



Bromsgrove Town Centre Outdoor Retail Market
Document Checklist

Please ensure all the relevant documents required are submitted with your signed booking form and Market Regulations Terms & Conditions. Should any documents be missing, this will result in the application being delayed or refused.

Please refer to the Market Regulations Terms & Conditions for which documents are applicable to your application.

| | | |
|--|------------------|-------------------------------------|
| Contact Name | | |
| Business Name | | |
| Contact Number | | |
| All Traders (Regular and Casual) | | |
| Public Liability Insurance Certificate £5m | Enclosed: YES/NO | Market Manager - Signed as received |
| Proof of identity | Enclosed: YES/NO | Market Manager - Signed as received |
| Trading Agreement | Enclosed: YES/NO | Market Manager - Signed as received |
| Food Traders (Additional Documents Required) | | |
| Electrical Test Certificates (PAT Testing) | Enclosed: YES/NO | Market Manager - Signed as received |
| Gas Test Certificates | Enclosed: YES/NO | Market Manager - Signed as received |
| Food Hygiene Certificate | Enclosed: YES/NO | Market Manager - Signed as received |
| Basic Food Hygiene Certificate | Enclosed: YES/NO | Market Manager - Signed as received |
| Level 2 Food Hygiene Certificate | Enclosed: YES/NO | Market Manager - Signed as received |
| Alcohol Traders (Additional Documents Required) | | |
| Consent to sell alcohol from WRS. | Enclosed: YES/NO | Market Manager - Signed as received |

Important Information

General Data Protection Regulations (GDPR)

Bromsgrove District Council collects personal information about you and your business for the fulfilment of a contract, or to take steps to enter into a contract; by signing to apply to trade on Bromsgrove Outdoor Market, you are entering into a contract, and we require the personal data requested to fulfil this contract.

Data collected is:

- Name
- Contact details
- Emergency contact details
- Name of owner of the business (if different)
- Contact details (if different)
- Vehicle registration number
- (ID may be requested but not retained)

- This information will be refreshed annually.
- By entering into the contract, you consent to us processing your personal information for other specified purposes such as:
 - Subscribing to the e-newsletter
 - Subscribing to the survey to inform the development of the market.
 - Taking images at events for promoting the market via the website, e-newsletter, and social media
 - Taking video footage at events for promoting the market via the website, e-newsletter, and social media

Where you agree to be contacted, the data will be kept until it is either overwritten or until you no longer agree to be kept informed. If you chose not to consent to additional processing, this will not affect your or your rights. Details of all your other rights can be found at www.redditchbc.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx

This information will be shared with staff responsible for the management of the market, and in some cases with Trading Standards and Environmental Health.

This information will not be shared/sold to any other service/organisation unless we have a duty to do so under law.

No decisions around this data are made by automated means.

I confirm that all the information provided on this application is true and accurate. Should any information be found to be untrue or inaccurate my application will be declined or revoked without refund.

Signature:

Print Name

Date: