**WORKING WITH SEAFORD TOWN COUNCIL: TRADESPERSON APPLICATION FORM**

Welcome. Thank you for registering your interest in working with us. Please fill in this form to apply for registration as a Tradesperson with Seaford Town Council – you can return it by post or electronically to Projects and Facilities, Seaford Town Council, 37 Church Street, Seaford, East Sussex BN25 1HG or to [projectsandfacilities@seafordtowncouncil.gov.uk](mailto:projectsandfacilities@seafordtowncouncil.gov.uk) Attach additional information if you wish. We will use your responses to select suitably qualified Tradespeople to complete work on behalf of the Council.

**Please ensure that all information provided is accurate and each section is completed in full.** Any information you provide on this form will be managed in accordance with current UK Data Protection legislation. The form asks you to identify that which is personal data so that we can ensure we are managing this correctly. If you are successful, your application form will be held for the period that you are on the Town Council’s framework and then for a further six years. For unsuccessful applicants, your form will be held securely for a period of six months from the date of your application.

Applications may take up to 10 working days to review. If further information is required, we’ll contact you by email.

1. **Name of the person completing this form (please enter your full name)\* \*\***
2. **Your Company’s name (if applicable)**
3. **Telephone/mobile (the best number/s to contact you on)\***
4. **Email (the best email address to contact you on)\***
5. **Business/trading/company type (eg self-employed, sole trader, limited company, CiC etc)\***
6. **(6A and 6B) If you *do* have a registered company, please tell us when it was established and your company registration number**

Company Reg No:

Date:

1. **\* Are your answers to Questions 1, 3, 4 or 5 (above) or 8 (below) your ‘personal’ details? If ‘yes’ we’ll treat this as personal data and handle it accordingly. If ‘no’ we’ll treat the information as company data. If you are unsure, or if your answer/s is/are not straightforward, we recommend you choose ‘yes’.**

**Yes No**

**\*\* Please note that if there is no Company name provided at Question 2 (above) your name from Question 1 will be visible on Seaford Town Council documents, which are available to the public.**

1. **If you have a website, please provide the address (starting with** [**https://www.**](https://www.[your) **)**
2. **Where is your business based? \***
3. **In which areas do you provide your services (eg town/s, district/s, county/counties)**
4. **What trade services can you/your Company provide for STC?** (Please tick all relevant boxes. You are welcome to tick more than one box. In some cases we may require you to provide evidence of certification / compliance for a service you have ticked. It will save time if you attach any certificates (and so on) you already hold when you return this form, as attachments).

**Plumbing Electrical Plastering Glazing/Window Repairs**

**Gas Engineering Carpentry Landscaping Roofing**

**General Maintenance Building Tree Surgery Painting/Decorating**

1. **Please describe any other areas of work you offer (we are looking for a variety of trades)**
2. **Do you hold Public Liability Insurance: Yes No**
3. **Please tick hours of services and out of hours cover you can offer**

Monday - Friday 8am to 6pm Monday - Friday before 8am or after 6pm

Saturday, Sundays, or Bank Holidays

1. **Please tick which contract value ranges might be of interest**

£0 - £2,000 £2,000 - £24,000 £24,000 and above

**Quotes will be requested via Seaford Town Councils WhatsApp group. Please tick this box if you give your permission to be added to the group. Only Seaford Town Council will be able to post in this group.**

**Declaration:** I declare that the information I have provided on this application form is true and correct. I am aware that this information is being collected by Seaford Town Council for the purpose of assessing my application.

**Signature:**

**Date:**