



West Suffolk markets trader application form

Forest Heath & St Edmundsbury councils
West Suffolk
working together

Personal details

Trading/business name	
Contact name	
Address	
Postcode	
Telephone number	
Mobile number	
Email	
Website/Facebook page	
Date of birth	
Are you required to have a permit to work in the UK? If so, do you have a permit to work?	Yes [] No [] Yes [] No []
National Insurance number	

Insurance details (please provide a copy of your insurance documents with this application)

Insurance company	
Date of expiry	

Goods

Please provide a full description of goods to be sold:
Please include photographs if possible

Where would you like to trade?

<input type="checkbox"/>	Tuesday	Newmarket
<input type="checkbox"/>	Wednesday	Bury St Edmunds
<input type="checkbox"/>	Thursday	Brandon
<input type="checkbox"/>	Friday	Haverhill / Mildenhall
<input type="checkbox"/>	Saturday	Brandon / Bury St Edmunds / Haverhill / Newmarket
<input type="checkbox"/>	Saturday	(third Saturday monthly) Clare

Preferred start date:

Registration details (traders selling food only)

Details of local authority where your business is registered

Please submit a copy of your food hygiene training certificate

Stall details

Type of stall you will be using: Gazebo / free standing trailer / vehicle / other

Size of stall:

Do you require power? (extra charges apply) Yes No

If so please list the items you will be bringing:

All electrical items will require a current PAT test certificate.

Declaration: I hereby certify that the information I have provided is correct.

Signed:

Date:

Return to: Sharon Fairweather, Market Development Officer, West Suffolk House, Western Way, Bury St Edmunds, Suffolk IP33 3YU sharon.fairweather@westsuffolk.gov.uk

West Suffolk councils is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU Tel: 01284 763233.

The Data Protection Officer is Leah Mickleborough and can be contacted at the same address. We are collecting your personal information in order to process your application under the Financial Services and Markets Act 2000 as we are the licensing authority.

Your data will not be shared with third parties but may be used of council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for two years after you have ceased trading and in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application.

Please contact the Data Protection Officer for further information or go to our website where

your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process your application for a licence.

For further information on our data protection policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk