

## Application to hold a temporary market, occasional sale, or car boot sale

<b>1 Details of the Organiser.</b>		
1.1	First name(s)	M
1.2	Family name	M
1.3	Date of Birth of organiser	M
1.4	Address of organiser	M
1.5	Email address of organiser	
1.6	Position/job title	M
1.7	Contact telephone number(s) of Applicant	M

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"  
(M = questions which are mandatory)

<b>2 Location of the proposed Car Boot Sale</b>		
2.1	Full description of location where sale is requested to take place.	M
2.3	Please specify the number of Stalls/Pitches requested.	M

<b>3 Please provide details of the charity or philanthropic purpose.</b>		
3.1	Name of Charity (if applicable)	M
3.2	Charity Commission Number (if applicable)	M
3.3	Address of Charity. (Head office)	M
3.4	Contact telephone number(s) (Charity)	M



3.5	Have you obtained the charity's permission to hold a sale? If 'Yes' Please attach letter of authorisation.	Yes / No		M
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<b>4</b>	<b>Requested times</b>			
4.1	Date of Sale			M
4.2	Times requested. (Please see conditions)			M

<b>5</b>	<b>Details of sale</b>			
5.1	Are the whole of the receipts to be paid over for the charity or fund.	Yes <input type="checkbox"/> No <input type="checkbox"/>		M
5.2	If <b>NO</b> how will the collection be distributed (Expenses should not amount to more than 25% of total)			M

<b>6</b>	<b>Person who will deal with complaints if not the applicant</b>			
6.1	Name			M
6.2	Position/job title			M
6.3	Address			M
6.4	Contact telephone number(s)			M
6.5	Add another person?	Yes / No	If yes, this section will be repeated	M

<b>7</b>	<b>Future events*</b>			
7.1	Do you want to hold similar sales on a regular basis?	Yes / No	If no, go to question 8.1	M
7.2	Please provide details			M
	* Please check guidance notes and conditions before completing			



<b>8</b>	<b>Additional details</b>		
8.1	Please provide any additional information relevant to the application*		
	* Please check guidance notes and conditions for any additional information which may be required		

<b>9</b>	<b>Declaration and signature</b>		
9.1	I certify to the best of my knowledge and belief the information provided on this application is true		M
9.2	Signature/Digital signature		M
9.3	Date		M

**Table of fees for Car Boot Sales.**

<b>Number of Pitches</b>	<b>Fees from 2021</b>
1-175 Registration fee	£16.00
Fee per event	£21.50
176-200 Registration fee	£58.50
Fee per event	£53.50

**NORTHAMPTON BOROUGH COUNCIL**  
**CAR BOOT SALES POLICY**

To operate from 1<sup>st</sup> January 1998

(1) Frequency, Size and number of events

No more than 14 car boot sales or similar events ("events") may be held on any one site per year, with at least 6 days between each event. Organisers should ascertain whether planning permission is required. Each event shall be limited to not more than 200 pitches and must only be held at weekends or Bank Holiday Mondays.

(amended February  
2016)

(2) Notification

The Council shall be notified at least 5 days in advance that an event is to take place by the charity, charities or philanthropic non-profit making bodies by whom the event is to be held. (amended February 2016)

(3) Duration of Events

Events in residential areas shall not commence before 8.00am and shall finish no later than 4.00pm with a maximum duration of four hours.

(4) Advertising of Events

Where events are to be advertised (by press notices, posters or leaflets for example) there shall be stated in such statements "No traders allowed" (to make it clear that the events are for the public and that traders are excluded) and the name or names of the charity, charities or philanthropic non-profit making bodies organise the event.

(5) Parking

Organisers shall ensure that people attending the event park within the site and/or arrange for convenient off-street parking elsewhere. In addition, there shall be stewards to supervise parking.

(6) On Site Notices

On site notices shall be displayed at the entrance to the event with the words "No traders allowed" and the name or names of the charity, charities or philanthropic non-profit making bodies organising the event.

(7) Person Responsible

There shall be at least two people, readily identifiable, on the site at all times during an event to liaise with Council officers and other if necessary.

(8) Compliance with Statutory Provisions

Organisers and landowners shall comply with all relevant statutory provisions and in particular ensure that no flyposting takes place and remove any advertisements and signage immediately after the event including any that appear in breach of this condition.

(9) Insurance

Organisers shall hold public liability insurance in the sum of at least £2,000,000 and produce the policy and receipt for inspection to Council officers on demand.

(10) Commercial Traders

Sales shall be limited to second-hand goods no longer required by the private seller. Commercial and other traders shall not be allowed to take part. A trader is a person who buys goods for resale. One commercial refreshment stand per 50 pitches is permitted solely to provide refreshments for persons attending the event to consume on site.

(11) Proceeds

All proceeds, other than expenses not exceeding a maximum of 25% of the gross income from the event, shall be used for charitable or other philanthropic purposes.

(12) Form of Account

Organisers shall return the Form of Account (supplied by the Council) duly completed to the Council within 28 days of each event.

(13) Inspection of Accounts

Organisers shall make all accounts available for inspection by Council officers on demand.

(14) Emergency Access

Adequate access to and within the site shall be maintained for use by emergency services vehicles.

(15) Entry by Officers

All authorised officers of the Council shall be permitted to enter the site free of charge during events for inspection purposes.