**ARNOLD MARKET**

**ALL MARKET TRADERS**

**APPLICATION FORM**



NOTES:

* Please complete this form in block capitals using black or blue ink.
* Please complete all sections fully in accordance with the attached guidance notes.

**Section 1 – Personal details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant’s full name** | **Title (Mr/Mrs/Miss/Ms/Other):** | | | |
| **Forename(s):** | | | |
| **Surname:** | | | |
| **Home address** | **Postcode:** | | | |
| **Date of birth:** | | **National Insurance No:** | | |
| **Mobile tel:** | | | **Email add:** | |
| **Home tel:** | | |
| **Do you have the legal right to work in the UK?** | | | **Yes** | **No** |

**Section 2 – Trading information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trading days**  *Please tick required trading days* | | **Tuesday** | | |  | | | | |
| **Friday** | | |  | | | | |
| **Saturday** | | |  | | | | |
| **Stall or Pitch**  *Please state which you require and how many required* | | | | | | |  | | |
| **Goods, articles or services offered for sale**  *Please list all commodities to be sold, continuing on a separate sheet if necessary* | | | | |  | | | | |
| **Company or trading name** | | |  | | | | | | |
| **Do you currently hold public liability insurance?** | | | **Yes** | | | | **No** | | |
| **National Market Traders Federation membership Number** *(If a member)* | | | |  | | | | | |
| **Are you registered for VAT?** | | | | **Yes** | |  | | **No** |  |
| **If you are selling food** | **Are you registered as a food business?**  **Yes / No** | | | | | | | | |
| **Which local authority are you registered with?** | | | | | | | | |
| **What is your Food Hygiene Rating?** | | | | | | | | |

**Section 3 – Staff details**

|  |  |  |  |
| --- | --- | --- | --- |
| **You MUST complete this section if you intend to employ an assistant or more than one person will be working on the stall (whether paid or not). You should provide information about additional assistants on a separate sheet.** | | | |
| **Assistant’s full name** | **Title (Mr/Mrs/Miss/Ms/Other):** | | |
| **Forename(s):** | | |
| **Surname:** | | |
| **Assistant’s home address** | **Postcode:** | | |
| **Assistant’s date of birth:** | | | |
| **Assistant’s national Insurance No:** | | | |
| **Assistant’s mobile tel:** | | | |
| **Assistant’s email add:** | | | |
| **Do you hold employers liability insurance?** | | **Yes** | **No** |

**Section 4 – Disclosure of Information**

Gedling Borough Council (“the Council”) is a data controller for the purposes of the General Data Protection Regulations 2018 and the Data Protection Act 2018. The Council will use your personal data for the purposes of determining your application for a market trader’s licence and does so with the applicant’s consent and for the purposes of managing any licence agreement issued on the basis of the processing being necessary for performance of a contract. For further information visit [www.gedling.gov.uk/arnold-market-privacy](http://www.gedling.gov.uk/arnold-market-privacy)

The Council is under a duty to protect public funds and to this end may use the information held or provided by you for the prevention or detection of fraud. The Council may also share this information with other departments of the Council and other public bodies or agencies such as the Police for these purposes but also for the prevention and detection of crimes, audit and administration and for performing statutory enforcement duties.

|  |  |
| --- | --- |
| **Declaration** | |
| **I confirm that the information I have given on this form is correct. I understand that giving false information is a criminal offence and could lead to prosecution.** | |
| **Signature of applicant:** | **Date:** |

**YOUR APPLICATION IS NOT COMPLETE WITHOUT THE FOLLOWING:**

1. Two identical full face passport sized photographs of yourself and one of any assistant(s). The photographs must have been taken in the last twelve months and signed on the reverse.
2. A copy of your Public Liability Insurance, Employers’ Liability Insurance, evidence of registration as a food business or food hygiene certificate, if applicable.
3. Copies of the following: your photographic identification, proof of your address and proof of your right to work in the UK.

*Please note if your application is successful the Council reserves the right to request sight of your original documentation. If this is not provided on request, a licence will not be issued.*

**GEDLING BOROUGH COUNCIL USE ONLY**

|  |  |
| --- | --- |
| Proof of identity, address & right to work in the UK |  |
| Photograph checked |  |
| PLIC/ELIC/Food registration and hygiene certificate checked |  |
| Market Trader’s Handbook & H&S Requirements issued |  |
| Licence issued |  |
| Date |  |
| Officer |  |



**MARKET TRADERS APPLICATION FORM**

**GUIDANCE NOTES**

If you want to occupy a trading space at Gedling Borough Council’s (“the Council”) market at Market Place, Arnold, Nottingham (“the Market”), you must hold a licence issued by the Council.

To apply for a licence to trade at the Market you will need to:

1. Read the following application guidance notes
2. Contact the Council’s Market management team (“the Market Management”) (see Contact Information) to discuss your requirements and check availability
3. Complete the Market Traders Application Form
4. Submit the completed application form along with all relevant supporting documents to the Market Management

For the application to be valid you will need to:

1. Complete the application form in full in block capitals using black or blue ink
2. Provide two proofs of your identification (one photographic and one with proof of your home address)
3. Provide proof of your legal right to work and remain in the UK
4. Provide proof of your Public Liability Insurance (and Employers’ Liability Insurance, if applicable) providing a minimum cover of £5,000,000
5. Where applicable, provide proof of your registration as a food business establishment and a copy of your food hygiene certificate
6. Submit the form and relevant documents to the Market Management

For details of occupancy charges (“the Licence Fee”) please refer to the Council’s website <https://www.gedling.gov.uk/business/arnoldmarket/>.

**GUIDANCE NOTES**

If you want to sell your goods or services at the Market you will need a Licence Agreement to Trade at Arnold Market issued by Gedling Borough Council (“the Council”).

**What is a licence agreement?**

A licence agreement is an agreement made between the owner of land (the Council) and the licensee (the trader) granting permission for the licensee to use the specified trading space at the Market for the sale of the specified goods or services. The licence agreement will be issued by the Market Management for a specified period and may be terminated by the Council (with or without notice). The licence is personal to the named trader and cannot be assigned or transferred.

**Who can apply?**

Any individual (aged 18 years or over) legally eligible to work in the UK and wanting to trade at the Market to sell their goods or services may apply to the Market Management for a licence agreement. Anyone who is currently excluded from trading at the Market or who has any outstanding licence fee charges is not eligible to apply.

**The application process**

To apply for a licence agreement to trade at the Market you should first contact the Market Management to discuss your requirements and check availability. You will then need to complete and submit the Market Traders Application Form to the Council. Applications can be submitted by email, by hand or by post. The Council intends to commence online applications shortly.

You must also submit the following supporting documents with your application:

1. A copy of your photographic identification and a copy of proof of your address.
2. Proof of your legal right to work and remain in the UK
3. Proof of your Public Liability Insurance (and Employers’ Liability Insurance, if applicable)
4. Proof of registration as a food business establishment and a copy of your food hygiene certificate (where applicable)

The Council reserves the right to request to see your original documentation provided in support of your application. If requested, a licence will not be issued until you have produced the original documents.

**Proof of identity**

To verify your identity all applicants must provide one form of photographic identification from List A and one form of proof of your home address from List B below.

|  |  |
| --- | --- |
| **List A (photographic identification** | **List B (proof of home address)** |
| * Valid Driving Licence * Valid Passport | * Bank or building society statement *(not more than 3 months old)* * Utility bill e.g. gas, electricity or water bill *(not more than 3 months old)* * Valid TV licence * Valid Driving Licence *(if not used as photographic ID)* |

**Proof of legal right to work in the UK**

Under the Immigration, Asylum and Nationality Act 2006 it is mandatory to demonstrate a legal right to work in the UK. All applicants must provide any one of the documents listed below to demonstrate that you have a legal right to work in the UK. Persons with a permanent right to work in the UK must provide the Council with one document from List A. Those with only a temporary right to work in the UK must provide one document from List B

|  |  |
| --- | --- |
| **List A**  **(Permanent right to work in the UK)** | **List B**  **(Temporary right to work in the UK)** |
| * UK Passport * European Economic Area Passport * National Identity Card * Registration Certificate or Document Certifying Permanent Residence issued by the Home Office. * Residence Card | * An official document bearing a National Insurance Number (e.g. payslip, P45, etc.) along with a birth certificate, Immigration Status Document or Application Registration Card which states that work is permitted * A Work Permit with either a passport or a letter from the Home Office which confirms that the holder has permission to enter or remain in the UK |

**Proof of Public Liability Insurance**

Public Liability Insurance provides you with protection from loss or damage resulting from a claim for damages by a member of the public, other traders or any other third party arising from any accident or injury sustained whilst you are trading at the Market.

The Council requires all traders to have, as a minimum, Public Liability Insurance providing cover for £5 million for trading on British markets. This must be maintained throughout the licence period. You must provide the Market Management with a copy of your current policy certificate or National Market Traders Federation (“NMTF”) membership card in your name. You should be able to obtain cover from any reputable public liability insurance provider or the NMTF.

**Proof of Employers’ Liability Insurance**

It is a legal requirement to have Employers’ Liability Insurance as soon as you become an employer of one or more people. Employers’ Liability Insurance protects you against the cost of compensation claims arising from employee illness or injury sustained as a result of working for you. This must be for a minimum cover of £5 million. You must provide the Market Management with a copy of your current policy certificate with your completed application form if you employ any person (whether paid or unpaid).

**Proof of registration for a food business establishment**

If you are operating or intending to operate a food business you need to be registered as a food business with your local authority. You must provide the Market Management with evidence that you are registered as food establishment with your local authority.

Anyone starting a new business must register with their local authority at least 28 days before trading commences. For further information and to register please contact the Council’s Environmental Health department (see Contact Information).

You must also provide the Council with a copy of your current food hygiene certificate. The Council will only accept food vendors on the Market with a food hygiene rating of 3 or above.

**The licence process**

The Council will agree the licence start date with a successful applicant. You will be made an offer of occupancy of a specific trading space by way of a licence agreement which will either be posted to you or handed to you in person for signature. This will include the terms and conditions of agreement, state the goods and services you are allowed to sell or store at the market and set of the licence fee payable to the Council. You will also be issued with the Council’s Market Trader’s Handbook which contains further terms and conditions and Health & Safety Requirements for Arnold Market.

To accept the offer you must read, sign and return the licence agreement to the Market Management and make any advance licence fee payments to the Council as required by the terms of your licence agreement. The Council will complete the licence. A copy of the completed licence will be returned to you.

Provided the information you provide on your application form remains valid and up to date you will only need to complete an application form every 12 months. You should notify the Council immediately of any changes to the information provided.

**Complaints**

If you have a complaint relating to your application, please write to the Market Management at the address below.

**Contact information**

Market Management

Address: Gedling Borough Council

Civic Centre

Arnot Hill Park

Arnold

Nottingham

NG5 6LU

Telephone: 0115 901 3891

Email: [arnoldmarket@gedling.gov.uk](mailto:arnoldmarket@gedling.gov.uk)

Environmental Health department

Address: Gedling Borough Council

Civic Centre

Arnot Hill Park

Arnold

Nottingham

NG5 6LU

Telephone: 0115 901 3974

Email: [foodsafety@gedling.gov.uk](mailto:foodsafety@gedling.gov.uk)