APPLICATION FOR STALLAGE RIGHTS
REGISTRATION TO TRADE AT HEDGE END MARKET

Hedge End Town Council are committed to your privacy. We will use the information on this form for the purposes of your application to run a market stall on the Hedge End Market, and in order to let you know about future market dates and other related events. For further information, please refer to our full Privacy Notice: https://www.hedgeend-tc.gov.uk/contact-us/legal-notice/

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. https://www.hedgeend-tc.gov.uk/the-council/policies/

Please return this application form to: market@hedgeend-tc.gov.uk

SECTION 1: ABOUT YOU AND/OR YOUR BUSINESS

Your name/business name:	
Your date of birth:	
Your/business postal address:	
Your/business postcode:	
Your/business telephone number(s):	
Your/business email address:	
Your/company vehicle registration number:	
Company Number/Charity Registration Number (if applicable):	
Website/Social Media:	

SECTION 2: ABOUT YOUR STALL	
Description of business: *(Please include details of commodities sold, etc)*	
Description of Stall: *(Please include details of signs, tables, electric, etc.)*	
Size of pitch required:	
Duration of agreement: *(Please provide information as per examples)*	*e.g. Fixed period only e.g. until end September* *e.g. Once a month or fortnightly*
Details of any agents you employ to work on your stall e.g: name, address, nationality and or clause certifying right to work in the UK.	
SECTION 3: ABOUT YOUR INSURANCE **public liability insurance is required to trade on this market** *(Please attach a copy)*	
Insurer:	
Policy Number:	
Renewal Date:	
SECTION 4: ABOUT YOUR HEALTH AND SAFETY CERTIFICATES *(Please attach copies of supporting documentation e.g. Certificates, proof of registration letters, etc if applicable)*	
Registered/ inspecting authority & date of last inspection:	
Gas Safe certificate details & date of last inspection:	

Electrical PAT certificate details & date of last inspection:	
Food Hygiene Rating certificate details & date of last inspection	
SECTION 5: ABOUT THE FEES	
First market day Weekly Pitch Fee (per $3m^2$ Pitch)	FREE £13.45 (paid in advance)
SECTION 6: YOUR COMMITMENT	
By signing this application, the Stallholder acknowledges that he has read the Terms and Conditions and agrees to be bound by them. The Stallholder understands that this document together with the Terms and Conditions form a binding Agreement. Signed: Dated: Name and Address:	
SECTION 7: DOCUMENTS TO SUBMIT *This section provides details of the supporting information that must be submitted with your application. You will need to scan in paper documents in order to send them via email. Photographs and plans that exist as files on your computer can be attached directly.*	
1. **Proof of your legal right to work in the UK: all applicants, employees or other person acting on your behalf (where lawfully required in compliance with a legal duty to provide proof of right to work) must provide at least ONE document from this list verifying your identity and right to work in the UK.**	
Documents B1-B8 have time restrictions, so if you provide one of these we will carry out a follow-up check every 12 months, unless you can later produce a document from A1-A10. Documents marked with an asterix(*), also require proof of your National Insurance.	

Please select the document type that you will be submitting. (please tick the document you will submit)

A1: Valid passport showing that the applicant is a British citizen or has the right of abode in the UK. ☐

A2: A passport or national identify card showing you are a national of the EU or Switzerland. ☐

A3: A residence permit, registration certificate / document certifying / indicating permanent residence issued by the Home Office, Border and Immigration Agency, or the UK Border Agency to a national of the EU or Switzerland. ☐

A4: A permanent residence card / document issued by the home Office, Border and Immigration Agency, or the UK Border Agency to the family member of a national of the EU or Switzerland. ☐

A5: A passport or other travel document endorsed to show you are exempt from immigration control, allowed to stay indefinitely in the UK, have the right of abode in the United Kingdom, or have no time limit on your stay. ☐

A6*: An Immigration Status Document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay. ☐

A7*: Birth certificate or adoption certificate issued in the UK which includes the name(s) of at least one of your parents / adoptive parents. ☐

A8*: Birth certificate or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. ☐

A9*: A certificate of registration or naturalisation as a British citizen. ☐

A10*: A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency which indicates that you are allowed to stay indefinitely in the UK. ☐

B1: A passport / travel document endorsed to show you are allowed to stay in the UK and be a trader. ☐

B2: A Biometric Residence Permit issued by the UK Border Agency which indicates that you can stay in the UK and are allowed to work as a trader. ☐

B3:	A residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a family member of a national of the EU. ☐
B4:	A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency, in combination with a passport or another travel document endorsed to show you are allowed to stay in the UK and ☐
B5:	Certificate of Application issued by the home Office, the Border and Immigration Agency, or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland ☐
B6:	An Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that you are "ALLOWED TO WORK" or "EMPLOYMENT PERMITTED", in combination with evidence of verification by the UK Border ☐
B7*:	An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that you can stay in the UK and are allowed to work as a trader. ☐
B8*:	A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer, which indicates that you can stay in the UK and are allowed to work as a trader. ☐
2. Proof of address/business address: All applicants must provide at least TWO documents from this list, showing your full name and address.	
C1:	Bank, building society, mortgage or other financial statement not more than three months old ☐
C2:	Utility bill, e.g. electricity, gas, water, telephone, mobile phone not more than three months old ☐
C3:	Valid TV licence not more than 12 months old ☐
C4:	Credit card, store card or mail order catalogue statement not more than three months old ☐
C5:	Valid insurance certificate or schedule not more than 12 months old ☐
C6:	Government agency document, e.g. Benefits Agency, Employment Service, Inland Revenue not more than 12 months old ☐

C7: Driving licence or valid vehicle registration document ☐

C8: Addressed payslip, P45 or P60 not more than 3 months old ☐

3: Proof of insurance: You must provide ONE document from the list below to provide documentary evidence of your public liability insurance and indicate which one you will be submitting

◉ Public liability insurance policy schedule

○ National Market Traders Federation membership card

4. Food business: please submit proof of registration (if applicable) ☐

5. Electrics: please submit a copy of your PAT testing and electrical safety (if applicable) ☐

6. Gas: if you are using gas, please submit a valid gas safe certificate (if applicable) ☐

7. Risk Assessment: please submit a risk assessment for your stall ☐

SECTION 8: FOR OFFICE USE ONLY
(Please delete as applicable)

• This application has not been granted and the applicant has not been added to the Waiting List.
• This application has not been granted, however the applicant has been added to the Waiting List.
• This application has been granted and is signed below on behalf of Hedge End Town Council.

Signed:

Dated:

Name and Position: