

# Bedford Market Registration Form



**In order to trade, you need to complete this form.**

By signing this form, you are confirming that you are eligible to work in the United Kingdom.  
You will have to provide proof of public liability insurance of £5million.  
Two proof of address will be required i.e. recent utility bill, photo ID

## Section A - Stallholder Information

Name of Stallholder:

DOB:

NI Number:

Address:

Postcode:

Telephone:

Email:

## Section B - Business Information

Name of Organisation/Business:

Website:

Is this a new business: Yes                      No

If no, how long have you been trading?

List the products you wish to sell (product lines):

If you trade in food/drink please provide the name of the local authority you are registered with:

Have you enclosed a copy of your food hygiene certificate: Yes                      No

Other markets you trade on:

## Section C - Staff Information

Please give details about the individuals who are employed by the business and will be working on the market regularly (as point of contact).

Name:

Contact number:

Name:

Contact number:

## Section D - Stall Requirements

### Markets applied for: (Please select below)

Charter Market (Weds)

Charter Market (Sat)

Kempston General (Thurs)

Non-Charter Market (Thurs)

Non-Charter Market (Fri)

Other market, please specify...

Size of pitch:

Electricity required: Yes No

Parking required: Yes No

Insurance provided: Yes No

### Bedford Markets Declaration

Please note that in registering to trade with Bedford Borough Council, and by signing this registration form, you are agreeing to accept and comply with the Market Regulations, as amended from time to time. A full copy can be obtained from the Markets Team or online at [www.bedford.gov.uk/markets](http://www.bedford.gov.uk/markets).

You confirm you have read and will abide by the terms of the Licence (daily or permanent). A licence will be issued to each stallholder in order to provide them with an exclusive right over a specific pitch. A stallholders exclusive rights only extend as far as the pitch allocated by the Markets team.

Additionally, you accept responsibility for your own contents and third party liability insurance.

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

For further information, see the Fair Processing Notice on the Bedford Borough Council website [www.bedford.gov.uk](http://www.bedford.gov.uk). Data will be held in line with the Council's GDPR Policy.

Completed by: (Name in full)

Signature:

Date:

## To be completed by Bedford Markets Management

Copy of Third Party Public Liability Insurance: Insurance Company

Policy number

Expiry date:

Copy of proof of address (x2)

1.

2.

Food hygiene certificate provided

### Processed by

Officer:

Signature:

Date:

## Fees and charges

### Wednesday Charter

- Permanent £2.50 per foot
- Permanent £2.35 per foot
- Casual £2.80 per foot
- Casual £2.65 per foot

### Saturday Charter

- Permanent £3.45 per foot
- Permanent £3.25 per foot
- Casual £3.85 per foot
- Casual £3.65 per foot

### Non-Charter

- Permanent £1.60 per foot
- Casual £1.70 per foot

Depth Charge £6.75

### Parking

2hrs free parking on Saturday  
2hrs free parking Mon-Sat at Queen Street car park

### Key

- Zone A
- Zone B
-  Markets



## Fees and charges

- Permanent £2.05 per foot
- Casual £2.20 per foot per linear ft

### Key

- Market area
-  Market Stalls
-  Bus Stop
-  Petrol Station
-  Car park

