

Mansfield District Council

Licence for casual traders application form

Personal Details

Full Name Date of Birth/...../.....

Permanent Address

..... Post Code.....

Phone No Fax No.....

Email

We must be notified of changes to your personal details

Trading Details

Trade Name

Please State Actual Class of Goods Exposed for sale

Employers Liability

Other than the named licence holder, do any other persons work on your market stall? (This includes, paid, unpaid and family members)

Yes

No

Public Liability Insurance Details

Insurance Company

Policy Number

Policy Holder

Extent of Cover Renewal Date

Declaration

I declare that I have received and read the conditions to stand the market as a casual trader and agree to abide by them.

Signature Date...../...../.....

We must protect the public funds we handle, so we may use the above information that you have given us on this form to prevent and detect fraud. We may also share this information, for the same reasons, with other organisations that handle public funds.



Kate Allsop – Executive Mayor

Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire NG19 7BH
t: 01623 463463 w: www.mansfield.gov.uk

Mansfield
District Council

Supporting Information

We require the information below to support your application

| | | <u>Received (Yes/No)</u> |
|---|---|------------------------------|
| 1) Photo ID | One of the following documents: Driving Licence Passport Official work's badge | |
| 2) Proof of Address | One of the following recent documents (<i>not more than 12 months old</i>): Bank or Building Society Statement Utility bill e.g. gas, electricity Valid TV licence Valid insurance certificate Driving licence | |
| 3) Public Liability Insurance | A photocopy of your current and valid Public Liability Insurance policy schedule. (NMTF members- photocopy of the front and back membership card) | |
| 4) Employers Liability Insurance | If you employ members of staff then a photocopy of your current and valid Employers Liability Insurance is required (This includes paid and unpaid members of staff plus family members) | |
| 5) Legal Working in the UK | Under the Immigration, Asylum and Nationality Act 2006 it is mandatory to demonstrate legal right to work in the UK. Therefore if you are not a national from the UK, Switzerland or the European Economic Area countries, you must send us proof of a legal right to work in the UK. The following documents are accepted:- (a) One "secure" document, which is either i) UK Passport ii) European Economic | |

| | | |
|-----------------------------------|--|--|
| | <p>iii) Area Passport National Identity Card</p> <p>OR</p> <p>(b) If no secure document can be produced then the following are required:</p> <p>i) An official document bearing a National Insurance Number, e.g. P45, Payslip, P60 or an NI card, along with a birth certificate or a letter from the Home Office or an Immigration Status Document.</p> <p>ii) Work Permit with either a passport or letter from the Home Office, which must confirm that the holder has permission to enter or remain in the United Kingdom and take the work permit employment in question.</p> | |
| 6) Wearing a name badge | During the prescribed trading times you must wear a name badge. | |
| 7) Goods for sale | Traders must only sell the goods noted on their licence. | |
| 8) Selling Food Items | If you are selling food you need to be registered as a food business from your local council. You must also provide evidence of your Food and Hygiene certificate. | |
| 9) Trader Reference Number | This number is provided once trader is entered onto the MACCS system | |