



CITY OF TOPEKA

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FLEA MARKET PROMOTER APPLICATION

APPLICANT INFORMATION: **Please Print**

Name of Individual or Authorized Representative: _____

*(*If the applicant is an authorized representative, as opposed to an individual, he/she must provide the name of the business and other pertinent business information below – then attach a separate sheet to this Application which contains the names and permanent addresses of (i) the officers of the corporation or (ii) the members of the partnership, firm, limited liability company or other business entity.)*

Name of Business: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____

Web and/or Email Address: _____

Kansas State Sales Tax Number: _____ (if applicable)

*(*Credentials from the person, firm, corporation or association who employs the applicant or is represented by the applicant may be requested.)*

LICENSING INFORMATION: **Please Print**

TMC Section 5.115.010: **FLEA MARKET PROMOTER** means a person who solicits, invites or permits another person to come upon property under the promoter's control for the purpose of occupying individual stands from which personal property is bought, sold, traded or exchanged. **FLEA MARKET** means a market, indoors or outdoors, where new or used items are sold from individual sellers and where each seller operates independently from other sellers. Items sold include, but are not limited to, household items, antiques, decoration and crafts. **FLEA MARKET SELLER** means a person selling items or offering items for sale at a flea market.

Please provide a brief description of the nature of your business and the goods you will be selling: _____

Please provide the location of any structure, building or conveyance to be used in the course of your activities, including the manner in which it is zoned: _____

Provide the time period within which the flea market will be in operation: _____

Please provide a statement indicating whether or not the applicant has had a flea market promoter's license revoked by the City of Topeka or another municipality within the two preceding years prior to the date of this application: _____

Pursuant to Topeka Municipal Code Section 5.115.140(a)(4), the applicant must obtain the written permission of the property owner. ***Please attach said documentation to this Application.***

LICENSE FEE: \$100.00. As stated in TMC Section 5.115.140(b), said fee **will not be prorated or refundable** for any reason, including denial of an application or license revocation **and the license will expire on December 31 of the year during which it is issued.**

PROHIBITED ACTS: Pursuant to TMC Section 5.115.130(a), it is unlawful to rent space or allocate space to flea market sellers without the applicant having first obtained a flea market promoter license. (Individual flea market sellers are not required to obtain a city license in order to operate at a flea market operating in conjunction with such a license.)

SEPARATE LICENSE REQUIRED FOR EACH LOCATION: Pursuant to TMC Section 5.115.130(b), a flea market promotor must obtain a flea market promotor license prior to renting or allocating space to any flea market seller. *If space is provided at more than one location, a separate license must be obtained for each of the other locations.*

RECORD KEEPING: Pursuant to TMC Section 5.115.170, accurate records of the names and addresses of each flea market seller, together with a brief description of the type of merchandise offered for sale, must be kept by each flea market promoter. Upon request by a law enforcement officer or the city clerk, the flea market promoter must submit the records for inspection.

DISPLAY OF LICENSE: Pursuant to TMC Section 5.115.160, any license granted must be displayed in a prominent place so that it is clearly visible to the public.

TRANSFERABILITY: Pursuant to TMC Section 5.05.080, this license may not be transferred.

I, _____, the above named applicant, do solemnly swear I have reviewed the content and requirements contained in Chapter 5.115 of the Topeka Municipal Code, which regulates Flea Market Promoters in the City of Topeka, and affirm that all information contained in the above application is accurate, complete and true.

Applicant Signature

(Office Use Only)

Fee Paid: \$_____ Cash ☐ Charge ☐ Check ☐/No. _____ Date Paid: ____ \ ____ \ ____

Sent to Planning Department for zoning verification: _____ (date)

Recommendation by Planning:

APPROVED

DENIED

License No.: _____

License Period: From _____, 20__ to December 31, 20__
(*License expires *December 31 of the year in which it was issued.*)