



Glass Arcade, Stall 9-12

Application Form

Please read all sections of this application form carefully before completing.

Personal Details

First Name _____

Last Name _____

Please Circle Mr/Mrs/Miss/Ms/Other

Date of Birth _____

National Insurance Number ____/____/____/____/____

Evidence of your right to work in the UK will be required upon acceptance to trade.

Trading Name/Business Name _____

Home Address _____

Post Code _____

Telephone Number _____

Email _____

Your email will be used for future correspondence.

Note: You will be required to produce proof of your identity and address.

Access to Information

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. For further information, please refer to [our website](#) or contact the Markets Office on 0117 9224014.

Public Liability Insurance

Do you hold current Public Liability Insurance? YES/NO

If yes, please attach a copy with your application.

All traders are required to have third Party Public Liability Insurance of at least £5 million. In the event of any incident, you could be held responsible, and your insurance company details would be required for any claims. Such cover is available by becoming a member of the National Market Traders' Federation or by seeking a quotation from a reputable insurance broker. There is a 14-day grace period in which to produce details of insurance after which evidence will be required. It is the trader's responsibility to ensure Public Liability Insurance is kept up to date for which regular checks are in place. If your application has been accepted and a trading licence issued, no additional licence or consent is required to trade at St Nicholas Market.

About Your Business

The following information you provide us with will be used to assist in the selection process for a stall at St Nicholas Market, therefore we ask you to tell us as much as possible about your business and your products. Please feel free to use additional sheets of paper and attach any relevant information to this application form. Each section must be completed as fully as possible. Please note that a lack of information may be detrimental to your application.

- Description of products or service.** Please provide a detailed description of what you would like to sell, including information about where it is made, sourced and how it is produced. Please enclose images of the products that you would like to sell. We are not currently considering traders who wish to sell jewellery or clothing.

2. Please tell us about any relevant previous retail experience you have had:

3. Please enclose a copy of your business plan. If you do not have a business plan, then please outline what you would like to achieve during your first twelve months, including any goals you wish to achieve. This may be continued on a separate sheet of paper if necessary.

4. Does your business have a website or any other social media accounts? YES/NO

If yes, please fill out as appropriate:

Website address _____

Social media profiles _____

Other _____

If this box is left un-ticked, we will be unable to process your application any further.

Your information will be stored on our systems as follows:

- Successful applications will be kept on record for the duration of your licence with St Nicholas Market, plus a further seven years from the date you ceased trading with us.
- Unsuccessful applications will be kept on record for twelve months from date of application.
- Please note that your details will be held at all times in accordance with the requirements of the Data Protection Act 1998 and will not be passed to third parties other than noted above in the Access to Information section of the application form.

Signed: _____

Date: _____

Submit your application

Please return this application along with supporting information by email, post, or hand-deliver to St Nicholas Markets Office situated within the Glass Arcade (opposite Crafty Beans).

Telephone 0117 9224014

E-mail markets@bristol.gov.uk

Address: Market Office, The Glass Arcade, St Nicholas Market, Bristol BS1 1JQ.