****

# INDOOR MARKET APPLICATION FORM

Idlewells Market

To trade at our one of indoor markets you must register with the Council by completing this form. You should return the completed form to the Markets Office by email or post; details overleaf.

## PERSONAL DETAILS

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Mobile number.** |  |
| **Email Address** |  |
| **National Insurance Number** |  |

## BUSINESS DETAILS

|  |  |
| --- | --- |
| **Business Name** |  |
| **Business Description** |  |
| **Website** |  |
| **Social media** |  |

## GOODS TO BE SOLD

|  |
| --- |
| Please provide a comprehensive list of the goods and services you wish to offer.  It may help your application if you include photos of your stall display or your product range. |
|  |

## STALL REQUIREMENTS

### What type of letting are you interested in?

Casual letting

Pop-up shop

Permanent letting

### Is there a particular stall you would like to be considered for?

First choice:

Second choice:

Third choice:

## DECLARATION

I hereby declare that I submit this application on my own behalf and not as an agent or nominee for any other person or any company.

I understand that this application may be rejected if a status check reveals that you owe any outstanding charges, fees or rents to Ashfield District Council.

I hereby undertake that if I am granted a Licence Agreement in respect of the above mentioned Stall, I will observe the conditions of the Agreement used by the Council in respect of the letting of Market Stall.

I hereby declare that I am 18 years of age or older. (Applications received from persons under 18 years of age will not be considered).

Signed:

Date:

## Please return completed applications via e-mail or post to:

Markets Office, Idlewells Market, Idlewells Shopping Centre, Sutton in Ashfield, NG17 1BP

For further information please contact the Markets Office on 01623 551385 or by email at [markets@ashfield.gov.uk](mailto:markets@ashfield.gov.uk)

**UK General Data Protection Regulation (UK GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.**

Under the UK GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold your name, address, contact and business details provided by you for the operation and administration of the Markets Service. The lawful basis under which the Council uses personal data for this purpose is Contract and Public Task.

Your data will be held for seven years after you finish trading with us or as long as it is necessary to fulfil our initial purposes for collecting your data, and in any event, in accordance with the Council’s Privacy Notice and Retention Schedule. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with UK GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council’s Privacy Notice: [www.ashfield.gov.uk/privacy](http://www.ashfield.gov.uk/privacy)

If you have any concerns or questions about how your personal data is processed, please contact the Council’s Data Protection Officer at the above address or by email to [dpo@ashfield.gov.uk](mailto:dpo@ashfield.gov.uk) . If you are dissatisfied with the Council’s response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.