

Notification of an occasional sale (or boot fair)

To be completed and sent to Medway Council by both the person holding the sale and the occupier of the premises on which the sale is due to take place, at least 21 days before the event).

Are you the person proposing to hold the occasional sale? Yes / No

Are you the occupier of premises on which an occasional sale is to be held? Yes / No

Please supply your contact details

Name _____

Address _____

Telephone _____

Please provide the proposed date and starting time, expected duration and location of the intended occasional sale.

If the occasional sale is to be held on other days, the commencement time and expected duration on those days. *(Note – the council will accept a single notification detailing all the events proposed during each calendar year).*

The extent of the premises to be occupied or used, for the occasional sale.

The nature of the goods to be provided, at the occasional sale. *(Note – if the event is a boot fair, just enter "boot fair" in answer to this question)*

The name and address (other than an address temporarily occupied for the purpose of the sale) of every person who it is proposed will hold or promote the occasional sale, and the name of the person appointed to receive and answer complaints).

Name _____

Address _____

An estimate of the number of persons expected to attend. *(Note – this relates to the members of the public attending and not to those attending to sell. It will be sufficient to indicate if the event is a small, medium or large event using the following guidance. Up to 1000 – small; between 1000 and 3000 – medium; above 3000 - large)*

Please return to:

**Trading Standards
Compass Centre
Chatham Maritime
Chatham
Kent ME4 4YH**