

PERSONAL DETAILS

TITLE:	Mr / Mrs / Miss / Ms / Other	FORENAME:	
MIDDLE NAME:		SURNAME:	
ADDRESS:			
DAYTIME TELEPHONE:		EVENING TELEPHONE:	
MOBILE:		EMAIL:	
DATE OF BIRTH:		NATIONAL INSURANCE NUMBER:	

RETAIL EXPERIENCE

COMPANY:			
START DATE:		END DATE:	

CURRENT OCCUPATION

COMPANY:			
JOB ROLE:		START DATE:	

FINANCIAL REFERENCE

BANK NAME:			
ADDRESS:			
ACCOUNT NUMBER:		SORT CODE:	

CHARACTER REFERENCE (must not be related to applicant)

NAME:			
ADDRESS:			
WHAT CAPACITY IS THE REFEREE KNOW TO YOU:			
HOW LONG HAS THE REFEREE KNOWN YOU:			

BUSINESS INFORMATION

BUSINESS NAME:	
WEBSITE ADDRESS:	

TYPE OF BUSINESS

Please list below full details of **GOODS** to be sold and identify any which are of a specialist nature:

Please list below full details of **SERVICES** to be provided and identify any which are of a specialist nature:

ARE YOU ABLE TO SUPPLY A BUSINESS PLAN:	IF YES: Please enclose with application	IF NO: Please complete detail below
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BUSINESS PLAN

SUMMARY OF YOUR BUSINESS IDEA	
WHAT IS YOUR 1 ST YEAR BUSINESS GOAL	
WHERE DO YOU SEE YOUR BUSINESS IN 3-5 YEARS?	

IDENTIFY **MARKET TRENDS** IN YOUR CHOSEN BUSINESS

HOW DO YOU KNOW WHAT THESE **TRENDS** ARE?

WHAT **BUSINESS RISKS** HAVE YOU IDENTIFIED?

HOW WILL YOU **MANAGE** THESE **BUSINESS RISKS**?

WHAT IS YOUR **CASH FLOW ANALYSIS**?

HOW AND WHERE WILL YOU **PROMOTE** YOUR PRODUCT / SERVICE?

ANY OTHER **INFORMATION RELEVANT** TO YOUR APPLICATION

DECLARATION

Please accept this completed form as my application to rent a stall in Stevenage Indoor Market. I understand that should I not be allocated a stall at this time, my name will be placed on the waiting list and I must confirm at 6 monthly intervals my interest in obtaining a market stall.

I DECLARE THAT:	PLEASE TICK
The address given in this application is where I normally live	<input type="checkbox"/>
I have reached 18 years of age	<input type="checkbox"/>
The information I have given is true and accurate	<input type="checkbox"/>
I authorise Stevenage Borough Council to carry out a credit check	<input type="checkbox"/>
I authorise Stevenage Borough Council to forward details of this application to the local business enterprise agency (WENTA) who may be able to offer me further advise.	<input type="checkbox"/>
I confirm that I have the right to work in the UK	<input type="checkbox"/>
I would like Stevenage Borough Council to use my website in any future advertising.	<input type="checkbox"/>

I note that Stevenage Borough Council is under a duty to protect the public funds it administers and to this end may use the information I have provided on this form for the prevention and detection of fraud. The Council may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Where have you seen Stevenage Indoor Market advert? Please tick below.

Search engine	Stevenage Indoor Market website	Facebook	Leaflets (where?)	Newspaper (which?)	Other (where?)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANTS SIGNATURE:	
DATE:	
RECEIVED BY:	
RECEIVED DATE:	

PLEASE RETURN COMPLETED FORM TO:

Garage and Market Manager, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, Hertfordshire, SG1 1HN