

Trader Registration Form

Thank you for your interest in Chorley Markets. This form is to be used for registering as a trader on Chorley Markets.

Casual Stall (Mon, Tues, Thurs, Fri & Sat): If approved, you will be allocated a stall on a daily basis at any of the markets hosted by Chorley Markets, stall fees to be collected on the day of trade (card payment only)

Permanent Stall (Mon, Tues, Thurs, Fri & Sat): You must have been trading as a casual trader on Chorley Markets for at least 4 weeks before applying for a permanent space allocation. Once accepted as a permanent trader you will stop paying casual charges upon attendance and will be invoiced directly for stall specific charges.

To apply for a permanent stall space allocation, please complete a licence amendment request found on the [market trader](#) page on our website.

Flea Stall (second-hand goods & Collectable items – Mon's only): if approved, you will be allocated a stall on a Monday on a casual basis at Chorley Markets, stall fees to be collected on the day of trade (card payment only)

Permanent Cabin (Mon, Tues, Thurs, Fri & Sat): If approved, your occupancy will be permanent from agreed occupancy date and be invoiced directly for cabin specific charges (a deposit of 2 weeks rent will be required prior to occupation)

Please fully complete this form in BLOCK CAPITALS using additional paper when required. Once completed, you should return this form, along with your proof of identification and insurance certificate (see checklist at the end of this form for further details) to the market office, Cleveland Street, Chorley. Please note a registration fee applies on submission of this form

Your application will be checked for compliance and if agreed, a Licence Occupancy Agreement issued* within a few working days. If further information is required, we will contact you.

*The Licence expiry date will be concurrent with your Public Liability end date.

Section A – Accommodation Information

This section of the form is for information relating to the space requested.

A1 Market Street Covered Market

A2 Trader type Casual Permanent Flea

A3 Market Type New Goods Second Hand Goods

Note: Second Hand Goods are goods which have previously been sold, by retail, not including seconds or returned stock

A4 Requested space type Stall(s) Cabin(s) Pitch(es)
External seating

A4a Requested space number(s) _____

A4b Which day(s) do you wish to attend (a list of the markets and their opening days is at the end of this form)

Monday	<input type="checkbox"/> *	Thursday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
Wednesday*	<input type="checkbox"/>	Saturday	<input type="checkbox"/>

*Supplementary Monday Mixed Market Regulation apply.

Section B – Applicant Information

This section of the form is for information relating to the licence and is compulsory. Applications may not be processed if incomplete.

B1	Surname	
B1a	Forename(s)	
B1b	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (<i>please state</i>)
B2	Address (Street)	
B2a	Address (Town)	
B2b	Address (City)	
B2c	Postcode	
B3	Home Telephone No	
B4	Mobile Telephone No	
B5	Email address	
B6	Date of Birth	
B7	National Insurance No	

Section B- Supporting Information

All supporting documentation must be original, current and valid (copies are not acceptable).

Tick document seen

B8 **Proof of Address:** at least TWO documents from this group, showing your current address

UK driving licence

Bank, Building Society or Mortgage statement¹

Utility bill (e.g. electricity, gas, water, telephone [including mobile phone contract / statement])¹

Government Agency document (e.g. Benefits Agency, Employment Service, Inland Revenue)₂

Valid vehicle registration document

Section C – Business Information

This section of the form should provide information relating to the business wishing to trade on the markets.

C1 Business name _____

C2 Does the Applicant own the business? Yes No

C2a If **No**, please state role of Applicant _____

C2b If **No**, please list all owners / partners

1. _____

2. _____

C3 Address (Street) _____

C3a Address (Town) _____

C3b Address (City) _____

C3c Postcode _____

C4 Telephone No _____

C5a Company House Reg. No. _____

C5b Registered Charity No. _____

C6 Email address _____

C7 Website address _____

C7a Twitter Account @ _____

C7b Facebook Account _____

C8 What is the VAT number of the company? _____

C9 What are the Public Liability Insurance details of the company?

C9a Policy provider NMTF CMTIA *Other

*If **other** please state the company name _____

C9b _____

C9c 1. _____

2. _____

C9d _____ C9e Ends _____

£ _____

C9f _____

Section C - Supporting Information

All supporting documentation must be original, current and valid (copies are not acceptable).

A copy will be attached to your file as part of the process.

C10 **Public Liability Insurance:** ONE document must be provided from this group, relating specifically to the applicant or their business

Public Liability Insurance policy schedule (minimum cover £5 million, trading on British markets)

National Market Traders Federation membership card

Please note, if your personal details are the same as your business details in section C of this form, we will make these available upon request.

Section D – Product Information

This section of the form should provide additional information relating to the business and the goods and services you wish to be considered for inclusion on the licence.

D1 How long has the business been established? _____

What products / services do you want to sell? *(please provide a detailed description and refer to the Chorley Market Regulations for terms & conditions & prohibited goods)*

KEY LINE 1: _____

KEY LINE 2: _____

INCIDENTALS: _____

Section D - Supporting Information

All supporting documentation must be original, current and valid (copies are not acceptable).

Second-hand goods: Registration certificate for dealer in second-hand goods

Food preparation, catering or retail: Relevant food hygiene registration

Section E – Vehicle Requirements

This section is to provide information about the business vehicle(s) to be used on the market.

E1 Number of vehicles to be used on the Market _____

E2 What are the individual vehicle details?

E2a Vehicle registration _____ Colour _____
Make _____ Model _____

E2b Vehicle registration _____ Colour _____
Make _____ Model _____

Section F – Nomination Confirmation

If this form is being used as a nomination form the existing licensee needs to sign below:

F1 By signing this form I confirm that I have agreed to nominate the applicant above to take control of my business in accordance with Chorley Market rules & regulations for nominating a successor.

Signature _____ Date _____

Name (print) _____ Stall _____

Section G – Legal Working

This section of the form relates to working legally in the United Kingdom. See the checklist for the required supporting documents.

G1 It remains a criminal offence under section 8 of the Asylum and Immigration Act 1996 to employ a person aged 16 or over who is subject to immigration control unless:

- That person has been given valid and subsisting leave to be in the United Kingdom by the Government, and that leave does not restrict them from taking the job in question; or
- The person comes into a category where employment is allowed.

All persons working on Chorley Markets must be legally eligible to work in the United Kingdom. Personal information maintained by Chorley Markets is subject to cross-system and cross-authority comparison to prevent illegal working in the UK. You must be able to provide sufficient evidence upon request that you or the business employees are legally eligible to work in the UK.

G1a Are you legally eligible to work in the UK? Yes No

G1b Are all the employees of the business legally eligible to work in the UK? Yes No

Section H – Supporting Information

All supporting documentation must be original, current and valid (copies are not acceptable).

H1 Are all the employees of the business legally eligible to work in the UK? Yes No

UK/EEA/EU passport Yes No

UK/EEA/EU national identity card Yes No

UK certificate of naturalisation Yes No

UK/EEA/EU Photo driving licence Yes No

Section I – Disclosure of Information

This section of the form relates to all of the information contained within the form, completed by you, and how Chorley Markets will use it. Chorley Borough Council complies with Data Protection Law and is registered with the Information Commissioners Office (ICO) as a Data Controller. We may use your personal data to prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement functions.

I1a Information may be maintained confidentially on your personal document file, and electronically within our databases.

Data we maintain in respect of your occupancy with Chorley Markets will be used for cross-system and cross-authority comparison purposes for the prevention and detection of fraud. Data may also be provided to a third party without specific consent when required by law, statutory requirement, in respect of crime prevention and detection, or to assess or collect tax or duty.

For further information please click here and to find out how personal information is going to be used, what for, who it will be shared with and why please view our [privacy notice](#).

- 11b Chorley Council is required by law to protect the public funds it administers. We participate in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise

View more information on [data protection](#).

If you are happy for us to contact you with regards to upcoming event opportunities with Chorley Council please tick the box to opt in.

If you do not tick the box we will not be able to contact you about any upcoming opportunities available through Chorley Council.

Section J – Confirmation of Information

This section of the form relates to all of the information that you have provided within and with this form and certifies the validity of this information.

- J1 By signing this form I confirm that I have read and understand all sections of the form and agree to comply with the Market Regulations. I also confirm that all the details contained herein are correct, and that I will notify Chorley Markets in writing within 7 days of any changes to this information.

I understand that by falsifying any details on this form that any subsequent registration will be invalid.

J1a Signature of applicant _____

J1b Date of signing _____

Contact: Chorley Borough Council, Market Office, Cleveland Street, PR7 1BH

 01257 515151  contact@chorley.gov.uk website: www.chorley.gov.uk/markets

Market operating days

Monday	Mixed Market (held on the Covered Market)
Tuesday	Street Market (Formerly Flat Iron) and Covered Market
Wednesday	Covered Market
Thursday	Covered Market
Friday	Covered Market
Saturday	Covered Market

Checklist The following is required before an application can be considered: -

All sections of the application form completed	<input type="checkbox"/>
A. FOR SOLE TRADERS AND PARTNERSHIPS 1 original document to prove your identity and that you are legally able to work/trade within the UK. This must include a photograph and your current address. It may be one of the following: - UK/EEA/EU passport UK/EEA/EU national identity card UK/EEA/EU of naturalisation UK/EEA/EU photo driving licence 2 different documents showing your name and address e.g. utility bill, Council Tax bill, bank statement, etc. The documents must be no more than 6 months old and from two different organisations.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Registration certificate for dealing in second hand goods (if applicable)	<input type="checkbox"/> or N/A
B. FOR LIMITED COMPANIES Proof of registered address and companies house registration number	<input type="checkbox"/>
Registration certificate for dealing in second hand goods (if applicable)	<input type="checkbox"/> or N/A
C. FOR CHARITIES Proof of registered address and registered charity number	<input type="checkbox"/>
Original public liability insurance document or National Market Traders Federation membership card	<input type="checkbox"/>

If you wish to pay via Direct Debit mandate, please contact Exchequer 01257 515469.