#

###### TRADER APPLICATION FORM

# Section A

# Applicant Information

This section of the application form is for information relating to the person submitting the application.

|  |  |
| --- | --- |
| Surname: |  |
| Forename(s) |  |

|  |  |  |
| --- | --- | --- |
| Title: | Mr [ ]  Mrs [ ]  Miss [ ]   | Other: \_\_\_\_\_\_\_\_\_\_ |
|  |  | *(Please specify)* |

|  |  |
| --- | --- |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Postcode |  |
| Telephone No.*(Daytime)* |  |
| Mobile No |  |
| Fax No. |  |
| Email Address |  |
| National Insurance No. |  |
| Date of Birth: |  |
| Place of Birth: |  |

## 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 the same as above, please state “AS ABOVE”.

|  |  |
| --- | --- |
| Name of Business: |  |
| Please list all owners/partners |  |

Please give contact details of all owners/partners

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| --- | --- |
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|  |  |
| Website address of business*(if applicable)* |  |

### Section C

Additional Business Information

This section of the application form should provide additional information relation to the business above. In particular, it is important for the application to address the issues of quality of the product/service and also offer an explanation of the product/service range and how this is to be displayed or presented.

|  |  |
| --- | --- |
| Is the operation to be a new business? | Yes [ ]  No [ ]  |
| If No, how long has the business been established? |  |
| What is the VAT number of the company? *(if applicable)* |  |

Please indicate which category/categories the product/services you wish to sell are in:

 Please tick

|  |  |  |  |
| --- | --- | --- | --- |
| Food | Fresh meat and poultry | F1 |  |
| Fresh fish | F2 |  |
| Frozen foods | F3 |  |
| Fruit and vegetables | F4 |  |
| General food – tinned/packets/dried | F5 |  |
| Bread/cakes | F6 |  |
| Ice-cream/confectionary. Soft drinks | F7 |  |
| Delicatessen, dairy products, cooked meats | F8 |  |
| Ethnic food | F9 |  |
|  |  |  |  |
| Clothing & footwear | Ladies, gents, children’s clothing | C1 |  |
| Underwear, nightwear, swimwear, sportswear | C2 |  |
| Footwear | C3 |  |
| Bags, belts, luggage | C4 |  |
| Jewellery | C5 |  |
|  |  |  |  |
| Lifestyle & Home | Paper goods | L1 |  |
| Household textiles (bedding, curtains) | L2 |  |
| Furniture | L3 |  |
| Household goods, cleaning, DIY | L4 |  |
| Crockery, cutlery, glassware | L5 |  |
| Floor coverings (carpets/rugs) | L6 |  |
| Small electrical | L7 |  |
| Mobile telephones | L8 |  |
| Toys and hobbies | L9 |  |
| Candles, frames and pictures | L10 |  |
| Flowers, plants, gardening | L11 |  |
| Music, CDs, computers | L12 |  |
|  |  |  |  |
| Services | Catering | S1 |  |
| Hair, nails, beauty | S2 |  |
| Shoe repairs, key cutting | S3 |  |
| Clothing alterations | S4 |  |
| Optician | S5 |  |
| Pharmacy | S6 |  |
| Post Office | S7 |  |
|  |  |  |  |
| Health & Beauty | Toiletries, perfumes | H1 |  |
| Cosmetics | H2 |  |
| Health foods, vitamin supplements | H3 |  |
|  |  |  |  |
| Other | Pet food | O1 |  |
| Car accessories | O2 |  |
| Fishing tackle | O3 |  |
|  |  |  |  |
| If not listed please provide details |  |

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

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Please enclose with your application photographic evidence of your products/services which demonstrate how they are to be presented/displayed.

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| --- | --- |
| No. of photographs included: |  |

**If selling food:**

|  |  |  |
| --- | --- | --- |
| Are you registered as a food business? | Yes [ ]  | No [ ]  |

If yes, state the local authority where you are registered

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| --- |
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|  |  |  |
| --- | --- | --- |
| Are you aware of where it is grown/sourced/produced? | Yes [ ]  | No [ ]  |

|  |  |
| --- | --- |
| Please state |  |

|  |  |  |
| --- | --- | --- |
| Are you affiliated with any recognised food group? | Yes [ ]  | No [ ]  |

|  |  |
| --- | --- |
| Please state |  |

Please enclose a copy of your food hygiene certificate with this application form.

|  |  |  |
| --- | --- | --- |
| Food hygiene certificate enclosed? | Yes [ ]  | No [ ]  |

**Section D**

Staff Information

This section of the application form should offer information about the individuals who will be employed by the business and should include the business owner(s) if they are to work on the stall. All applications should show evidence of the expertise the trader has in the product area selected, including training and/or qualifications, previous work experience, experience of sourcing stock or other such evidence. Businesses wishing to sell products or provide services in which they have limited experience should demonstrate how they are to develop an expertise in this area.

*(Please use additional sheets as required)*

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| --- | --- |
| How many employees will the business have? |  |

What formal training will the staff members have?

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What product knowledge and retail experience will the staff have?

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**Section E**

Stall Requirements

This section of the application is to provide information about the space requirements of the business:

Stall rents do not include utility charges or VAT. Stall rents will be reviewed annually.

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| --- | --- |
| How many units are you applying for? |  |

Using the included ‘Unit Guide for Prospective Traders’, please rank your choice of Unit(s), giving a 1st, 2nd and 3rd choice. Where you have opted to apply for Unit in a group, please show each Unit number in the group as the same rank.

 Unit No(s)

|  |  |
| --- | --- |
| 1st choice |  |
| 2nd choice |  |
| 3rd choice |  |

|  |  |
| --- | --- |
| What storage/warehouse units do you require? |  |

Please note that storage requirements will accrue an additional charge and should be taken into consideration in your financial planning.

Please identify the utilities/services that your business will require

|  |  |  |  |
| --- | --- | --- | --- |
| Gas | [ ]  | Water | [ ]  |
| Electricity | [ ]  | Drainage | [ ]  |
| Extraction | [ ]  | Storage | [ ]  |
| Telephone | [ ]  |  |  |

Please describe how the stall will be fitted out.

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*(Section E continues over the page)*

**Section E – continued**

Please provide an artist’s impression, image or photograph showing how the stall will look:

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**Section F**

Finances

Dundas Market is keen to promote sustainability and therefore new businesses will be required to provide a detailed forecast of their future income and expenditure within their application. All existing businesses must provide information relating to their current financial standing. This must include a profit and loss sheet for the last 12 months, highlighting both fixed/capital costs and operational revenues.

Please state your projected annual surplus expressed as a total percentage of turnover for the first year’s trading.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide evidence of this and include it in your business plan below.

**Section G**

Business Plan

This section of the application form is to allow you to provide additional information in support of your application. It is necessary that applicants submit supplemental information, specifically a Business Plan for your venture. The business plan should be a comprehensive analysis of the business and comprise further details than the information above. This should include more detailed information relating to the rationale behind the business (including detailed market analysis and product information) and business operations (including additional financial information and performance management).

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| --- | --- | --- |
| Business Plan included? | Yes [ ]  | No [ ]  |

Additional information included *(please list)*.

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