

Markets Application Form

Completing your application form: Please save this PDF document in a convenient place on your home computer, such as in the 'My Documents' folder. Input the information required into the form below, ensuring all sections are completed. Where there are 'tick boxes' use mouse click to tick the box. Where there are web links please click left mouse button on the link to access the page or copy and paste the link on your web browser to access the page.

Once you have completed your application form either save your completed version of the form and e-mail it as an attachment together with any supporting documents and/or photos (JPEG/GIF/TIFF only) to: marketsapplications@cambridge.gov.uk or print out your completed form and post it together with any supporting documents and/or photos to: Business Processing Team, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH.

Title:

First Name

Last Name

Address: (Including postcode)

Date of Birth: DAY MONTH YEAR

I am over the age of 17 years old

	17-24	25-34	35-44	45-54	55-64	65+
Age:						

National Insurance Number:

E-mail

Home Telephone

Mobile Phone

Trading Name

Do you have the right to work in the UK?

YES

NO

How would you categorise the main commodity you wish to sell on Cambridge Markets?

Hot Food

Groceries/Flowers/Hot drinks

Services

Retail

Embracing diversity, committed to equality...

Equal Opportunities Monitoring Form (Confidential)

We are committed to a policy of equality of opportunity and aim to ensure that no applicant or receives less favourable treatment on the grounds of gender or gender reassignment; race and ethnicity; disability; sexual orientation; age; religion/belief; pregnancy and maternity; or marriage and civil partnership.

This section of the application will be detached and will be used solely for monitoring purposes.

For more information about policy of equality of opportunity please access the webpage below:

<https://www.cambridge.gov.uk/content/equality-and-diversity-policies-and-plans>

Gender:

Male Female

Other (Please describe)

The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the persons ability to carry out normal day-to-day activities”

Do you consider yourself to have a disability: YES

NO

If YES, do you want this to be part of your application? YES

NO

Ethnic Origin

White:

British
Irish
Any other white background

Asian or Asian British:

Indian
Pakistani
Bangladeshi
Any other Asian background

Mixed:

White & Black Caribbean
White & Black African
White & Asian
Any other mixed background

Black or Black British:

Caribbean
African
Any other Black background

Chinese or Other Ethnic Group:

Chinese
Arab
Other Ethnic Group

Traveller (from a travelling community)

Please read the following information carefully before completing your application

The City Centre Management Markets & Street Trading (CCMM&ST) Team receives dozens of applications to operate on Cambridge Markets each week. Cambridge Markets are dynamic and the team manage the retail balance to maximize the appeal of the offer, which includes the pitch location offered. We do not operate a waiting list but you are welcome to re-apply should your initial application turned down.

You will also be bound by one or both of our Charter Market Regulations & All Saints Gardens Terms' & Conditions. (Please click on the buttons below to access the regulations).

Direct Debit – Cambridge Markets now only accept applications from traders who pay by direct debit. Traders are billed monthly in arrears. (Currently by paying by direct debit you will receive a 4% rebate on all market invoices paid by that method subject to no items being returned and you still trading at financial year end.)

Casual Trading – Cambridge Markets no longer accepts casual only traders (other than for All Saints Gardens). To trade on a casual basis you must be licensed to operate on at least one day a week.

Your application - Processing times vary depending on the number of applications received and availability of pitches but you should allow up to 14 days. You must be in a position to trade within 14 days of an offer being made. If you are not, the offer will be automatically withdrawn.

Please tick this box to confirm you have read and understood the information above.

Please note:

IF your application is successful you will be required to provide:

- Two proofs of address (two proofs of official documentation, bank statement, water bill, gas)
- Photo – Identification (driving licence, passport)
- Proof that you are above the age of 17.
- Proof of you national insurance number (NI card, P45, Tax return, etc.)
- Public Liability Insurance cover of at least £5.000.000 (five million pounds) will also be required.
- A completed Direct Debit mandate.

Please tick this box to confirm you have read and understood the information above.

And as appropriate:

- Food Safety Questionnaire
- Level 2 Food Hygiene Certificate
- Proof of registration of food preparation/storage premises with local Environmental Health Authority.
- Gas Safety Certificate for gas appliances intended to be used.
- PAT test certificate for all electrical equipment intended to be used, or evidence of date of purchase if less than a year old.

Please tick this box to confirm you have read and understood the information above.

Hot food traders must use flame retardant sheeting complying with BS7837 to cover non-serving aspects of their stall. Appropriate sheeting can be obtained, subject to availability, from the City Council for a deposit of £150.

You must be in a position to start trading within 28 days of *submitting your application*, if you are a new food business please ensure you have registered with your local authority, for more information visit <https://www.cambridge.gov.uk/food-business-registration>

Please tick this box to confirm you have read and understood the information above.

For further information about Cambridge Markets please visit <https://www.cambridge.gov.uk/market-and-street-trading-licences>

What social media channels do you use to promote your business?

Facebook	Google +	LinkedIn	Pinterest
Twitter	Instagram	Youtube	
Flickr	Tumblr	Reddit	

Other, please specify

How did you hear about Cambridge Markets ?

Social Network	Advertisement	Event
Search Engine	Friend	Forum or Blog

Please give details:

Which market are you applying for? (You may tick more than one)

General: Monday- Saturday

All Saints Garden: Saturdays

Local Produce, Arts & Craft: Sundays

Saturday stall - In order to apply for a Saturday stall on the General Market, a trader must be an existing trader on the weekday market for a minimum of one day. Any trader who only trades for one day, Monday to Friday and a Saturday and who subsequently drops the weekday would automatically lose Saturday stall.

If you are applying for our General market what days do you wish trade? (You may tick more than one)

Mondays

Tuesdays

Wednesday

Thursdays

Fridays

Saturdays

Stalls are not provided on ASG. Traders will be allocated a 6ft frontage for their stall. Therefore frames over 6ft wide will not be permitted onto the market without prior permission. Please see ASG Terms & Conditions for further information. Traders applying for additional stalls on the General and Sunday markets will only be allowed to use a maximum of 3 stalls per day. Please select number of stalls required. **(Size of stall approx. 8ftx6ft)**

The CCMM&ST team only consider what has been submitted by a trader on their application form. Please note that owing to the volume of applications received, traders should not direct the team to find out more about their business at a web address, by a telephone conversation or a face to face meeting. Applicants should not send samples.

The best applications that the team receives are from traders than can demonstrate their knowledge of their business, the provenance of their products, articulate their advertising strategy, relate their unique selling point, identify gimmicks that they will employ (that could include branded carrier bags, staff uniform and so on), and any other information that makes their application suggest that they will be a great addition to the retail offer in our markets. We welcome business plans, social media analytics, photographs, testimonials providing as much detail as appropriate. Please continue on another page if necessary.

Signature

Date

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