

Application Form- The Moor Market

Sheffield Markets - Application for Long Let Occupancy

**Guidance on completing your application**

**General guidance**

Sheffield Markets, a section of Sheffield City Council, welcomes applications from

Individuals and businesses interested in taking occupancy within the Moor Market.

**There is a charge (per applicant) of £50 + VAT (non-refundable) to cover Admin costs & Legal searches needed to process this application.**

**This is to be paid by Debit card on submission of the application. Please call 0114 2735281**

Please complete this application form in full, in accordance with the following guidance.

Please ensure that you;

* Complete this form in BLOCK CAPITALS and in black ink only.
* Answer any questions that you do not feel applies to you with ‘N/A’.
* Clearly label additional sheets, showing which question they relate to.

Completed application forms should be returned to the following address:

Head of Sheffield Markets

The Moor Market

77 The Moor

Sheffield

S1 4PF

If you require further information, please contact:

Sheffield Markets

The Moor Market

77 The Moor

Sheffield

S1 4PF

tel: 0114 273 5282/0114 2735340

email: marketslettings@sheffield.gov.uk

**Section A**

Applicant Information- This section of the application form is for information relating to the person/s submitting the application.

**1ST APPLICANT**

TITLE ………………………………………………………………………………………………………….

SURNAME…………………………………………………………………………………………………….

FORENAME/S………………………………………………………………………………………………..

ADDRESS……………………………………………………………………………………………………..

………………………………………………………………………………………………………...............

POST CODE………………………………………………………………………………………………….

.

TELEPHONE - Private………………………………………Business…………………………………….

MOBILE………………………………………………………………………………………………………..

EMAIL…………………………………………………………………………….........................................

Date Of birth ……/………/……….Place of birth……………………………………………………………

Do you have permission to work in the UK…YES/NO………………………....(please provide proof)

National Insurance Number (optional)………………………………………………………

**2ND APPLICANT**

TITLE ………………………………………………………………………………………………………….

SURNAME…………………………………………………………………………………………………….

FORENAME/S………………………………………………………………………………………………..

ADDRESS……………………………………………………………………………………………………..

………………………………………………………………………………………………………...............

POST CODE………………………………………………………………………………………………….

.

TELEPHONE - Private………………………………………Business…………………………………….

MOBILE………………………………………………………………………………………………………..

EMAIL…………………………………………………………………………….........................................

Date Of birth ……/………/……….Place of birth……………………………………………………………

Do you have permission to work in the UK…YES/NO………………………....(please provide proof)

National Insurance Number (optional)………………………………………………………

If more than two applicants please continue on separate sheet.

**Proof required, Photographic ID such as Passport or Driving License, Proof Of Address such as Utility Bill/s etc, Immigration Status Document.**

**Section B**

Business Information

This section of the application form should provide information relating to the Business being put forward to trade in the market. Where this information is same as above please state “AS ABOVE”

Name of Business ……………………………………………………………………………………………

Is this a new business YES/NO (please delete)

If NO, how long has the business been established………………………………………………………

What is the VAT number of the company (if applicable)………………………………………………….

**FOOD TRADERS ONLY**

Are you registered as a food business YES or NO (please delete)

If yes please state with which authority you are registered with ………………………………………...

Are you aware of where your produce is grown/produced/sourced YES or NO (please delete)

Please state …………………………………………………………………………………………………...

Are you affiliated with any recognised Food Group YES or NO (please delete)

Please state……………………………………………………………………………………………………

**Please enclose a copy of your Food Hygiene Certificate with this application form**

**Stall Requirements**

**This section of the application is to provide information about the space requirements of the business including the number of stalls requested. General Food & Non Food are 3m x 3m (approx. 10ft x 10ft) which can be grouped together to create larger units. We also have Café Units & Meat & Fish Units, please state which type of stall you are applying for and how many stalls you require,**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Café**  |  | **Meat & Fish** |  | **General Food** |  | **Non-Food** |  |

**Storage**

Storage Cages & Warehouses are available please contact one of The Market Officers for availability and the costs involved.

**Business Information cont.**

**Please provide detailed information about the products/services that you wish to sell**

**(Please enclose any photographic evidence of your products/services/sample menus) Use separate sheet if needed**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………..**

**Section C-** **Finances**

You will be invoiced each month for Rent, Service Charge and VAT, these MUST be paid by direct debit which is collected on the 15th of each month or the next working day where this fall on a weekend or bank holiday.

Utility Costs are charged each quarter; you can choose to pay by direct debit or by one of the means specified on the invoice.

Business Rates are the responsibility of the stall holder; you can apply for Small Business Rates Relief. The form can be obtained from Sheffield Markets.

Stall rents are reviewed annually.

**Anticipated Costs of setting up your business**

|  |  |
| --- | --- |
| **Stock Investment** |  |
| **Fit Out Costs of Stall** |  |
| **Contingency Funds** |  |
| **Other Costs** |  |

**Source of Funds –**

Please give a brief description of how you plan to fund and sustain your business

**………………………………………………………………………………………………………..**

**………………………………………………………………………………………………………..**

**………………………………………………………………………………………………………..**

**………………………………………………………………………………………………………..**

**………………………………………………………………………………………………………….**

**………………………………………………………………………………………………………….**

**………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………..**

**……………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………..**

**Section D**

Processes and procedures

|  |
| --- |
| PaymentsWhat methods of payment do you plan to accept?Cash Credit/Debit Cards Contactless |

|  |
| --- |
| RefundsWhat is your refund policy |

|  |
| --- |
| Complaints How will complaints be dealt with |

**Section E – Promotion & Marketing**

|  |
| --- |
| MarketingHow do you plan to market your business, would you also be interested in joint marketing campaigns with Sheffield Markets & other traders. |
| Social Media – Please list any social media associated with your business and that you are happy for us to share |

**Section F**

 References – We require two references to process the application, Please provide names and contact details - Trade suppliers are preferred but please note that if your application is approved a credit reference will also be obtained.

1. Name…………………………………………………………………………………………….

Address……………………………………………………………………………………………….

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

Post Code…………………………………………

Telephone Number………………………………Email…………………………………………..

1. Name………………………………………………………………………………………………….

Address……………………………………………………………………………………………….

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

Post Code…………………………………………………..

Telephone Number …………………………………Email………………………………….……..

PRIVACY NOTICE: How we use your data

We are a data controller for the personal information we hold about you in relation to Markets.

Your information will solely be used to process your application for you to enter into a contract with Sheffield Markets.

We may share your information with other bodies for the purposes of the prevention and detection of fraud. We may also share this information with other parts of the Council and/or other relevant organisations for purposes which may include enforcement.

The information you provide will be kept for the time specified in our retention schedule or as required by law: end of permanent agreement + 6 years, or for casual agreement date of last action +6 years.

You have rights under Data Protection Law. For further details about your rights, the contact details of our Data protection Officer and your right to make a complaint please see our Data Protection web page: www.sheffield.gov.uk/privacy

All applicants please sign, print and date below

Signature/s……………………………………….../…………………………………………………...

Print Name………………………………….……./………………………….………………………...

Date………………………………………………./…………………………………………………...