

# Application for Market Stall/

## Trader Form

City of Wolverhampton Council  
Bilston Retail Market  
27 Market Way  
Bilston  
West Midlands  
WV14 0DN

### NOTES

- Please complete this form in block capitals using black or blue ink .
- Please complete all sections fully, in accordance with the attached guidance notes.

Telephone Number : 01902 556080  
Email : markets@wolverhampton.gov.uk

### 1 Stall Details

Market

Stall Number

### 2 Your Information

Title (Mr/Miss/Mrs/Ms)

Surname

First Name

Middle Name

Date of Birth (DD/MM/YYYY)

Address

Postcode

Home Telephone Number

Mobile Telephone Number

Fax Number

Email Address

### 3 Trading Information

Company Name (where appropriate)

Registered Charity Number (where appropriate)

VAT Number (where appropriate)

Trade Line Description

Specific Details of Tradeline

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## 4 Food Details

Under UK law, if you are operating or intending to operate a food business, you need to register this (including market stalls, delivery vehicles and other movable structures). Registration allows local authorities to keep an up-to-date list of all premises in their area so they can visit them when they need to.

If you run a food business in Wolverhampton please contact Environmental Health on 01902 551155 to determine what information is required.

## 5 Insurance Information (information required as per your licence/lease)

Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_

Policy Holder Name \_\_\_\_\_ Value Insured to \_\_\_\_\_

Policy Start Date (DD/MM/YYYY) \_\_\_\_\_ Policy End Date (DD/MM/YYYY) \_\_\_\_\_

## 6 Vehicle Information

Vehicle 1 Registration \_\_\_\_\_ Vehicle 1 Colour \_\_\_\_\_

Vehicle 1 Make \_\_\_\_\_ Vehicle 1 Model \_\_\_\_\_

Vehicle 2 Registration \_\_\_\_\_ Vehicle 2 Colour \_\_\_\_\_

Vehicle 2 Make \_\_\_\_\_ Vehicle 2 Model \_\_\_\_\_

## 7 Right to work in the United Kingdom

Do you have the legal right to work in the United Kingdom? Yes  No

## 8 Disclosure of Information

City of Wolverhampton Council is a data controller for the purposes of the Data Protection Act 1998 (DPA).

This means that we are the organisation that decides what will be done with the personal data (information about living individuals) that we collect.

Your personal data that we collect includes your name, address, contact details, tradeline information, vehicle registration, ID together with any other information we obtain directly from you or from third parties, or as a result of our relationship with you in our capacity as the City of Wolverhampton Council, Markets Service.

We will use your personal data for the purposes of granting you a stall licence.

The Council is under a duty to protect public funds and, to this end, may use the information held or provided by you for the prevention and detection of fraud.

It may also share this information with other bodies, including (but not limited to) Wolverhampton Homes, the Police and other agencies for these purposes and also for the audit or administration, collection and recovery of claims, transactions, applications, taxes and payments and for performing other statutory enforcement duties.

For more information visit Fair Processing Notice Data Matching available at [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk).

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you.

If your details change at any point, please inform us of the new details to enable us to keep your records accurate and up-to-date.

Personal data held will be deleted when it is no longer needed for these purposes, in accordance with our formal record retention policies.

If you have any queries about the licence application or need to update your details, please contact the Markets Service.

Individuals also have a right under the Data Protection Act 1998 to request a copy of the personal held about them, providing they put their request in writing, enclose proof of their identity and explain what information they are requesting.

If you would like to find out what information the Council holds about you, please write to

City of Wolverhampton Council, Information Governance Team, Civic Centre, St Peters Square, Wolverhampton WV1 1SH, [dataprotection@wolverhampton.gov.uk](mailto:dataprotection@wolverhampton.gov.uk)

## 9 Declaration

### Confirmation of Information

By completing and submitting this application form you confirm that:

- You have read and understood the guidance notes
- All details contained in and with this form are correct
- You will notify Wolverhampton Markets in writing within 14 days of any changed to the information
- You understand that by falsifying any details your application and any subsequent allocation and agreement will be invalid.

Signed \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only			
Date Received			
MACCS Updated	__ / __ / 20 __	Officer	

The information you provide for the following questions is for statistical purposes only.

## 10 Equality Information

Gender (please tick)                      Male                                            Female                     

Ethnic Origin (please tick one box below)

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White-British                                            White-Irish                                            White-Other                     

Mixed-White-Black Carib.                                            Mixed-White-Black African                                            Mixed-White-Asian                     

Mixed-Other                                            Asian-British-Indian                                            Asian-British-Pakistani                     

Asian-Other                                            Asian-British-Bangladeshi                     

Black-British-Caribbean                                            Black-British-African                                            Black-British-Other                     

Chinese                                            Other Ethnic Group                     

Do you consider yourself disabled? (please tick)                      Yes                                            No                     

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## 11 Advertising Information

Please let us know if you have seen or heard about Wolverhampton's Markets via any of the following:  
(please tick all that apply)

Press Advertising                                            Please state which publication (e.g. Express & Star, Chronicle)

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Radio Advertising                                            Please state which station (e.g. Beacon, The Wolf)

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Bus Advertising                     

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Trade Publications                                            Please state which publication (e.g. Market Trader News, The MT Newspaper)

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WCC's Website                                            ([www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk))

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