



## MARKET TRADER APPLICATION FORM

Please note:

All traders must be able to comply with our Rules and Regulations, health and safety regulations, insurance requirements and also be prepared to carry out any legal requirements, in accordance with legislation.

Traders selling food produce must comply with our Food Hygiene and Safety Conditions set out in the Rules and Regulations.

- complete this Application Form in block capitals using black or blue ink.
- complete all sections fully, in accordance with the guidance notes
- please forward copies of your insurance certificate, risk assessment and if applicable, alcohol licence and any food hygiene certification together with your application

### Section A - Your information

This section is for information relating to the person submitting the form.

Surname: .....

Forename(s): .....

Title: Mr  Mrs  Miss  Ms  Other .....

Home address: .....

Postcode: .....

Office/home Tel number: ..... Mobile number: .....

Email address .....

National Insurance No .....

Date of Birth: ..... Place of Birth: .....

Do you have the legal right to work in the UK? Yes  No

How do you prefer to be contacted?

Email  Phone  Other (please state) .....

**Section B - Trading information**

Company/Trading Name: .....

Registered Charity number (If applicable) .....

VAT Number (If applicable) .....

Description of business: .....

Product/service description: .....

**Section C – Insurance**

Do you currently hold public liability insurance      Yes                       No

Company Name: ..... Policy number: .....

Policy holder name: ..... Value insured to: .....

**Section D – Food Safety**

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 E – Vehicle Information**

Vehicle registration: .....

Vehicle make: ..... Model: ..... Colour: .....

**Section F – Trading Days**

On which days would you like to trade at Swadlincote Market?

Tuesday                       Friday                       Saturday

## Section G – Risk Template

No	Item	Yes	No	N/A
1	Does your stall require a fire extinguisher (must be provided by stallholder)?			
2	Do you require an electricity supply to your stall?			
3	Do you use a generator with your stall? If your generator is fuel powered, where do you store the fuel?			
4	Are the regulators on your bottle's gas supply checked and fit for purpose?			
5	Do you possess a Gas Safe certificate for gas appliances? Certificate required on request.			
6	Are all 240v electrical items PAT tested? Certificate required on request.			
7	If your outlet requires personal food hygiene certificate(s) do all serving staff possess them? All copies to be provided to the upon request.			

## Section H - Declaration

By completing and submitting this form you confirm that:

- You have read, understand and will comply with the Rules and Regulations
- All details contained in and with this form are correct
- You will notify and inform Swadlincote Markets in writing within 14 days if any changes to the information
- You understand that by falsifying any details your application will be invalid

Signed: ..... Dated: .....

**Thank you for applying to trade on Swadlincote Market.**

**If you have any questions in relation to the above application form or accompanying documentation, please contact the Market Manager, Simon Wardle:  
Tel: 07784 033414 Email: simonwardle1@gmail.com**

**Privacy Notice:**

Your privacy is important to us and any personal information you provide through our forms will be collected and used to process your entry in accordance with the Data Protection Act 2018. Details on how the Council use your personal information are available in the Council-wide and service specific Privacy Notices visit [www.southderbyshire.gov.uk/privacy](http://www.southderbyshire.gov.uk/privacy)

I am happy for Swadlincote Market/South Derbyshire District Council to retain my business information in file in relation to the activities of Swadlincote Market.

I would like to receive information about events/workshops/support services and consent to the Council maintaining details on file for this purpose. I can unsubscribe anytime by emailing.

I do not wish my/our details to be retained on file.

**SIGNED:** ..... **DATE:**

