

# Occasional sale notification

If you intend to hold an occasional sale (or to permit their land to be used for an occasional sale) you must give notice to the Council not less than 21 days before the sale.

## Promoter details

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Town |  |
| Postcode |  |
| Date of birth |  |
| Telephone number |  |
| Email address |  |

## Location of sale

|  |  |
| --- | --- |
| Name of location |  |
| Address |  |
| Town |  |
| Postcode |  |

## Sale details

Specify the dates and times the sale will take place.

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|  |

Specify the goods or services to be provided at the sale.

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|  |

Provide a description of the location to be used for the sale.

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|  |

How many people do you estimate will attend the sale?

|  |
| --- |
|  |

## Signature

|  |  |
| --- | --- |
| Signature of applicant |  |
| Date of signature |  |

## Submitting your application

This application form must be fully completed and returned to the licensing team by email to LicensingAdmin@redcar-cleveland.gov.uk

## How we collect and use information

The information collected, on this form and from supporting evidence, by Redcar and Cleveland Borough Council will be used to process your application. The information may be passed to the Department of Social Security, Employment Service and Inland Revenue as permitted by law.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and local authorities.

We will not disclose information about you to anyone outside Redcar and Cleveland Borough Council nor use information about you for other purposes unless the law permits us to. Redcar and Cleveland Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask at; Licensing Team, Redcar & Cleveland House, Kirkleatham Street, Redcar, TS10 1RT.