**Walsall Council Markets**

**New Trader Application Form**

**SECTION 1: TRADER DETAILS**

|  |  |
| --- | --- |
| Full Name |  |
| Title | Mr | Mrs | Miss  | Ms | Other |
| Address Line 1 |  |
| Address Line 2 |  |
| Postcode |  |
| Contact No: |  |
| Email Address: |  |
| Date of Birth |  |
| National Ins. No |  |
| Emergency Contact Details |  |
| Business Name |  |
| Line of Goods |  |
| Vehicle Registration No  |  |

Please select how you wish to trade (please tick)? Regular Casual

**SECTION 2: REGULAR TRADERS ONLY**

|  |  |  |
| --- | --- | --- |
| **Walsall** | **Bloxwich** | **Willenhall** |
| Monday | Tuesday | Wednesday | Friday | Saturday |
| Stall No(s): | Stall No(s): | Stall No(s): | Stall No(s): | Stall No(s): |
|  |  |  |  |  |

**NAMED PERSONS & EMPLOYEES** Please give details of your named persons (someone who can act on your behalf) and employees, continue on blank sheet if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Named person or Employee (please state)** | **Address & Telephone No** | **Date of Birth** | **NI No** | **Right to Work In UK** |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION 3:** **DOCUMENTATION**

|  |
| --- |
| Please provide the following original documentation for yourself and named persons/employees for inspection along with this completed registration form (photocopies will be taken and held in accordance with the General Data Protection Regulation 2018 and Data Protection Act 2018) |
| Do you have the legal right to work in the UK(please see guidance notes for information regarding the documents required to demonstrate you have the right to work in the UK) |

|  |  |
| --- | --- |
| **Yes** |  |
| No  |  |

 |
| Public Liability Insurance Certificate at a **minimum value of £5,000,000** |  |
| Employees Liability Certificate at a **minimum value of £5,000,000** |  |
| Photo Identification e.g., passport or driving licence |  |
| Proof of address e.g., utility bill or bank statement(Not required, if the address is the same on PLI and ID) |  |
| Food Hygiene/Safety Certificate at a minimum standard of 3. If handling open food, food hygiene training to a minimum level CIEH Level 2 Award in Food Safety in catering  |  |

**SECTION 4 – DECLARATION**

I confirm that I have read the Market Policy and agree to abide by its content

**Declaration**

The information provided for this licence is true to the best of my knowledge and belief. I understand and accept that I may be prosecuted if any information in this application is known to be untrue and false.

Print Name.............................................................................................................................

Signed ..................................................................................Dated .....................................

**Privacy statement**

The information you provide in this form will only be processed for the purpose for which it has been given and will not be used for additional purposes without your consent. All personal data is collected and processed in compliance with the GDPR and the Data Protection Act 2018 and you have certain rights in respect of this information. For more information, please see our privacy notice at <https://go.walsall.gov.uk/privacy_statement>.

|  |
| --- |
| For Official Use Only |
| Date Reviewed | By | Accepted | With effect date | Declined |
| Notes/comments: |

**Guidance Notes for Documentation**

**Proof of legal right to work in the UK**

All applicants must present an original document from the list below to demonstrate you have the legal right to work in the UK as a trader. Documents provided from List B Group 1 are time restricted and will require a follow-up check every 12 months, documents from List B Group 2 are also time restricted and a follow-up check will be carried out every 6 months, unless you can later produce a document from List A

**List A**

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK**, together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person’s permanent national Insurance number and their name issued by a government agency or a previous employer.

**List B Group 1**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national ho is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent national Insurance number and their name issued by a Government agency or a previous employer.

**List B Group 2**

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

**Evidence of Public Liability Insurance**

Public liability insurance provides you with protection from loss or damage resulting from a claim for damages by a member of the public or other third party arising from any accident or injuries sustained whilst you are trading at the market. Walsall Council requires each trader to hold minimum public liability cover of at least £5 million, and the policy must fully indemnify the Council against any claim for damages in negligence, howsoever arising, whenever such a claim is attributable to the negligence or default of the stall holder or their employee(s).

All traders must produce a valid insurance certificate or Market Traders Federation (NMTF) membership card in their name and are required to maintain this cover throughout the duration of your licence period, which should be obtained from a reputable insurance provider or the NMTF).

**Evidence of Employer’s Liability Insurance**

Employers are responsible for the health and safety of their employees while they are at work. Your employees may be injured at work or they, or your former employees, may become ill as a result of their work while in your employment. They might try to claim compensation from you if they believe you are responsible. The Employers’ Liability (Compulsory Insurance) Act 1969 ensures that you have at least a minimum level of insurance cover against any such claims.

Employers’ liability insurance will enable you to meet the cost of compensation for your employees’ injuries or illness whether they are caused on or off site. The minimum cover required is £5 million and you must provide a valid insurance certificate and this cover must be maintained throughout the duration of your licence period. Again you should obtain your insurance from a reputable insurance provider or the NMTF).

**Proof of home address**

To verify your current address all traders must provide proof of home address. All documents must be recent and show your **full name** and address, and can be any of the following:

* A statement of account from your bank, building society or other financial organisation, dated less than 3 months’ old
* a bill from your utility provider or an addressed payslip – dated less than 3 months’ old
* A valid TV licence, insurance policy certificate or government agency document – dated less than 12 months’ old

**Registration of food businesses**

Food safety legislation requires all food businesses to register with your local authority, so that it can keep an up-to-date list of all premises in their area so they can visit them when they need to. You must register a new food business at least 28 days before the commencement of the operation. At Walsall Markets we require catering vehicles to be inspected by your local authority and have a minimum food hygiene rating of 3.