

## **Application to hold a commercial market or fair**

**This form is to seek permission from Birmingham City Council to hold a commercial market or fair in Birmingham.**

**There is a different form if your market or fair is to raise money for charity.**

**There are also different forms to request permission to hold farmers' markets and car boot sales (charity only).**

## 1. Your details

Your name (or organisation name):

Your address (or organisation address):

Home / business phone number:

Mobile phone number:

Email address:

## 2. Market details

Date:

Time:

Location:

Number of stall/spaces/tables to be let:

Purpose/type of market:

### 3. Previous events

**Have you organised any other events within the city of Birmingham, or within 6  $\frac{2}{3}$  miles of the boundary, within the last six months?**

Yes

No

If yes, please give details, including date, location and whether local authority permission was granted (stating which local authority):

### Declaration

**I have read and agree to the terms and conditions overleaf**

Signed:

Date:

## Terms and conditions

1. You must get approval from Birmingham City Council before holding any form of market or fair in Birmingham.
2. You must apply for permission at least 28 days before the date of your event
3. You must pay a licence application fee of £163.80 for each application you submit
4. A fee of £2 per stall over 50 stalls will be payable after your event. The actual fee will be determined no later than 7 days after your event. If we do not inspect your event then you must inform us if the number of stalls you let exceeded 50, and by how many.
5. Any person or organisation found to be contravening the above requirements may be prohibited from holding future events.

### **Payments**

Fees can be paid by cheque or over the phone with a debit card on 0121 303 0208

If calling to pay by card please quote reference number RC010 as this ensures the payment reaches the correct department.

To pay by cheque please make payable to Birmingham City Council and send to:

Bull Ring Markets  
Unit 1  
Persore Street  
Birmingham  
B5 4ST

Please include either your application form or a note giving details of the fair.