

Retail Data Capture Form

Register the details of your **Retail** business for website entries on www.vistchesterfield.info
Please give all details in BLOCK CAPITALS. We reserve the right to alter data to fit the space available in the computer system.

Contact

Please give details of the person for us to contact to confirm details in this questionnaire.
Please copy this section if different people fulfil different roles.

Business Name:			
Contact Name:	Mr / Mrs / Ms / Miss		
Address for correspondence			
Postcode:			
Telephone No:		Mobile No:	
Email:			

Can these contact details be published on our website? Yes No

Retail Establishment

Please give the details of the address of the business if different from the contact address.

Business Name:			
Business Address if different from contact address:			
Postcode:			
Telephone No:		Mobile No:	
Email:			
Website:			
Facebook:			
Twitter:			
Instagram:			

Please supply any high resolution images (for which you have copyright) and a link to any promotional video's you may have of your retail establishment to
events.promo@chesterfield.gov.uk

Please note:

- By enclosing this photograph / video you are consenting to its unlimited use on VisitChesterfield and other tourism related systems.
- Images should be supplied in JPG format and videos via You Tube link by E-mail to: events.promo@chesterfield.gov.uk
- Images should be at least 1220 pixels wide and landscape in format.

Please provide a **short** description of the establishment that summarises its main features **(Max 240 characters including spaces and punctuation)**:

Please give a full description of the establishment **(Max 250 words)**
Please note that these are interrogated by Internet Search Engines (e.g. Google) so use words that visitors are likely to use i.e. Shop, Retail, Retailer, Independent, Local, Changing Room, Peak District, Chesterfield, Derbyshire.

Please give us further details about your business type by completing all the relevant tick boxes below.

Antiques, Books & Specialties

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Shop – Antiques & Collectables | <input type="checkbox"/> Shop - Music |
| <input type="checkbox"/> Shop - Books | <input type="checkbox"/> Shop - Other |

Clothing, Jewellery & Boutiques

- | | | |
|--|---|---|
| <input type="checkbox"/> Shop - Bridalwear | <input type="checkbox"/> Shop - Fashion | <input type="checkbox"/> Shop - Jewellery |
| <input type="checkbox"/> Shop – Costume Hire | <input type="checkbox"/> Shop – Formalwear Hire | <input type="checkbox"/> Shop - Shoes |

Craft and Gifts

- | | | |
|--|--|--|
| <input type="checkbox"/> Shop – Arts & Craft | <input type="checkbox"/> Shop - Model | <input type="checkbox"/> Shop - Stationery |
| <input type="checkbox"/> Shop - Gift | <input type="checkbox"/> Shop – Specialist | <input type="checkbox"/> Shop - Toy |

Food and Local Produce

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Award Winning | <input type="checkbox"/> Delicatessen | <input type="checkbox"/> Shop - Drink |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Fishmonger | <input type="checkbox"/> Shop - Farm |
| <input type="checkbox"/> Butcher | <input type="checkbox"/> Local Food & Drink Producer | <input type="checkbox"/> Shop - Food |
| <input type="checkbox"/> Craft Beer | | |

Games & Electronics

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Shop - Electronics | <input type="checkbox"/> Shop - Games |
|---|---------------------------------------|

Health & Beauty

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Hairdresser | <input type="checkbox"/> Shop – Hair & Beauty | <input type="checkbox"/> Shop - Health |
|--------------------------------------|---|--|

Homes and Gardens

- | | | |
|--|--|---|
| <input type="checkbox"/> Florist | <input type="checkbox"/> Shop – Baby/Children | <input type="checkbox"/> Shop – DIY |
| <input type="checkbox"/> Garden Centre | <input type="checkbox"/> Shop – Cookery | <input type="checkbox"/> Shop – Homes & Gardens |
| <input type="checkbox"/> Shop | <input type="checkbox"/> Shop – Department Store | <input type="checkbox"/> Shop – Pets |

Outdoor & Sports

- | | | |
|--|---|--|
| <input type="checkbox"/> Shop - Equine | <input type="checkbox"/> Shop – Outdoor | <input type="checkbox"/> Shop - Sports |
|--|---|--|

Second Hand

- | | |
|---|---|
| <input type="checkbox"/> Shop - Charity | <input type="checkbox"/> Shop – Second Hand Goods |
|---|---|

Shopping & Outlet Centres

- | | | |
|---|--|--|
| <input type="checkbox"/> Indoor Market | <input type="checkbox"/> Shop – Factory / Outlet | <input type="checkbox"/> Shopping Centre |
| <input type="checkbox"/> Outdoor Market | <input type="checkbox"/> Shop – Independent | |

Facilities

- Disabled Access Disabled Facilities Disabled Toilets

Booking & Payment Details

- Credit cards accepted

Children

- Baby Changing Facilities Children welcome

Groups

- Facilities for Educational Visits Facilities for Groups Guided Tours for Groups

Parking

- Free parking No parking Parking with charge
 Free parking on site On street/public parking Private parking

Establishment Facilities

- Air conditioning Dogs accepted WiFi or internet access
 Designated Smoking Area Dogs NOT accepted (except guide dogs)

Awards received

Please provide further details about any awards that your retail establishment has received:

Food Hygiene Standards (applicable for shops serving food)

- None 1 2 3 4 5 Not applicable

Chesterfield High Street Award

-

Any additional information regarding awards you have received.

Opening Information

Please provide opening times for each day e.g. 9.00-17.00. Please include if you close for lunch and if so between what times. If closed on a day please put a cross through it.

Day	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Normal Opening Times							

Bank Holidays – if different from normal opening hours. If closed on a day please put a cross through it.

New Year	Good Fri	Easter Sat	Easter Sun	Easter Mon	May Day	May BH Sat
May BH Sun	May BH Mon	Aug BH Sat	Aug BH Sun	Aug BH Mon	Christmas	Boxing Day

Any additional information regarding openings

Submitting your Information for Promotion

This form is your way of telling Chesterfield Borough Council about your business and of being part of their promotional activities for the coming year.

The information you provide will be published on www.visitchesterfield.info and will be used by Chesterfield Visitor Information Centre to help with enquiries.

We will make every reasonable effort to ensure accuracy. However, Chesterfield Borough Council regrets that we cannot accept liability of any kind arising from the use or publication of the information, either by themselves or Marketing Peak District and Derbyshire, including where this is as a result of any error or omission on the part of the Council.

We reserve the right to edit information provided.

You can read our privacy statement here <https://www.chesterfield.gov.uk/privacy>

Your Declaration

I have read the information supplied and warrant that the information provided is true and accurate and if published will not constitute an offence under the Trade Descriptions Act 1968 or the Consumer Protection Act 1987.

I accept that information provided will be published on www.visitchesterfield.info

Name of Establishment

Signature

Print Name

Date
