



TRADER REGISTRATION FORM



PRIVACY NOTICE: We will process the information provided on this form in accordance with the General Data Protection Regulation (formerly known as the Data Protection Act) for the sole purpose of selecting traders. The information provided will be stored securely by Mid Devon District Council (MDDC) and will be retained for the current trading year (April to March) plus six months. The information provided will be subject to the Freedom of Information (FOI) Act, but personal information (names and contact details) will not be released in response to FOI requests. Data will be shared internally within MDDC as required for the purposes of issuing invoices or externally in response to legal requests (such as HMRC). Trading Standards and Environmental Health inspect Tiverton Market on a regular basis. It is the trader's responsibility to comply with regulations relevant to their trade at all times and MDDC may pass on information about traders when required.

Your Details

Contact Name			
Address			
Email			
Home Phone		Mobile	

Emergency Contact Details

Please provide named contact details for someone we can contact in the event of an emergency:

Contact Name			
Relationship to You			
Home Phone		Mobile	

Public Liability Insurance (Please provide a copy of your insurance certificate)

Policy Number			
Insurer			
Expiry Date			

Your Business (This information will be displayed on our website)

Trading Name			
Website			
Facebook		Instagram	
Twitter		Other	

Please describe your business and your products:

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Risk Assessment

All traders are required to provide a current risk assessment. If you do not already have a risk assessment document, please download and complete the template from our website.

Will you be selling alcohol?

No

Yes (we require a copy of your personal licence)

Food and Drink Traders

If applicable, which local authority is your food business registered with?

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How will you present your food? (eg on ice, from a chilled cabinet, in sealed containers)

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Your Requirements

Please make your preferred selections below. Please check the box of the option(s) you wish to add and complete the quantity required.

Trading Day	
<input type="checkbox"/> Monday: Second-hand Goods Market (this is booked via a third party; we will pass on your request)	
<input type="checkbox"/> Tuesday: General Market	
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday: General Market	<input type="checkbox"/> Saturday: General Market
<input type="checkbox"/> Monthly Artisan Night Market* (the first Saturday of each month, May to September)	
<input type="checkbox"/> Monthly Farmers' Market* (the fourth Friday of each month)	

Pitch	Quantity
<input type="checkbox"/> Indoor pitch (includes electric, one parking permit and up to 2 trestle tables)	
<input type="checkbox"/> Small Outdoor pitch	
<input type="checkbox"/> Large Outdoor pitch	
<input type="checkbox"/> Lockable unit**	
<input type="checkbox"/> Charity stall (up to 12 free per year) Dates (charity stall only):	

Ancillary Items	Quantity
<input type="checkbox"/> Additional 6ft trestle table (two free per pitch; additional tables at £6 each)	
<input type="checkbox"/> Additional parking permits (at £1 each)	

Terms and Conditions

All traders must agree to abide by the Market's Terms and Conditions or risk not being allowed to trade. Traders are responsible for ensuring their staff or others representing their stall at the Market also read and abide by the Terms and Conditions.

* For monthly markets, please inform the Market Manager in advance if there are any dates you cannot attend, otherwise it will be assumed that you require a pitch each month.

**Please note: lockable units are only offered to traders that have traded regularly for a minimum of 6 weeks at the General Market. Please tick this box if you would like to be added to the waiting list for a unit.

<i>I, the trader, have read and understood Tiverton Pannier Market's Terms and Conditions and agree to be bound by these terms.</i>	
<i>I, the trader, confirm that I am entitled to work in the UK.</i>	
Date of completion	
Your signature	

OFFICE USE ONLY

TRADER	
<input type="checkbox"/> Public Liability Insurance seen	
<input type="checkbox"/> Other permissions / paperwork checked	Detail:
Agreed Date(s) of Trading:	
Exemptions / Goods Restrictions:	
Licence Issued	Casual Licence / Regular Licence
Date Trader Becomes Regular (if applicable)	

Business Assist Scheme Reviews (if applicable)	
Review Date	Comments and Tolls Agreed (Starting Tolls = 50%)