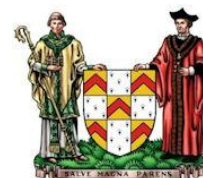


LICHFIELD CITY COUNCIL

Donegal House, Bore St, Lichfield WS13 6LU

markets@lichfield.gov.uk

01543 250011



Market Trader Application & DPA 2018 Consent Form

Data Protection Act 2018 (DPA 2018) Consent to hold Contact Information

I agree that I have read and understand [Lichfield City Council's Privacy Notice](#). I agree by signing below that the Council may process my personal information for the purposes of correspondence. I agree that Lichfield City Council can keep my contact information data for an undisclosed time or until I request its removal. I have the right to request modification of the information that you keep on record. I have the right to withdraw my consent and request that my details are removed from your database.

Name and Address of Trader for Correspondence	
Trading Name	
Email	
Contact Telephone Number	
Please list the range of goods you wish to sell (Subject to approval by the Markets Officer) <i>No goods may be sold which are outside this range without the prior consent of the Markets Officer</i>	

REQUESTED TRADING DAYS	Tick
Tuesday Market	
Friday Market	
Saturday Market	

TRADER REQUIREMENTS	Tick
ELECTRICITY <i>Use of electricity will incur an extra fee per appliance or based on usage by arrangement. Connection to the electricity supply is via a round blue 16-amp plug, not a 3-pin plug</i>	
STALL SIZE <i>Standard size 3m x 3m, larger pitch areas are chargeable in blocks of 3m x 3m Please supply photographs to support your application</i>	

OFFICE USE

Ref		Conf		Start date	
Jan	Feb	March	April	May	June
July	Aug	Sept	Oct	Nov	Dec
	PRS	GDPR		Code	

GAZEBO HIRE – Subject to availability, new Traders only	Tick	Cost (£)
Gazebo and Weights - Rent per day		5.00
Surety deposit – <i>must be a cheque which will be held and only cashed if the gazebo is found to be damaged beyond reasonable wear and tear</i>		250.00
Purchase of Gazebo		As per invoice inc VAT

SHORT NOTICE/HOLIDAY COVER <i>In the event of a trader being absent, please indicate which market days you may wish to cover; such vacancies can arise at short notice or be the result of prebooked absence</i>	Tick
Tuesday	
Friday	
Saturday	
Period of Notice Required	

REQUIREMENTS OF THE MARKET OPERATOR <i>Each Trader must provide/confirm the following (if applicable)</i>	Tick
PUBLIC LIABILITY INSURANCE Each Trader to hold a minimum of £5,000,000 Public Liability Insurance <i>Please tick to confirm you have provided a copy of your Certificate of Insurance with this application</i>	
FOOD HYGIENE RATING If you wish to sell or distribute foodstuffs, a rating of 5 is required <i>Please tick to confirm you have provided a copy of your food hygiene rating (if applicable)</i>	
RISK ASSESSMENT <i>Please tick to confirm you have provided a copy of your risk assessment with this application.</i> <i>A template is available from the HSE website</i>	
MARKET SQUARE REGULATIONS/TERMS AND CONDITIONS Traders are required to comply with the Market Square Regulations/Terms and Conditions as published on the City Council's website. <i>A copy of this document can be emailed to you on request.</i> <i>Please tick to confirm you have read, understood, and will abide by these regulations</i>	

This form is an application only; we will advise you of any pitch that can be made available to you in due course.

Please return this booking form to markets@lichfield.gov.uk

I hereby apply to hire a pitch on Lichfield General Market, details of which are given above. I agree to pay the charges on the market day in accordance with the Council's scale.

Signature* _____ **Date** _____ ***typed signature will be accepted**

We will hold your details on file and where necessary reserve the right to disclose these to Environmental Health, Trading Standards or other statutory agencies. On occasions we are asked to pass on details to *other* interested parties; if you agree to this, please tick the box provided ☐