



Application Form

Name of Applicant: (If Ltd Co. or Plc please enter full company name)	
Company Registration Number:	
Trading Name(s):	
Head Office or Registered Office Address: (Please state which)	
Main Contact Name Within Business: (Please supply name in full e.g. Mr Robert Smith)	
Telephone Number: (with dialling code)	
Mobile Number for Main Contact:	
Fax Number: (with dialling code)	
Email Address:	
Website Address:	www.
Does your company trade by means of Distance Selling (i.e. Do you sell via Phone / Mail Order Catalogue / Internet)? If so, please indicate by which medium and supply a copy of the sales literature with the completed application (if appropriate):	
Type of Business: (i.e. Sole Trader/_Partnership/_Limited Company)	
Sole Trader Home Address: If Sole Trader please supply Home Address (If this is the same as your Trading Address please write 'As Above')	
Partnership Details: If Partnership please supply Name & Address of Partners	Partner One:

Partnership Details: If Partnership please supply Name & Address of Partners	Partner Two:
Partnership Details: If Partnership please supply Name & Address of Partners	Partner Three (if applicable)
Partnership Details: If Partnership please supply Name & Address of Partners Please continue on a separate sheet if necessary	Partner Four (if applicable)
Nature of Business: (i.e. What you do)	
Does your business generate sales by Cold Calling? <small>(If yes please refer to 4.9 in the Conditions for business)</small>	Yes / No
Place(s) of Business: <small>(If different from above. Please continue on a separate sheet if necessary)</small> Contact Name: Contact Person's Position: Contact Person's Telephone No: Email Address:	
Number of Business Premises in rest of UK:	
Do you hold any licences relevant to your business e.g. Consumer Credit? If so, please state the licensing body and the licence number:	

<p>Are you a member of any Trade Associations? If so, please list them:</p>	
<p>Do you have any independently checked quality assurance systems? If so, please list them: (e.g. ISO9001)</p>	
<p>Number of permanent employees (including management):</p>	
<p>Number of sub-contractors / self employed Staff :</p>	
<p>Would you be interested in considering training for your staff if offered by the Luton Council's Trading Standards Service? (There may be a charge for this service)</p>	<p>YES / NO</p>
<p>How did you hear of the Buy With Confidence Scheme?</p>	
<p>What are your expectations of the "Buy With Confidence" scheme?</p>	

PLEASE SIGN THIS ONLY IF YOU HAVE READ THE 'CONDITIONS FOR BUSINESS' AND AGREE TO ABIDE BY IT.

Signature:	
Name of Signatory*:	
Position In Business:	
Dated:	

DATA PROTECTION ACT 1998

I agree that details held about our company by other agencies can be released to Luton Borough Council Trading Standards Service in pursuance of this 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.

As part of our approval process, checks will be made on applicant's history in relation to any of the following:

- County Court Judgements
- Criminal Convictions (where appropriate)
- Appropriate Licences (e.g. Consumer Credit)
- Companies House (if you are a Limited or Plc company)
- London Gazette Search
- Disqualified Directors Search
- Membership of any claimed trade associations or professional bodies
- Trading Standard Service's own database of enquiries
- Contacting previous customers for references

Please send the completed form with the following to the address shown below:

- copy of your contractual terms
- copy of any guarantee or warranty given
- copy relevant licences (such as Consumer Credit licence)
- copy of certificate of public liability insurance
- copy of certificate of employee liability (where appropriate)
- sales literature - including distance selling information
- copies of current adverts
- any complaints recording procedure
- blank headed paper
- a cancelled blank invoice
- calling cards used

**Buy With Confidence Team
Luton Borough Council
Trading Standards Service
Clemilton House, 2nd Floor
44-48 Gordon Street Luton LU1 2QP**