday to Saturday, or 07891 2712554 Sundays only.

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.

Equality Monitoring Form

We want to make sure that all our services are delivered fairly. We are therefore asking you the following questions about you, so that we can make sure that our services include everyone's needs.

The information you provide will be kept confidential.

We will use your answers to pull together statistical information that the council will use to check the fairness of any services you receive. This information will only be used by Leeds City Council or shared with Education Leeds and the Housing Arms Length Management Organisations. They will only use this information for the same purposes as the Council.

You do not have to answer these questions. If you choose not to answer these questions it will not make any difference to the service you receive. By answering these questions you will help us to ensure that our services are fair and accessible to all.

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Date of Birth:

First part of Postcode (e.g. LS10)

Ethnic Origin	
Please choose one section from A-E, and then tick the appropriate box to indicate your ethnic background.	
<p style="text-align: center;">A White</p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background please write below -----	<p style="text-align: center;">B Mixed Race</p> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background please write below -----
<p style="text-align: center;">D Black or Black British</p> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background please write below -----	<p style="text-align: center;">C Asian or Asian British</p> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Kashmiri <input type="checkbox"/> Any other Asian background please write below -----
<p style="text-align: center;">E Other ethnic groups</p> <input type="checkbox"/> Chinese <input type="checkbox"/> Gypsy/Traveller <input type="checkbox"/> Any other background please write below -----	

Do you consider yourself to be disabled?

Yes No

Type of Impairment

- Physical impairment, (such as using a wheelchair to get around and / or difficulty using your arms)
- Sensory impairment, (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment)
- Mental health condition, (such as depression or schizophrenia)
- Learning disability, (such as Downs syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)
- Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)

Sexual Orientation:

Heterosexual/Straight Lesbian/Gay woman Gay man Bisexual

Relationship Status:

Married Civil Partnership Co-habiting Single Other

Please tick the appropriate box to describe your religion or belief:

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- No Religion
- Other (please specify)

Residency:

Are you a:
British/ United Kingdom citizen Yes No

If you are a national of another country, are you:

- an EU National
- a Refugee
- an Asylum Seeker
- a Student
- Other