



ST NICHOLAS MARKET

## APPLICATION FOR EXCHANGE MARKET STALL 16 & 16A

**PLEASE READ ALL SECTIONS OF THIS APPLICATION FORM CAREFULLY BEFORE COMPLETING**

### Personal Details

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Please Circle Mr/Mrs/Miss/Ms/Other Date of Birth \_\_\_\_\_

National Insurance Number \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

**Evidence of your right to work in the UK will be required upon acceptance to trade**

Trading Name/Business Name \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone No \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ (will be used for future correspondence)

Note: You will be required to produce proof of your identity and address.

**Access to Information – This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [here](#) or contact the Markets Office on 0117 9224014**

### Public Liability Insurance

Do you hold current Public Liability Insurance? YES/NO (If yes, please attach a copy with your application.)

All traders are required to have third Party Public Liability Insurance of at least £5 million. In the event of any incident you could be held responsible and your insurance company details would be required for any claims. Such cover is available by becoming a member of the National Market Traders' Federation or by seeking a quotation from a reputable insurance broker. There is a 14-day grace period in which to produce details of insurance after which evidence will be required. It is the trader's responsibility to ensure Public Liability Insurance is kept up to date for which regular checks are in place. If your application has been accepted and a trading licence issued, no additional licence or consent is required to trade at St Nicholas Market.

The following information you provide us with will be used to assist in the selection process for a stall at St Nicholas Market, therefore we ask you to tell us as much as possible about your business and your products. Please feel free to use additional sheets of paper and attach any relevant information to this application form. Each section must be completed as fully as possible. Please note that a lack of information may be detrimental to your application.

### About Your Business

- 1) Please provide a detailed description of what you would like to sell, including information about where it is made, sourced and how it is produced. Please enclose images of the products that you would like to sell. **(We are not currently considering traders who wish to sell jewellery.)**

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- 2) Are your products registered as Fair Trade? YES/NO

Further information:

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3) Are any of your products or your business certified organic? YES/NO  
Further information:

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4) Please tell us about any relevant previous retail experience you have had:

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5) Please enclose a copy of your business plan. If you do not have a business plan, then please outline what you would like to achieve during your first twelve months, including any goals you wish to achieve. This may be continued on a separate sheet of paper if necessary.

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6) Does your business have a website or any other social media accounts? YES/NO  
If so, please fill out as appropriate

Website address \_\_\_\_\_

Twitter \_\_\_\_\_

Facebook page \_\_\_\_\_

Other \_\_\_\_\_

7) Additional Information

Please feel free to use this space to provide us with any additional information about your business

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