

**Markets Service**

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Dear Sir/Madam

**APPLICATION PACK – INDOOR MARKET UNITS**

Please find enclosed all the information needed to apply for a unit at Kirkgate Indoor Market, Leeds.

The Council considers all applications based on:

- The product or service you have to offer;
- Evidence of good customer service practice.

Therefore if you decide to apply for a unit you **must**:

- Fully complete the application form

In this pack you will find the following documents:

- Application form**
- Market Plan**
- Price list for available units**

If your application is successful, you will be required to pay a **non-refundable bond within 7 days of receiving an offer “subject to contract”** – equivalent to one month’s rent and service charge, including VAT. You will also be required to **complete the tenancy agreement with the Council within 4 weeks of a subject to contract offer.**

**You must have public liability insurance to be able to trade and you will be asked to show this and other documentation if your application is accepted.**

## Markets Service Completing a successful business proposal

### ***How much will I have to pay for the use of the stall?***

- There are three stall related payments you have to make each month.
  1. Rent – paid to Markets Service
  2. Service charge – paid to Markets Service.
  3. Business Rates – paid to Leeds City Council Business Rates
- To work out how much you would have to pay, please look at the accompanying costs list. The service charge and rent are both given as a monthly figure, excluding VAT. To work out the amount including VAT you need to add 20%\*.
- Information about the rateable value for the business is also included. The Business Rates payable monthly can be roughly calculated by multiplying the value by 42%\* and then dividing by 12. Remember this is only a rough calculation, so ring Business Rates to confirm (0113 247 6983). Please note some small businesses may be entitled to some relief from Business Rates, Business Rates will be able to provide further information.

### ***What's included?***

- The service charge you pay covers things like keeping the market clean, security, trade waste disposal and emptying the communal bins although this is not an exhaustive list. The majority of businesses do not pay individually for water; it is included in the service charge. You will be informed if the unit you choose has a water meter.

### ***Electricity***

- Your own electricity is not included and you will need to set up an account by contacting the supplier of your choice when you take on a tenancy. There may be a lead time before your chosen supplier is able to connect your electricity supply.

### ***What makes a good business proposal?***

- Detail. We want to know what you want to sell, and how this will benefit shoppers in the market and attract new custom to the Market. We don't just want the market to sell a wide range of goods; we want shoppers to enjoy the experience, so tell us how you aim to provide good customer service. For instance, will you be able to take payments on debit cards as well as cash? Will there be a returns policy? Do you intend being a value or quality or hybrid trader?
- The goods you apply to sell will become your permitted use, and are the only goods you will be allowed to sell, so make sure you provide a comprehensive list on your application form and show how these and the service you offer will/might be differentiated from that which is currently available.

### ***How long will the tenancy last?***

There are a number of tenancy types.

- **Temporary tenancy** will be for six months, with a one month notice period. This type of tenancy may be extended for a maximum of a further six months.
- **Periodic tenancy** – this is an ongoing tenancy with no fixed end date, with a six months notice period. These tenancies are only available when applying through a tender.
- **Contracted-out lease** – for a fixed term of three or five years depending on location. These leases are only available when applying through a tender in the 1875 and 1904 Market Halls and on George Street.

### ***What can I sell?***

- Look around the Market – a huge range of goods! Aim to bring something unique to the Market. The Markets Service generally prefers units to sell a holistic range of goods, so think of how your products sit together as a whole shopping experience. Again emphasis on the following areas: - value/ quality/ premium/ hybrid.

### ***Can I change what I sell?***

- If you are on a temporary tenancy, you cannot change the goods you sell.
- If you are on a periodic tenancy or contracted-out lease, you can apply to add / remove goods to the user clause or change the use of your unit entirely. However, this will be subject to approval by the Markets Service and should not be considered a substitute for errors or omissions at the time of application. There is an administration fee based on the annual rent of the unit.

### ***What if I want to sell food?***

- You should contact Environmental Health (0113 222 4406) if you are unsure what criteria you need to meet for a food business. Bear in mind that you may need to make alterations to the unit, e.g. installing washable ceilings, which needs prior approval from the Markets Service. So allow plenty of time for your application to progress from the moment your application is approved until you open for business.

### ***What alterations can I make to the unit?***

- You will be asked to submit a plan along with your application form of your proposals to alter the unit for your business. Please note that the 1904 Market Hall is a Grade One Listed building, and there is a specific Stall Alteration guide which must be adhered to. Alterations will be subject to approval by the Maintenance team who will oversee any agreed modifications.

### ***When can I open?***

- The Markets Service requires you to be open 'core hours', which are 9 – 5pm Monday – Saturday. Doors open between 7:30am and 8:00am

### ***What else am I responsible for?***

- You must ensure you hold Public and Products Liability insurance, to provide cover of at least £1,000,000 in respect of any one event. The National Market Traders Federation (NMTF) and Zurich are two companies which provide public liability insurance, but there may be many more;-  
NMTF 01226 749021  
Zurich Insurance 0208 554 5273
- You will be responsible for your unit and your staff. Every year you will be issued with a Fire Risk Assessment for your unit, but this is just one of many matters you will need to consider as a responsible employer. Have you considered first aid provision? Eligibility and age of workers? Trip hazards in your unit? Safe transportation of stock? You need to think about the risks involving your unit and staff and put in place measures to limit these risks.

More comprehensive details are sent out if your application is successful.

**BUSINESS PROPOSAL  
KIRKGATE INDOOR MARKET**

**TEMPORARY / PERMANENT TENANCY APPLICATION**

**PLEASE ALLOW AT LEAST 4 WEEKS FOR THIS APPLICATION TO BE PROCESSED**

<b>Full Name</b>	
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<b>Number &amp; Location of Stall Applied For</b>	
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<b>Home Address</b>				
		<b>Postcode</b>		
<b>Telephone Number</b>	<b>Home</b>		<b>Work</b>	

<b>Business Address (if different from above)</b>				
		<b>Postcode</b>		
<b>Telephone Number</b>	<b>Home</b>		<b>Work</b>	

<b>Please provide details of any improved customer services that you will provide. E.g. ability to pay in other ways than cash or cheque, if appropriate to adhere to Environmental Services and Trading Standards Legislation</b>

<b>Please provide a detailed list of the products that you wish to sell</b>

<b>Please state, in detail, how your product/produce and service will benefit the Markets and its customers with particular emphasis on the originality of your product/produce and services. Emphasis is placed on establishing a clear customer need and/or benefit.</b>
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## Equality Monitoring Form

We want to make sure that all our services are delivered fairly. We are therefore asking you the following questions about you, so that we can make sure that our services include everyone's needs.

**The information you provide will be kept confidential.**

We will use your answers to pull together statistical information that the council will use to check the fairness of any services you receive. This information will only be used by Leeds City Council or shared with Education Leeds and the Housing Arms Length Management Organisations. They will only use this information for the same purposes as the Council.

**You do not have to answer these questions. If you choose not to answer these questions it will not make any difference to the service you receive. By answering these questions you will help us to ensure that our services are fair and accessible to all.**

<b>Gender:</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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<b>Date of Birth:</b>
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<b>First part of Postcode (e.g. LS10)</b>
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Ethnic Origin	
Please choose one section from A-E, and then tick the appropriate box to indicate your ethnic background.	
<b>A White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background please write below -----	<b>B Mixed Race</b> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background please write below -----
<b>D Black or Black British</b> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background please write below -----	<b>C Asian or Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Kashmiri <input type="checkbox"/> Any other Asian background please write below -----
<b>E Other ethnic groups</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Gypsy/Traveller <input type="checkbox"/> Any other background please write below -----	

<b>Do you consider yourself to be disabled?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Type of Impairment	
<input type="checkbox"/>	Physical impairment, (such as using a wheelchair to get around and / or difficulty using your arms)
<input type="checkbox"/>	Sensory impairment, (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment)
<input type="checkbox"/>	Mental health condition, (such as depression or schizophrenia)
<input type="checkbox"/>	Learning disability, (such as Downs syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)
<input type="checkbox"/>	Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)

**Relationship Status:**

Married     Civil Partnership     Co-habiting     Single     Other

**Sexual Orientation:**

Heterosexual/Straight     Lesbian/Gay woman     Gay man     Bisexual

**Please tick the appropriate box to describe your religion or belief:**

Buddhist  
 Christian  
 Hindu  
 Jewish  
 Muslim  
 Sikh  
 No Religion  
 Other (please specify) .....

**Residency:**

Are you a:  
British/ United Kingdom citizen     Yes     No

If you are a national of another country, are you:  
 an EU National  
 a Refugee  
 an Asylum Seeker  
 a Student  
 Other