



Derby City Council



<b>Your Name:</b>	
<b>Position in Business:</b>	
<b>Name of Business Applying:</b>	
	(If Ltd, Company or Plc, please enter full Company name)
<b>Trading Name(s):</b>	
<b>How long have you been trading under this name?</b>	
<b>Previous Trading Names:</b> (where applicable)	
<b>Type of Business:</b>	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> PLC
<b>Nature of Business:</b> (ie. What you do)	
<b>Business Telephone Number:</b> (including dialling code)	
<b>Business Fax Number:</b>	
<b>Business Email Address:</b>	
<b>Web Site Address:</b>	

**Limited Companies and PLCs ONLY**

<b>Director(s):</b>	
<b>Company Secretary:</b>	

**Partnerships ONLY:** Please list all partners in the business

<b>Name of Partners:</b>	
<b>Address:</b>	Building Name:
	Door No and Road:
	Village/Area:
	Town/City:
	County:
	Post Code:

**Head Office or Registered Office Address:**

<b>Building Name:</b>	
<b>Door No. and Road:</b>	
<b>Village/Area:</b>	
<b>Town/City:</b>	
<b>County:</b>	
<b>Post Code:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Fax:</b>	
<b>Email:</b>	

**Principal place of business:**  Yes  No

**Show on web site entry:**  Yes  No

**Additional Business Premises:** Please list all premises where your company operates

<b>Building Name:</b>	
<b>Door No and Road:</b>	
<b>Village/Area:</b>	
<b>Town/City:</b>	
<b>County:</b>	
<b>Post Code:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Fax:</b>	
<b>Email:</b>	

**Principal place of business:**  Yes  No

**Show on web site entry:**  Yes  No

**How many people work for your company?:**

**Do you use sub-contractors?:**  Yes  No

**Do you generate sales by cold calling?**  Yes  No

**Company contact for application queries:**

<b>Contact Name:</b>	
<b>Position:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

<b>Please list any Trade Association Memberships:</b>	
<b>Expectations of the Scheme:</b>	

Please submit this form **only if**:

- You have read the **Terms of Membership** and agree to abide by them.
- You are **authorised** to make this application and the following declaration on behalf of the business/persons named.

**Data Protection Act 1998**

I agree that in determining this application the Trading Standards Service may request information about my business from other organisations, and I authorise those organisations to release such information. I also agree that this service may disclose details, on enquiry, about the status of our application.

**Please note:**

\* By submitting this application form you have agreed that this service may make the enquiries listed below without breaching your rights under the Data Protection Act or other applicable legislation.

As part of our approval process, checks will be made on applicant's previous history in relation to (but not limited to) any of the following:

- County Court Judgements
- Financial Checks
- Criminal Convictions
- Consumer Credit Licence (where appropriate)
- Membership of any claimed trade associations or professional bodies
- Trading Standards Services' own enquiry databases

**I agree to abide by the Terms of Membership:**

Yes  No

<b>Name: *</b>	
<b>Position:</b>	

<b>How did you hear about the BWC scheme?</b>	
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**Derby City Council handles information in accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998 and is the data controller for the purposes of the Data Protection Act 1998. For details of how the information you have provided above will be treated, please refer to the scheme terms and conditions, a copy of which has been supplied for you. You may also access copies of these terms and conditions on line at [www.derby.gov.uk/buywithconfidence](http://www.derby.gov.uk/buywithconfidence) or by telephoning Trading Standards on 01332 642424.**