

**Registration Form: Designer / Designer Manufacturer**

If you are a designer, or designer-maker complete this form to apply for free support through the Garden Club.

Please complete all sections as thoroughly as possible; this information is for internal purposes only and will remain completely confidential

**Business information**

|  |  |  |
| --- | --- | --- |
| 1. | About your business | |
|  | Business name |  |
|  | Trading name (if different) |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contact name/s |  | |
|  | Position |  | |
|  | Telephone / Fax |  | |
|  | Email |  | |
|  | Website |  | |
|  | Business/trading address |  | |
|  | Postcode |  |  |

|  |  |
| --- | --- |
| **2.** Is your business based in the Hatton Garden area? | Yes  No |
| **3.** What is the legal status of your business? | Sole trader  Partnership  Limited company |
| **4.** Business start date |  |
| **5.** What level of education do you have? | Apprenticeship  GCSE  A-Level  BTEC/HND  Degree  Other *(please state)* |
| **6.** Do you work with any Hatton Garden tradespeople? If so, please provide a minimum of one, and maximum of three contacts | i) |
| ii) |
| iii) |
| **7.** If you don’t use a trade, please list at least four suppliers in the Hatton Garden area that you regularly use/hold an account with | i) |
| ii) |
| iii) |
| iv) |
| **8.** What materials do you work with? |  |
| **9.** Please describe the products you design or manufacture, and their price points |  |
| **10.** Do you produce collections?  i) If yes, how often do you produce them? | Yes  No  i) |
| **11.** What support would you be looking for from The Garden Club? |  |

**Financial information**

|  |  |
| --- | --- |
| **12.** Please indicate your turnover level | £0 – £50,000  £50,001 - £100,000  £100,001 – 150,000  £150,001 - £250,000  £250,001+  Pre-Start |

**Staffing**

|  |  |
| --- | --- |
| **13.** How many employees do you currently have, including yourself? Please list by name, indicating full/part time and if freelance. |  |
| **14.** How many of these employees including yourself can you guarantee you will still be able to employ in 12 months?  ***Please note that our availability is limited, and we give priority to businesses where jobs ARE at risk.*** |  |

**Staff use only - Jobs at risk?**

**Terms and conditions**

**1. Service**

We aim to provide quality support for a minimum of six sessions, providing approximately 12 hours of support for your business. The actual amount of support provided will be determined by the consultant and may vary from this amount

**2. Communications**

It is essential that you make appropriate time available for the Garden Club and its consultants to visit, guide and assist you. If any problems occur, we need to know as soon as possible, so that we can support you by providing access to the right advice to assist you

**3. Confidentiality**

The content of all 121 sessions is confidential and for the benefit of the business. Records are kept for purposes of tracking progress and are accessible by the business and consultant

**4. Compliance**

The business agrees by signing this form that they are compliant with all UK labour laws; the Immigration, Asylum and Nationality Act; the Health and Safety at Work Act; and all other UK legislation which applies to SME businesses.

**5. Losses and liabilities**

Camden Council, Camden Enterprise Ltd (Centa) and their appointed agents are providing you and your company with advice on a *pro bono* basis. Camden Council and Centa shall not be liable for any losses or liabilities incurred by you or your company as a direct or indirect result of you or your company acting on the basis of advice provided by Camden Council / Centa or their appointed agents.

**6. Data Protection**

The information on this form and in subsequent meetings will be used to inform the development of the programme of support offered to you through The Garden Club. This form will also help us to better understand the status of the jewellery industry within Hatton Garden, and any gaps in provision that could be filled by the project. All information will remain confidential. The data will be stored for 7 years after which time it will be deleted. Camden Council, Camden Enterprise Ltd (Centa) and their appointed agents process personal data in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

**I agree to all terms and conditions above**

**Diversity Monitoring**

***Please Note: Completion of this section is completely confidential and used for project monitoring and reporting only***

Answer the following in respect of the majority owners or senior partners of the Company, or sole trader as appropriate.

**What is your Ethnic Group?**

**White**

British

Irish

Any other white background

**Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian or Asian British background

**Chinese or Other Ethnic Group**

Chinese

Any other Ethnic Group

**PREFER NOT TO SAY**

Prefer not to say

**Gender**

Please indicate the gender of the majority ownership of the business

Female

Male

Prefer not to say

**Disability**

The Equality Act 2010 defines a disability as a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on the ability to do normal daily activities. Please indicate whether the majority owners of the business would have a disability as defined under these terms

Yes

No

Prefer not to say

**Your signature**

I confirm that I am authorised to sign on behalf of the business. I agree to all terms and conditions, and declare that the information provided on this is true and accurate to the best of my knowledge.

Full name [in caps]: POSITION:

Signature: Date: