

APPLICATION FORM

1. About You

First Name: _____

Surname: _____

Address: _____

Postcode: _____

Telephone Number: _____

Email Address: _____

Date of birth: _____

National Insurance Number: _____

Do you have the right to work in the UK?

Yes No

Are you an existing Wakefield district market trader?

Yes No

If yes, which market/s do you currently trade on?

Castleford Normanton Ossett

Pontefract South Elmsall Wakefield

2. About Your Business

Name of business: _____

Is this a new business?

Yes No

If no, how long has it been established? _____

What is the VAT number of the business?

(If applicable) _____

What products/services do you wish to sell?
(Please provide a general range not a list of individual items)

3. Stall Information

Market Location: _____

Indoor/Outdoor (Delete as applicable)

Stall/Unit number: _____

Trading Days: _____

4. Recommend a Friend

Has an existing Wakefield district market trader recommended the scheme to you?

If yes, give us his/her name and the market they trade at so we can make sure they receive their bonus

Date: _____

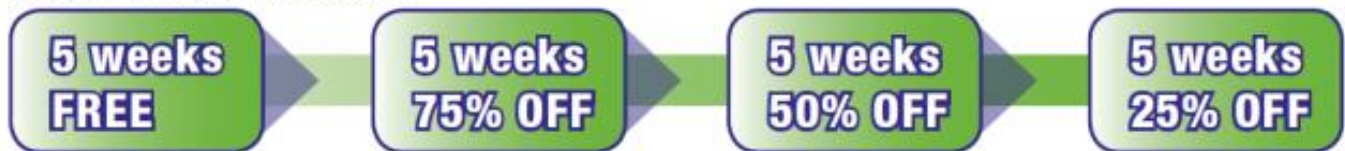
Signature: _____

TERMS AND CONDITIONS

Want to start up your own business?

Wakefield district markets are ideal for starting up your own business and we are offering a great opportunity to do so with a minimum risk and at reduced cost.

Indoor markets - 20 weeks::



Outdoor markets - 12 weeks:



Who can apply to trade?

- Anyone over 18.
- New business start-ups.
- Existing businesses who want to diversify and try out market trading.
- Traders who currently stand at Wakefield Council's markets can also take part provided they:

- Apply to stand at a market where they do not currently stand.
- Take an additional stall selling a new line at their existing market.
- Take an additional day at their existing market.
- Want to move from an outdoor market into an indoor unit.

- Existing traders who are in arrears to the Council (rent and/or utility bills) or have cancelled their direct debit will not be accepted to the scheme.
- Existing traders who have used the Business Start-up Scheme previously but did not continue as permanent traders will not be accepted to the scheme.

Any catches?

Ideally, you should be selling goods that are not currently on offer at a particular market. You may be able to sell goods which are already on offer by a small number of traders. Make sure you speak to us before you buy any stock to ensure that your goods are

acceptable and there is a suitable stall or unit to sell them from.

Any extras?

- You will need public liability insurance for a minimum of £5 million.
- If you are in a shop unit you will need to fit it out yourself.
- Electricity (where applicable)
- Business rates (indoor units only and small business rate relief may be applicable. Your business advisor will be able to help with this)

Duration of the scheme

- Outdoor markets – until 15th September 2019
- Indoor markets - until further notice

What next?

- We aim to process your application within 10 working days and let you know if your goods are suitable and there's a stall/unit available for you.

Indoor Units Only

After the duration of the business start-up scheme and you wish to continue trading then you will enter into a lease agreement which will include a legal fee of £372.00 for completion of the new agreement.

If you would like to discuss your application contact us on **01977 727195/6/7**

APPLICATION FORM

Markets Service Transparency Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Market Services

Telephone: 01924 307466

Email: MarketsHQ@wakefield.gov.uk

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Markets Service needs to collect the following information about you to provide their service:

Name, address, telephone number, email address, National Insurance number, date of birth, bank account details (licensed traders only).

We use this information to enable us to process your application for a stall at one of our markets and to contact you about it. We will not use your personal data for any other reason, or share it with others, unless we need to do so by law e.g. to prevent or detect crime.

Should you decide not to provide any of the information we request from you we will not be able to consider your application.

3. What authority does the Council have to collect and use this information?

To provide you with information and services that you request from us
To prevent and detect fraud or crime

TERMS AND CONDITIONS

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 6 years after which time it will be deleted from our systems. The reason for keeping information for this period of time is the LGA Guidance (Limitation Act 1980)

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.