

# Kirklees Markets New Stallholder Registration Form



## Data Protection Act 1998

The information provided by you on this form will be held on the Markets Section's database in order to process your annual registration

Full name (including middle names) .....

Name of company or organisation .....

Contact address .....

..... Postcode .....

Telephone ..... Mobile .....

Email address ..... Website .....

Twitter ..... Facebook .....

Date of birth ..... NI Number .....

Do you have the right to work in this country? YES / NO

Provide a full description of items being sold or nature of activity (you may be asked to remove items from your stall if they are not listed below.)

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.....  
.....

## Public Liability Insurance

I submit a copy of my current public liability insurance

I do not have current public liability insurance (You will need to pay £5 per day for Council insurance)

Kirklees Council 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.

By submitting this form I confirm that all details are correct and that I will notify Kirklees Markets in writing within 14 days of any changes to this information.

I understand that by falsifying any details any application and any subsequent agreement will be invalid

Name (print) ..... Signed..... Date.....

Please complete and hand in on your first day attending the market together with the supporting information.

## Supporting Information

### Photo Identity

Applicants must provide at least ONE document from this list to verify your identity:

Valid passport

(showing the holder is a British Citizen, or has the right to abode in the UK; or has an endorsement stating that the holder has a current right of residence in the UK as a family member of a national from a European Economic Area country or Switzerland who is resident in the UK; or that has an endorsement to show that the holder can stay indefinitely in the UK, or has no time limit on their stay)

UK Driving Licence (photo-card only)     Valid photo identity card from EU countries only

## Proof of Address

Applicants must provide at least TWO documents from this list showing your full name and current home address

Less than 3 months old:

- Bank, Building Society, mortgage or other financial statement e.g. pension / endowment
- Utility bill e.g. electricity, gas, water, telephone (including mobile phone contract / statement)
- Credit card, store card or mail order catalogue statement
- Driving licence / valid vehicle registration document
- Addressed payslip, P45 or P60

Less than 12 months old

- Valid TV licence
- Valid insurance certificate / schedule
- Government Agency document e.g. Benefits Agency, Employment Service, Inland Revenue

## Food Business

- Applicants selling food must provide evidence of their registration with the Environmental Health Department as a food business establishment.

## Information Record Form

In Kirklees we have many diverse groups and communities. The questions below will help us to identify the groups our customers belong to, assess whether we meet different requirements and how we can improve our services. All information will be kept private and confidential.

**What is your gender?**                      Male                       Female

### What is your ethnic origin?

- |                                     |  |  |  |                                    |
|-------------------------------------|--|--|--|------------------------------------|
| <input type="checkbox"/> African    | <input type="checkbox"/> Asian British       | <input type="checkbox"/> Bangladeshi         | <input type="checkbox"/> Black British | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Pakistani  | <input type="checkbox"/> White British       | <input type="checkbox"/> Indian              | <input type="checkbox"/> Irish         | <input type="checkbox"/> Chinese   |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> *Other Asian Origin | <input type="checkbox"/> *Other Mixed Origin |  |                                    |

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### FOR COUNCIL USE ONLY

Proof of Identity type & reference number .....

Proof of address type & reference number.....

Proof of public liability insurance type & reference number.....

If no receipt number for daily insurance .....

- Entered onto Bazaar

Name (print) ..... Signed.....Date .....