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 promoter must obtain a flea market promoter 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.*)