

GUIDANCE

Trading at Wolverhampton Retail Markets

If you want to occupy a trading space at Wolverhampton Retail Markets, you must complete a licence agreement.

To apply for an agreement you will need to:

- Read the following application guidance notes
- Contact the Market Management Team (See Contact Information) to discuss your requirements and check availability
- Fill in the attached application form
- Submit the completed form along with all the relevant supporting documents, to Wolverhampton Markets

For the application to be valid, you will need to:

- Fill in all mandatory sections
- Provide proof of your legal right to work and remain in the UK
- Provide two proofs of identification to include home address and one with a photograph
- Provide proof of your public liability insurance, providing a minimum £5million cover
- Where applicable provide proof of your registration as a food business establishment
- Submit the form and documents to Wolverhampton Markets, meeting any prescribed application

For details of occupancy charges please refer to the Wolverhampton Markets Information Sheet and Charge Guidance.

Guidance Notes

Trading at Wolverhampton Retail Markets

If you want to sell your goods and services at Wolverhampton Retail Markets you need to complete a licence agreement.

What is a licence agreement?

A licence agreement is an agreement made between the owner (Council) and the licensee (trader) granting permission to use the specified trading spaces at the market, for the sale of the specified goods. Licence agreements do not generally have a prescribed end date, but they can be cancelled upon seven days notice from the licensee or the owner. There are no rights of assignment with licence agreements.

Who can apply?

Any individual or business legally eligible to work in the UK and wanting to trade at Wolverhampton Retail Markets on a regular basis to sell their goods or services, may apply for a Wolverhampton Retail Markets licence agreement. Anyone who is currently excluded from or who has any outstanding charges with Wolverhampton Markets is not eligible to apply.

We may advertise vacancies for specific trading spaces at the market for two weeks. These advertisements will provide details of the vacant space(s), any restriction to the trade type, and a deadline for submitting applications.

The application process

To apply for a licence agreement at Wolverhampton Market you should first contact the Wolverhampton Market Management Team to discuss your requirements and check availability. You will then need to complete and submit the attached application form. Applications can be submitted by email, by hand or by post to Wolverhampton Markets.

You must also submit the following supporting documents with your application:

- Proof of your legal right to work and remain in the UK
- Two proofs of your home address
- Proof of your public liability insurance
- Proof of registration for a food business establishment (where applicable)

All supporting documents **must** be originals, i.e. photocopies are not accepted. If you are sending documents by post we recommend that you use a high-value postal service, e.g. Recorded Signed For or Special Delivery. You can also show these documents in person, at the Wolverhampton Market Office. If you choose to apply on line you will be required to provide a scanned copy of your documents; however, the original must be shown before the completion of your agreement.

Proof of legal right to work in the UK

All applicants must provide any one document from the list below to demonstrate you have the legal right to work in the UK as a trader. Documents B1-B8 have time restrictions, so if you

provide one of these we will carry out a follow-up check every 12 months, unless you can later produce a document from A1-A10. Documents marked with an asterix(*). Contact UK Visa and Immigration Agency for further information at www.gov.uk/browse/visas-immigration.

- A1 A passport showing you are a British citizen or citizen of the UK and Colonies with the right of abode in the UK.
- A2 A passport or national identify card showing you are a national of a European Economic Area country or Switzerland.
- A3 A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or UK Visa and Immigration Agency to a national of a European Economic Area country or Switzerland.
- A4 A permanent residence card or document issued by the Home Office or the UK Visa and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
- A5 A passport or other travel document endorsed to show you are exempt from immigration control, allowed to stay indefinitely in the UK, have the right of abode in the United Kingdom, or have no time limit on your stay.
- A6* An Immigration Status Document issued by the Home Office or UK Visa and Immigration Agency with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay.
- A7* A full birth certificate or adoption certificate issued in the UK which includes the name(s) of at least one of your parents / adoptive parents.
- A8 * A birth certificate or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A9* A certificate of registration or naturalisation as a British citizen.
- A10* A letter issued by the Home Office or UK Visa and Immigration Agency which indicates that you are allowed to stay indefinitely in the UK.
- B1 A passport / travel document endorsed to show you are allowed to stay in the UK and be a trader
- B2 A Biometric Residence Permit issued by the UK Visa and Immigration Border Agency which indicates that you an stay in the UK and are allowed to work as a trader.
- B3 A residence card or document issued by the Home Office or UK Visa and Immigration Agency, to a family member of a national of a European Economic Area country or Switzerland.
- B4 A work permit or other approval to take employment issued by the Home Office or UK Visa and Immigration Agency, **in combination with a** passport or another travel document endorsed to show you are allowed to stay in the UK and work as a trader or a letter issued by the Home Office or UK Visa and Immigration Agency confirming the same.
- B5 Certificate of Application issued by the Home Office or UK Visa and Immigration Agency, to or for a family member of a national of a European Economic Area country or Switzerland stating you are permitted to take employment which is less than 6 months old, **in combination with** evidence of verification by the **UK** Border Agency Employer Checking Service
- B6 An Application Registration Card (ARC) issued by the Home Office or UK Visa and Immigration Agency stating that you are “ALLOWED TO WORK” or “EMPLOYMENT PERMITTED”, **in combination with** evidence of verification by the **UK Visa and Immigration** Agency Employer Checking Service.
- B7* An Immigration Status Document issued by the Home Office or UK Visa and Immigration Agency to the holder with an endorsement indicating that you can stay in the UK and are allowed to work as a trader.
- B8* A letter issued by the Home Office or UK Visa and Immigration Agency to the holder or the employer or prospective employer, which indicates that you can stay in the UK and are allowed to work as a trader.

Proof of home address

To verify your current address applicants must provide two proofs of home address. All documents must be recent and show your **full name** and address. These can be any of the following documents:

- A statement of account from your bank, building society or other financial organisation, a bill from your utility provider or an addressed payslip, P45 or P60 document – dated less than 3 months old
- A valid TV licence, insurance policy certificate or government agency document – dated less than 12 months old

Proof of public liability insurance

Public liability insurance provides you with protection from loss or damage resulting from a claim for damages by a member of the public or other third party arising from any accident or injuries sustained whilst you are trading at the market.

Wolverhampton Markets require all traders to have, and maintain throughout their agreement, public liability insurance providing cover for a minimum £5 million for trading on British markets. You must provide a current insurance policy certificate or National Market Traders Federation membership card in your name. You should be able to obtain cover from any reputable public liability insurance provider, or the National Market Traders Federation (NMTF).

Proof of registration for a food business establishment.

Under UK law, if you are operating or intending to operate a food business, you need to register this (including market stalls, delivery vehicles and other movable structures). Registration allows local authorities to keep an up-to-date list of all premises in their area so they can visit them when they need to.

If you run a food business in Wolverhampton, you must notify City of Wolverhampton Council's Environmental Health about any premises you use.

Anyone starting a new food business must register at least 28 days before trading commences. For further information and to register please contact Environment Health on 01902 551155 to determine what information is required.

Assessment of applications

Valid applications will be assessed and we will generally notify you of the outcome within 14 days of receipt. However, the assessment can take up to four weeks where the vacancy is subject to specific advertising timescales. Applications are not valid if they have not been completed correctly and where all the appropriate supporting information has not been provided. Applications will not be assessed where the applicant or business has outstanding arrears with or is currently excluded from trading at Wolverhampton Markets.

The criteria used to assess all applications and allocate spaces are:

Indoor Market

- Whether the proposed tradeline increased the number and variety of tradelines available at the market

- Whether the proposed tradeline is in direct competition with an adjacent open market stall or retail shop unit. Regard will be given to the level of representation of tradelines currently present on the market and the capacity to sustain competition. This evaluation of capacity and sustainability will be undertaken by the Area Markets Manager or Markets General Manager having due regard to any substantiating evidence. A tradeline which is already represented, either wholly or in part, will not be refused purely on the basis that the allocation would provide direct competition with an existing tradeline.
- Previous trading experience or evidence of appropriate business planning for new businesses
- The record of any arrears with City of Wolverhampton Council and the ability of traders to invest financially in the future trading prosperity of the market
- For existing traders the level of compliance with the terms of their existing lease/licence agreements

Open Market

- Priority is awarded to existing licensed traders offering the most appropriate tradeline, ie increasing the number and variety of tradelines available at the market
- Casual traders with the best attendance take next priority
- Casual traders with less than three attendances may be considered for a stall licence in order to introduce new businesses and new tradelines to the market, on the basis either of their previous trading experience or evidence of appropriate business planning.
- No trader will be refused a licence purely on the basis that the only available vacancy provides direct competition to an adjacent open market stall or retail shop unit, although regard will be given to the level of representation of tradelines currently present on the market and the capacity to sustain competition
- If traders with similar attendance records apply for a vacant stall, applicants may be interviewed and photographs of product presentation may be considered. A decision is influenced by a combination of:
 - a) The ability of their tradeline to replace the previous tradeline, to introduce a new tradeline, or to increase an under represented tradeline
 - b) The level of previous market trading experience or evidence of business planning for a new business
 - c) The quality of goods sold

The licence process

We will contact successful applicants to agree the occupancy start date and any space fit-out period. You will then be made an offer of occupancy for specific trading spaces, by way of a licence agreement, which will be posted to you. This includes the terms and conditions of the agreement, the goods and services you will be allowed to sell or store, and the occupancy charges. To accept the offer, you must read, sign and return the licence agreement and make payment of any advance space charge required, prior to the start of the occupancy period.

Wolverhampton Markets will countersign and complete the licence. Your copy of the licence will be returned to you.

Complaints

If you have a complaint relating to licensing or registration with Wolverhampton Markets, please use the form online at www.wolverhampton.gov.uk, write to Complaints Manager, Civic Centre, St Peter's Square, Wolverhampton WV1 1SH or write direct to Wolverhampton Retail Market on address below.

Contact Information

City of Wolverhampton Council
Bilston Retail Market
27 Market Way
Bilston, West Midlands
WV14 0DN

Telephone No. 01902 556080