

Application Form

Part A: To be completed by all Applicants

Personal Details

|  |  |
| --- | --- |
| Title |  |
| Full Name |  |
| Home Address |  |
| Post Code |  |
| Telephone |  |
| Fax |  |
| Mobile |  |
| Email |  |

Date of Birth: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ National Insurance Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Craft Business Details

|  |  |
| --- | --- |
| Business Name |  |
| Business Address |  |
| Post Code |  |
| Business Telephone |  |
| Business Mobile |  |
| Business Email |  |
| Business Web |  |
| Business Social Media |  |

Describe your Craft Product……

Please indicate Package that you would like to be considered for…..

Pergola Shop 4ft x 4ft x 7ft Shelf Space 3ft x 1.5ft Wall Space 3ft x 3ft

Please indicate 3 Reasons why you wish to be considered for the Midtown Makers Studio & Shop

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

To enable Ballymena Business Centre to fully assess your Application please include the following information:

* Copy of your Logo
* 3 Photographic examples of your Craft Products

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Form

Part B: To be completed by Pergola Shop Applicants only

If you have been at your current home address for less than 3 years, please give details of previous addresses below, a personal credit check may be carried out for Pergola Shop applicants:

|  |  |
| --- | --- |
| Previous Address | Duration / Date at this Address |

Business Status:

Sole Trader Partnership Limited Co Social Enterprise

How long have you been trading as a Craft Maker:

|  |  |  |  |
| --- | --- | --- | --- |
| Not Registered as Self Employed |  | Less than 6 Months |  |
| 6 Months – 1 Year |  | 1 Year – 2 Years |  |
| 2 Years – 3 Years |  | More than 3 Years |  |

Actual or Projected Turnover:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| < £10k |  | £10k - £20k |  | £20k - £30k |  | £30k> |  |

Declaration

I understand that all the information provided in this application is correct and will be used by Ballymena Business Centre to assess my suitability for Midtown Makers Studio & Shop. I understand and give permission for Ballymena Business Centre to conduct personal credit check and obtain one reference from the following contact details provided:

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email |  |
|  | Relationship – Accountant, Supplier, Customer etc |

I understand that this is not a legally binding document and does not entitle me to a License Agreement for Midtown Makers Studio and Shop.

Data Protection: I understand that this information may be shared with project support organisations for monitoring and evaluation purposes. I understand that I am entitled to a copy of my personal and business data held as provided for under the Data Protection Act.

Equal Opportunities: Ballymena Business Centre is an Equal Opportunities organisation and promotes equality of opportunity for all and respects the principles laid down by Section 75

To enable Ballymena Business Centre to fully assess your Application please include the following information:

* Copy of your Logo
* 3 Photographic examples of your Craft Products
* Photographic ID and Confirmation of your Current Address

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return Hard Copy in Sealed Envelope to Ballymena Business Centre Head Office:**

**Melanie Christie Boyle, Chief Executive, Ballymena Business Centre, 62 Fenaghy Road, Ballymena, BT42 1FL**