

FOR OFFICE USE

AUTHORISATION CODE \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

EH LICENCING ADVISED? \_\_\_\_\_

Contact: Market Officer

Direct Dial: 07772 244026

Email: [market@staffordbc.gov.uk](mailto:market@staffordbc.gov.uk)

## **Application for Permit for Use of the Market Square Display Area, Stafford**

**Check you have included the following:-**

Completed Application Form	<input type="checkbox"/>
<b>Payment (card or cheque)</b>	<input type="checkbox"/>
Copy of Public Liability Insurance	<input type="checkbox"/>
Risk Assessment (essential)	<input type="checkbox"/>

### **Important:-**

- Please note that booking(s) may be void if the above are not returned 14 days prior to promotion
- \*Aspects of your promotion/event may require additional permits and licenses - please read the attached thoroughly
- Please ensure that you are aware of the PSPO [www.staffordbc.gov.uk/pspo](http://www.staffordbc.gov.uk/pspo)

**Please return all relevant paperwork to:**

The Markets and Events Officer  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

Organisation	
Date of Market Square Hire	

## **Application for Permit for Use of the Market Square Display Area, Stafford**

**Please complete all boxes in BLOCK LETTERS**

Name of Organisation	
Address of Head Office (This should be the address of the Head Office of the Organisation).	
Telephone No of Head Office	

Email address of Head Office	
Is your organisation a registered charity?	

Name of the person or persons making applications for the permit who will be (jointly) responsible	MR/MRS/MISS/OTHER
Position in above Organisation	
Address (including Postcode)  (Note: this is the address which will appear on your permit)	
Telephone No:	
Email address:	

Date(s) required	
Time(s) required	
Space Required  Whole Square / ½ Square / ¼ Square	

Description of Activity/Display	
Number of performers expected to attend	

Do you intend to include music, dancing, or alcohol (promotional purposes only)?	YES/NO  <b>If yes a separate licence may be required - please see below.</b>
<b>Please note, under new licensing legislation your event may need a licence. For further information please contact the Licensing Team on (01785) 619412</b>	

<b>Size of area requested</b>	Length.....m  Width.....m
<b>No of Motor Vehicles/Trailers</b>  Motor vehicles and/or trailers will not be permitted to be stationed in the Display Area unless written permission has been obtained from the Market Manager or authorised officers. Only vehicles essential for an event or display will be permitted to park on the Market Square. The vehicles must be on site prior to 10.00am and cannot be moved before 4.00pm.  Vehicles deemed to be essential for an event or display are those that are required as an integral part of an event or display and are so required throughout the whole of the event or display. All vehicles must be detailed on the booking form at the time of booking and only the vehicles on the Display Area Permit will be authorised to use the area.	Vehicles.....  Trailers.....
<b>No of Marquees</b>  <b>No of Stalls</b>	Marquees.....  Stalls.....

Do you intend to raise funds on behalf of a registered charity	YES / NO
If you are intending to collect cash on behalf of a charity, you <b>will need</b> a Street Collection Permit from the Licensing Team on 01785 619745	<b>If yes, please attain Street Collection Permit before proceeding with the Market Square Booking</b>

Street Collection Permits are only issued on Saturdays and are limited in number - please ensure you have contacted the team and have acquired a permit for your desired date <b>before you proceed with your booking.</b>	
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## Terms and Conditions

Accompanying this booking form should be the '**Market Square Usage Policy 2025**' which outlines the rules of hiring the Market Square area along with the current charges. Please ensure that you have read all the guidelines and agree to the terms and conditions of hire before completing this form.

**I agree to the terms and conditions of usage as outlined in the 'Market Square Usage Policy 2025'**

Signed \_\_\_\_\_ Position \_\_\_\_\_

Organisation \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return this form to The Market and Events Officer, Civic Centre, Riverside, Stafford, ST16 3AQ.**

Please ensure that you also enclose a copy of:

- Public Liability Insurance
- Risk Assessment
- Cheque (card payment over the phone is also accepted)

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## How we use your personal information

Stafford Borough Council are the data processor. We take your privacy seriously and will only use your personal information to enable the raising and processing of a Market stall License or Lease and for purposes required or allowed by law.

You can find information about how we handle your personal information by visiting [www.Staffordbc.gov.uk/PrivacyNotices](http://www.Staffordbc.gov.uk/PrivacyNotices). You should be aware that we have a duty to protect public funds. We may therefore use the information you provide for the prevention and detection of fraud. We may share this information with other bodies for these purposes. We may also share this information with other departments of the council or other relevant organisations for purposes which may include enforcement.