

Markets service

34 George Street
Leeds LS2 7HY

Contact: Lorna Jackson
Tel: 0113 214 5162
Fax: 0113 214 5177
email: markets@leeds.gov.uk

date

Dear Sir/Madam

Application pack for indoor market units – closing date xxx

Thank you for registering your interest in having a permanent unit at Leeds Kirkgate Market. Please find enclosed all the information needed to apply – if you have any further questions or would like to arrange a viewing please contact us on 0113 214 5162.

We consider all applications based on:

- The product or service you have to offer
- The tendered amount £ (at or above the minimum)
- Evidence of good customer service practice

If you apply for a unit you **must**:

- Fully complete **section 2** of the application form
- Provide full details in a **separate business proposal** showing how your product or service might be different from those already existing in the indoor market and surrounding area – see section 3 of the application form.

In this pack you will find the following documents:

- Application form – three sections – **applicants should return sections 2 and 3**
- The equality monitoring form
- Market Plan showing available units (available units are outlined) – Red and purple
- Guidance notes
- Return Envelope (do not mark this in any way)

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 the first 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. (The bond will secure the unit for a limited time period only).

Yours faithfully



P. Ahmad
Commercial Development Manager

You must return sections 2 and 3 and the equality monitoring form of the application form in the envelope provided and **posted or delivered by hand to:**

City Development Department
The Leonardo Building
2 Rossington Street
Leeds LS2 8DH

CLOSING DATE AND TIME – xxx (date) at noon

PLEASE NOTE: THE RETURNED ENVELOPE MUST NOT BE MARKED IN ANY WAY WHICH MIGHT INDICATE YOUR IDENTITY AS THIS WILL INVALIDATE YOUR APPLICATION

Markets service Completing a successful business proposal

How much will I have to pay for the use of the unit?

- There are three payments you have to make each month.
 1. Rent – paid to markets service – based on the amount you tender
 2. Service charge – paid to markets service.
 3. Business Rates – paid to Leeds City Council business rates
- 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.

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?

You are applying for a permanent tenancy. There are two types of agreement, and the type you will sign depends on the area of the market:

- **1976/1981/Butchers Row - Periodic tenancy** – this is an ongoing tenancy with no fixed end date, with a three months notice period.
- **1904/George Street - Contracted-out lease** – for a fixed term of three or five years depending on location. Three months notice period.

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 specific range of goods, so think of how your products sit together as a whole shopping experience.

Can I change what I sell?

- 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 for changing what you sell.

What if I want to sell food?

- You should contact Environmental Health (0113 2224406) 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 are asked to submit a plan along with your application to show 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 (currently 9 – 1pm Wednesday, with optional opening 1 – 5pm). Doors open between 7:30am and 8:00am

What else am I responsible for?

- You must ensure you hold Public 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.

Where can I get business advice?

- If you need business advice, try contacting:
Business Link West Yorkshire 08456 048048 www.businesslinkyorkshire.co.uk
Or Chamber of Commerce 0113 247 0000 www.enterpriseleeds.co.uk

SECTION 1**Application closing date: noon on xxx (date)****Applicants should indicate their financial bid (no less than the minimum) in section 2****(The application will be invalid if you tender for more than one retail outlet on this form)**

Retail Outlet Number	Trading Area Square Feet	Rateable value Per annum £	Monthly Service Charge £ (ex VAT)	Minimum Monthly Rent (including storage where applicable) £ (ex VAT)
1904 Market Hall				
5b	101	5,300	93.84	441.87
22	177	9,000	164.46	859.80
B	246	15,250	228.58	1,265.97
R	317	18,750	294.55	1,393.12
T	309	13,500	287.11	1,359.33
1875 Market Hall				
32	562 +214 first floor storage	24,500	571.90	2,338.83
225/227	666 + 439 first floor storage	27,000	720.80	2,545.48
233	380 + 469 first floor storage	11,750	462.03	1,368.09
239	375 +207 first floor storage	12,500	396.52	1,156.63
243/245	740 + 454 first floor storage	19,500	793.04	1,924.56
252	91	4,800	84.55	342.39
278	415	13,000	385.60	1,178.18
K7	57	1,950	52.96	174.94
K8	58	1,950	53.89	178.01
1976 Market Hall				
4	275	6,600	255.52	756.25
5	258	4,550	239.73	780.45
6a	171	7,600	158.89	517.28
8	370	11,750	343.79	1,153.17
16	281	7,900	261.10	796.17
18	270	8,000	250.88	711.56
19	153	5,000	142.16	403.21
20	215	4,800	199.77	515.10
21	156	7,000	144.95	373.75
27/28	381	9,100	354.01	1,173.15
33	137	4,000	127.30	414.43
34/35	291	9,000	270.39	920.29
61	98	2,425	91.06	258.27

Retail Outlet Number	Trading Area Square Feet	Rateable value Per annum £	Monthly Service Charge £ (ex VAT)	Minimum Monthly Rent (including storage where applicable) £ (ex VAT)
63/64	192	4,500	178.40	506.00
68/69	241	7,200	223.93	755.43
70/71	242	7,000	224.86	732.05
82/83	192	4,725	178.40	529.00
87	98	2,450	91.06	258.27
93/94	192	4,750	178.40	541.70
124	106	2,650	98.49	253.96
127	98	2,500	91.06	258.27
131/132	197	5,000	183.05	542.78
146	98	2,425	91.06	258.27
154	96	2,550	89.20	253.00
155	102	2,400	94.76	244.38
161	97	2,950	90.13	302.31
1981 Market Hall				
407/408/409	399	10,250	370.74	1,076.77
411	147	3,650	136.59	352.19
416	147	3,650	136.59	352.19
420	98	2,450	91.06	234.79
422	97	5,900	90.13	255.64
429/430	199	5,700	184.90	524.45
438/439	164	4,750	152.38	451.00
441	82	unknown	76.19	225.50
448/449	195	5,000	181.19	513.91
456	100	3,300	92.92	263.54
462	197	5,500	183.05	471.98
465/466	386	9,600	358.66	924.79
469	98	2,425	91.06	234.79
471/472	196	5,100	182.12	581.83
485/486	202	6,000	187.69	590.22

Retail Outlet Number	Trading Area Square Feet	Rateable value Per annum £	Monthly Service Charge £ (ex VAT)	Minimum Monthly Rent (including storage where applicable) £ (ex VAT)
497	100	2,750	92.92	239.58
514/515	202	5,300	187.69	556.55
519/520	329	9,500	305.70	788.23
Butchers Row				
1	307	9,600	285.25	844.25
7	310	9,700	288.04	878.33
8	284 + 216 first floor storage space	9,300	314.06	840.67
9	323	10,000	300.12	915.17
10	283	9,200	262.95	831.67
12	313	9,800	290.83	886.83
Balcony Storage				
4	140	1,025	n/a	144.67
7	144	1,050	n/a	148.80
11	144	1,050	n/a	148.80
12	170	1,275	n/a	175.67

The rateable value per annum relates to the business rates for a unit. Please check these figures directly with the business rates department on Tel: 0113 247 6983, who will be able to advise what the monthly payment would be.

Please contact the Markets Office to view vacant units or if you need additional information.

Applicants must complete section 2 fully and provide the information requested in section 3.

Failure to provide the information required in section 2 and 3 will invalidate the application.

Section 2

Application closing date: noon on xxx (date)

APPLICANT DETAILS & FINANCIAL TENDER OFFER

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

(Mr/ Mrs/ Miss/ Ms) Forename _____ **Surname** _____

Address _____

Post Code _____ **Tel number (inc code)** _____

Mobile Number _____

Email address _____

Signature of Applicant _____ **Date** _____

I wish to offer a monthly rent of excl VAT
for **retail outlet (or balcony storage) number(s)**

I understand, if successful and offered this unit subject to contract, the council normally expects occupancy for trading within 4 weeks.

Signed:

Print name:

SECTION 3

APPLICATION CLOSING DATE: xxx (date)

APPLICATION DETAILS

All applicants must include a separate business proposal, which must include the following details :

- A detailed list of the products and / or service you wish to provide.
- How it will benefit the market and its customers.
- Customer service practices (e.g. payment by ways other than cash, refund policy etc.)
- Details of how the unit would be fitted out (include name signs, fixtures and fittings) and any investment in new fixtures and fittings with examples of brochures and/or photographs.
- Details of adherence to appropriate regulations such as Trading Standards and Environmental Health if appropriate.

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.

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Date of Birth:

First part of Postcode (e.g. LS10)

Ethnic Origin

Please choose one section from A-E, and then tick the appropriate box to indicate your ethnic background.

<p>A White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background please write below</p> <p>-----</p>	<p>B Mixed Race</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background please write below</p> <p>-----</p>	<p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Kashmiri</p> <p><input type="checkbox"/> Any other Asian background please write below</p> <p>-----</p>
<p>D Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background please write below</p> <p>-----</p>	<p>E Other ethnic groups</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Gypsy/Traveller</p> <p><input type="checkbox"/> Any other background please write below</p> <p>-----</p>	

Do you consider yourself to be disabled?	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