Car boot, craft fair and table top sale application form

Guidance notes

Applying:

To apply for a licence to hold a car boot sale, craft fair or table top sale, please only complete Part A of this application form.

If your application is approved, you'll need to pay a fee of £4.30 for each car or stall you had at your sale. We'll contact you to take this payment after your sale.

Exemptions from the fee:

If you're applying for an exemption for the fee because your sale is to raise money for a charity or a good cause, please complete Part A and Part B of this application form in full.

Returning this application form:

This completed application form should be returned to us at least 14 days before you plan to hold your sale either by email or by post using the following details.

Email: licensing.reg@rochdale.gov.uk.

Post: Rochdale Borough Council, Licensing Section, Number One Riverside, Smith Street, Rochdale OL16 1XU.

Find out how we use your personal information at rochdale.gov.uk/privacy.
## Applicant Details

**Title:** __________________________

**Surname:** ___________________________________________________

**Forenames:** ___________________________________________________

**Address:** ___________________________________________________

**Home phone number:** _____________________________

**Mobile phone number:** _____________________________

**Phone number to contact you on day of sale:** _____________________________

## Organisation details

This information relates to the organisation on whose behalf this application is being made.

**Name:** ___________________________________________________

**Address:** ___________________________________________________

**Phone number:** ________________________________________________

## Venue details

**Dates and times of proposed sale:** _____________________________

**Address of proposed sale:** ________________________________________

## Site ownership details

This information relates to the owner of the land on which the proposed sale is held.

**Name:** ___________________________________________________

**Address:** ___________________________________________________

**Phone number:** ________________________________________________

## Declaration

I declare that the information I have given on this form is true, and to the best of my knowledge correct.

**Signed:** _____________________________  **Date:** _____________________________
PART B

Car boot sale, craft fair, table top sale exemption application

If you're applying for an exemption from the licence fee, it's essential you complete all the following information and supply the additional information.

Charity or good cause to benefit from the sale: __________________________

If registered charity, what's the registration number: ____________________

Name of contact at the charity: ________________________________________

Address of contact at the charity: ______________________________________

Phone number of contact at the charity: ________________________________

How would the community, charity or good cause benefit from the monies raised at this sale?

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

Please state what direct expenses will be deducted from the monies collected.

__________________________________________________________________

__________________________________________________________________

What proceeds of the monies collected will be given to the charity or cause?

__________________________________________________________________

__________________________________________________________________

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Declaration

I certify that the above information and explanations are a true account of the proceeds, expenses and application of the proceeds of the sale.

I understand that if I do not comply with the above requirements my application will be rejected.

Date: ______________________          Position: ________________________

Signed: __________________________________________________________________

Supporting documents

To support your exemption application, please make sure you send us the following documents along with this completed application form.

• A statement of accounts or similar document

• Evidence from the charity or good cause benefiting from the sale