

Licence Amendment Request

This form is to be used when requesting a change to a permanent stall allocation or cabin on Chorley Markets. This includes:

Add a stall/space;

Delete a stall/space;

Change of permitted lines.

Please fully complete this form in BLOCK CAPITALS using additional paper where required. Once completed, you should return this form to the Market Office, Market Place, Chorley.

Please note a Licence Amendment Fee applies on submission of this form.

Your request will be checked for compliance and if approved a new Licence Occupancy Agreement issued within a few working days. If further information is required, we will contact you.

Section A – Accommodation Information

This section of the form is for information relating to the space requested.

A1 Market Covered Market Flat Iron Market

A2 Existing stall/space number(s) _____

A3a Requested stall/space number(s) _____

A3b Which day(s) do you wish to attend:

	Existing	New		Existing	New
Monday	<input type="checkbox"/>	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	Friday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	Saturday	<input type="checkbox"/>	<input type="checkbox"/>

A4 Effective Date _____

Section B – Applicant Information

This section of the form is for information relating to the licensee.

B1 Surname _____

B1a Forename(s) _____

B1b Title Mr Mrs Miss Ms Other (please state) _____

B2 Address (Street) _____

B2a Address (Town) _____

B2b Address (City) _____

B2c Postcode _____

B3a Home telephone number _____ B3b Mobile No: _____

B4 Email address _____

B5 Website _____

B6a Twitter Account @ _____ B6b Facebook Account: _____

Section C – Product Information

This section of the form should provide additional information relating to the business and the goods and services you wish to be considered for inclusion on the license.

C1 How long has the business been established? _____

C2 What products / services are you currently licensed to sell? *(please provide a detailed description)*

KEY LINE 1:

KEY LINE 2:

INCIDENTALS:

C3 What products / services do you want to add/delete? *(please provide a detailed description)*

KEY LINE 1:

KEY LINE 2:

Section D – Disclosure of Information

This section of the form relates to all of the information contained within the form, completed by you, and how Chorley Markets will use it.

D1 Information may be maintained confidentially on your personal document file, and electronically within our databases.

Data we maintain in respect of your occupancy with Chorley Markets will be used for cross-system and cross-authority comparison purposes for the prevention and detection of fraud. Data may also be provided to a third party without specific consent when required by law, statutory requirement, in respect of crime prevention and detection, or to assess or collect tax or duty.

Section E – Confirmation of Information

This section of the form relates to all of the information that you have provided within and with this form, and certifies the validity of this information.

E1 By signing this form I confirm that I have read and understand all sections of the form and agree to comply with the Market Regulations. I also confirm that all the details contained herein are correct, and that I will notify Chorley Markets in writing within 7 days of any changes to this information.

I understand that by falsifying any details on this form that any subsequent registration will be invalid.

E1a Signature of applicant _____

E1b Date of signing _____