

Market licence variation request form

This form should be used if you wish to vary any of the details on your existing market licence. Your request will be considered at the next Officer Licencing Panel which will be held on the 8th day of each month.

Data protection

All information is confidential and will only be used under the strict controls of the Data Protection Act 1998.

Personal details

Full name:

Residential address, If this has changed (send confirmation):

Postcode:

Mobile no:

Telephone no:

Email address:

Market trading details

Market name:

Licence type:

Temporary

Permanent

Licence no:

Valid public liability insurance no:

Current licenced commodities:

Variation request details

In which month are you requesting this variation to be considered:

What do you wish to vary on your licence (tick as many as applicable):

Name of licensee

Licenced commodity

Pitch location

Please give details below explaining what you want to vary on your licence and the reasons why:

Application Criteria – please tick below

	Yes	No
Have you held a temporary licence for a minimum of six months (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you trade regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Has your account been clear of any arrears for the last six months?	<input type="checkbox"/>	<input type="checkbox"/>
Does your request comply with the current commodity regulations?	<input type="checkbox"/>	<input type="checkbox"/>

Note: This variation request will only be accepted with a cheque or postal order for the current administration fee £50. Please note that fees are non-refundable regardless of the outcome of this request.

Print name:

Signature:

Date:

For office use only

Fees payable: £

Yes

No

Receipt no:

Application process date:

Processing officer's name: