

APPLICATION TO TRADE ON RUGELEY OR PRINCE OF WALES MARKET

If you wish to trade at Rugeley or /Prince of Wales Market you must complete this application form and hand it in to the Market Office with the original documents listed below:-

- Your current public liability insurance certificate (which must provide cover for a minimum £5 million) or your NMTF membership card
- Proof of your identity – we will accept only your photo driving licence or current passport
- Proof of your address – we will accept a recent utility bill/and/or bank statement

You must also provide 2 References.

*Title:	<input type="text"/>	*First Name:	<input type="text"/>
*Middle Name:	<input type="text"/>	*Surname:	<input type="text"/>
*Address:	<input type="text"/>		
*Post Code:	<input type="text"/>	*Tel No's.	<input type="text"/>
*Date of Birth:	<input type="text"/>		
*Next of Kin:	<input type="text"/>	*Contact No:	<input type="text"/>
*National Insurance No:	<input type="text"/>	*Email:	<input type="text"/>
*Type of goods to be sold:	<input type="text"/>		
*Market applied for:	<input type="text"/>	*Applicants Signature:	<input type="text"/>

* Mandatory fields

PUBLIC LIABILITY INSURANCE	
Registration Number:	<input type="text"/>
Date of Registration:	<input type="text"/>
Expires on:	<input type="text"/>

The Council will consider your application and undertake any due diligence that it deems necessary before confirming to you whether or not your application to trade on a Council Market has been successful. If your application is accepted, you will be offered a vacant stall in a position that, in the opinion of the Markets Officer, best complements the existing Market stall mix. In addition the Markets Officer will give priority to uses that best complement the Market, regardless of the length of time that a successful applicant has been on the Council's stall waiting list. The Market Officer's decision regarding when and where a successful applicant will be accommodated on the Market is final.

PLEASE NOTE: Cannock Chase Council are the data processor. We take your privacy seriously and will only use your personal information to enable the raising and processing of a Market stall License or Lease and for purposes required or allowed by law. We will not share your data with third parties except where necessary and allowed by law. You can find information about how we handle your personal information by visiting www.cannockchasedc.gov.uk/PrivacyNotice . You should be aware that we have a duty to protect public funds. We may therefore use the information you provide for the prevention and detection of fraud. We may share this information with other bodies for these purposes. We may also share this information with other departments of the council or other relevant organisations for purposes which may include enforcement.

Office use only

Proof of identification:	<input type="text"/>
Date of application:	<input type="text"/>
Stall allocated:	<input type="text"/>
Name of Officer:

To be completed upon allocation of a stall

1. The stall should be open for trading during the opening times of the market.
2. The leaseholder to pay 4 weeks rent in advance and the total weekly charge of: £ on the due day by cheque / standing order.
3. A deposit of four weeks full price rent is required in advance of occupying the stall
4. The stall is to be used for the sale of.....
5. The stallholder must hold valid third party liability insurance.
6. Goods are to be stored within the stall at the sole risk of the stallholder.
7. If there is a dispute concerning goods being sold, or the manner in which the business is being carried on the decision of the Market Officer is final.
8. The stallholder must not, except with the prior written permission of the Council, interfere with the design of the stall, the drainage, water supply, electric wiring or fittings of the stall.
9. Any alterations approved by the Council will be made on a chargeable basis if the trader ceases trading.

I agree to abide by the above conditions pending the issue of the formal lease.

Signed:..... Date.....

Print Name:.....

DETAILS FOR LEASE

Stall No:..... Market:..... Start Date:.....

Stall Rent £ per week Advertising Levy £ per week

Other £ per week

Service Charge £ per week

Total weekly charge £

I confirm I have received instructions regarding fire regulations in the market.

Signed..... Date...../...../.....