

**Application Form – Moor Market/The Market Place (Crystal Peaks)**

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 one of our indoor markets

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

**This is to be paid by Debit card via an online portal once approved for processing. 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………………………………………………………………………………………………

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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 circle) (please note it is a requirement that should you be accepted as a trader you must register with the local authority)

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** |  |

**Public liability Insurance of at least £5 million must be in place before trading can commence - Proof will need to be provided**

**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.**

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**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 28th of each month or the next working day where this falls 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

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

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**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………………………………………………./…………………………………………………...

**Business Sheffield offers free & impartial support for Sheffield businesses.**

Business Sheffield is here to help businesses to thrive in our city. Part of Sheffield City Council, we support all kinds of businesses, from start-ups to the city’s biggest employers and from high-tech manufacturers to high street independents.

Our team is made up of expert business advisers in a range of fields tailored to Sheffield’s needs. We offer one-to-one advice and support as well as workshops, webinars and events, and all our services are free. Our team includes six Business Information Officers who go door to door supporting high street businesses, including market traders. They really understand what it’s like to run a business in Sheffield right now, and they’re brilliant at helping with everything from cashflow and business planning to sales, marketing and merchandising.

If you’d like to find out more or get support with anything in your business:

* Arrange a visit with a Business Information Officer and talk to them when they visit
* Call 0114 224 5000
* Email: businesssheffield@sheffield.gov.uk
* visit www.welcometosheffield.co.uk/business