

# Boscombe Market

## Stallholder Application and Agreement 2018/19



Your Company Name \_\_\_\_\_

Your First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Daytime/Work Tel: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Products Sold:</b>	
<b>Market Days Requested:</b> <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> 'Tables for a Tenner' (Sat) <input type="checkbox"/> Pitch 7 days a week <input type="checkbox"/> Promotional space (Themed)	
<b>Gas Safety Certificate:</b> Yes <input type="checkbox"/> Expiry date: / /	All gas equipment must carry a CE mark Yes <input type="checkbox"/>
<b>Electricity required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Electrical equipment must be PAT tested and carry the CE mark	<b>Food traders only:</b> I have registered my food business with: _____ Council Date registered: / /
<b>£5,000,000 Public Liability Insurance is required.</b> Insurance Company _____ Policy number: _____ Expiry date: _____	<b>Do you have the right to work in the UK?</b> Yes / No Date of Birth: / / National Insurance No: _____

<b>Boscombe Market Pitch Fees 2018 / 2019</b>							
The cost of a larger pitch or site for service, i.e. catering van, will be agreed and stated on the fee schedule. Electricity and refuse collection will be at an additional charge Regular larger stalls can be accommodated by approval with the Market Manager							
Single Pitch = 3m x 3m	Single Pitch	Double Pitch	Triple Pitch	X 4 or 5 Pitches	X 6 Pitch	X 7 Pitch	X8 or bigger
<b>Daily Rate</b>	£25	£35	£40	£45	£50	£55	£60
<b>Tables for a Tenner</b>	<b>6ft x 2ft table in our Saturday Start Up zone</b>						
	£10.00 per table						
<b>A Promotional pitch is available 7 days a week</b>	<b>'Promotional Pitch' Daily Rate</b>						
	£30	£45	£55	£65	£70	£75	£85
<b>Pitch 7 days a week *</b> 5 pitches are available on a weekly basis.	<b>'Permanent' Pitch Weekly Rate</b>						
	£125	£150	£160	£170	£180	£190	£200
<i>Please circle below the day you wish to trade. Please confirm date/s for Day and Weekly Rate required</i>							
Thursday	Friday (Themed)	Saturday	Promotional pitch: Date: _____		* Weekly pitch: Date: _____		

**Please note:** no cancellation fee will be charged if the Market Manager closes the market due to adverse weather conditions.

<b>Office use only:</b> <input type="checkbox"/> Application Form Signed <input type="checkbox"/> STC Received by Trader <input type="checkbox"/> Risk Assessment Received <input type="checkbox"/> Quality of Merchandise Checked <input type="checkbox"/> Photo of Stall Received <input type="checkbox"/> Public Liability Insurance <input type="checkbox"/> PLI expires on: / /
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### PRIVACY STATEMENT

The information provided by you is collected purely for the purposes of providing you with a market pitches with regards to the detailed sale of products you have supplied to us. We need to collect this information to maintain accurate records of your name, contact details and eligibility to work within the United Kingdom and/or Registration as Food handler/producer.

Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for performing a contract to occupy a market pitch in accordance with the Boscombe Market Trader Terms & Conditions.

Your name, contact details and eligibility are recorded both in hard copy and electronically to maintain up to date records. This information will be kept for a maximum of 6 years after any occupancy of pitch has been terminated or until the data is reviewed by us or removed at your request.

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing, or administering public funds, or where undertaking a public function, to prevent and detect fraud. The Cabinet Office is responsible for carrying out data matching exercises. The use of data by the Cabinet Office in a data matching exercise is carried out with statutory authority under Part 6 of the Local Audit and Accountability Act 2014. It does not require the consent of the individuals concerned under the General Data Protection Regulations 2016.

We will further use such information upon request by Government and Statutory bodies in regards to the investigation of criminal activity. In the event of the Council being contacted by a third party or member of the public in respect of a potential claim against you for personal injury and/or damage to property, the Council may inform the claimant or their authorised agent or solicitor of your full name and address, your insurer's details and your insurance policy number.

**WITHDRAWAL** - You may withdraw this consent at any time by writing to the Markets Manager, 501-507 Christchurch Road, BH1 4AE. In addition, you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

**Data Protection Officer:** The Data Protection Officer is Viv Bateman – [viv.bateman@bournemouth.gov.uk](mailto:viv.bateman@bournemouth.gov.uk)

### DECLARATION

I declare that to the best of my knowledge and belief, the answers given within this application are true.

I the undersigned do hereby apply for a pitch as determined by this application and agree that I will abide by all rules and regulations that may be in force, for the good rule and management of the market always. I will pay the agreed fee and comply with Boscombe Market's Terms & Conditions in the attached pages, which should be kept for your future reference

I also agree to the privacy statement detailed above and how the Council may use my data in regards to the management of markets and the allocation of pitches to me.

**Print Name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:**     /     /

Please check you have enclosed the following:

- Copy of £5m Public Liability Insurance
- Photo of Stall (*If unable to take a photo, one will be taken for you*)
- Risk Assessment Form

**Please return to the Boscombe Market Manager or send to the address below:**  
**Boscombe Market Manager,**  
**Boscombe Regeneration Partnership,**  
**Unit B, The Cotton Exchange**  
**501 – 507 Christchurch Road,**  
**Boscombe,**  
**Bournemouth,**  
**BH1 4AE**