



Licence for Casual Traders Application Form

Personal Details

Full Name Date of Birth/...../.....

Permanent Address

..... Post Code.....

Phone No Fax No.....

Email

We must be notified of changes to your personal details

Trading Details

Trade Name

Please State Actual Class of Goods Exposed for sale

Public Liability Insurance Details

Insurance Company

Policy Number

Policy Holder

Extent of Cover Renewal Date

Declaration

I declare that I have received and read the conditions to stand the market as a casual trader and agree to abide by them.

Signature Date...../...../.....

We must protect the public funds we handle, so we may use the above information that you have given us on this form to prevent and detect fraud. We may also share this information, for the same reasons, with other organisations that handle public funds.

Supporting Information

We require the information below to Support your application

		<u>Received (Yes/No)</u>
1) Photo ID	One of the following documents: Driving Licence Passport Official work's badge	
2) Proof of Address	One of the following recent documents (<i>not more than 12 months old</i>): Bank or Building Society Statement Utility bill e.g. gas, electricity Valid TV licence Valid insurance certificate Driving licence	
3) Public Liability Insurance	A photocopy of your current and valid Public Liability Insurance policy schedule. (NMTF members- photocopy of the front and back membership card)	
4) Employers Liability Insurance	If you employ members of staff then a photocopy of your current and valid Employers Liability Insurance is required (This includes paid and unpaid members of staff plus family members)	
5) Legal Working in the UK	Under the Immigration, Asylum and Nationality Act 2006 it is mandatory to demonstrate legal right to work in the UK. Therefore if you are not a national from the UK, Switzerland or the European Economic Area countries, you must send us proof of a legal right to work in the UK. The following documents are accepted:- (a) One "secure" document, which is either i) UK Passport ii) European Economic Area Passport iii) National Identity Card	

	<p>OR</p> <p>(b) If no secure document can be produced then the following are required:</p> <p>i) An official document bearing a National Insurance Number, e.g. P45, Payslip, P60 or an NI card, along with a birth certificate or a letter from the Home Office or an Immigration Status Document.</p> <p>ii) Work Permit with either a passport or letter from the Home Office, which must confirm that the holder has permission to enter or remain in the United Kingdom and take the work permit employment in question.</p>	
6) Wearing a name badge	During the prescribed trading times you must wear a name badge.	
7) Goods for sale	Traders must only sell the goods noted on their licence.	
8) Selling Food Items	If you are selling food you need to be registered as a food business from your local council. You must also provide evidence of your Food and Hygiene certificate.	
9) Trader Reference Number	This number is provided once trader is entered onto the data base	

Privacy Statement

Your personal information will be held securely by Mansfield District Council and processed in accordance with the Data Protection Act 1998.

You should be aware that:

- Access to your personal details will be limited;
- Your information may also be shared with other departments within Mansfield District Council and any other agencies / organisations where permitted by law and/or for reasons connected to protecting public funds, preventing or detecting crime & disorder, data matching initiatives with Audit Commission and other Government-led initiatives;
- The Council will also use the information provided on this form to keep you updated on its services unless you have chosen to opt out of this;
- You are able to request a copy of the information the Council holds about you by emailing dataprotection@mansfield.gov.uk

By signing this form you consent to your data being processed in this way.

SIGNATURE _____

DATE _____