

**Community Economic Development
Retail Business Support
Registration Form**

Contact details

Name

Home Address

Postcode:

Telephone

email

Webpage/# details

Business details

Business name

Business type

Business address

Postcode

Request details

What are you requiring help with?
(please give as much detail as possible)

Some things to consider::

- Start up support
- Business planning
- Business premises
- Marketing and digital activity
- Training
- Wanting to grow / expand
- Employing staff / apprenticeships

How did you hear about us?

To help us improve and promote the work we do, would you tell us how you heard of our services:

Internet Search i.e. Google	Yes/No
Council Website	Yes / No
Your Local Councilor	Yes / No
Other business support service	Yes/ No
<i>If yes, organisation name</i>	
Other Business	Yes / No
<i>If yes, business name</i>	
Other (please state)	

Privacy Notice

Data Protection Act 2018

Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, [which can be accessed here](#) .

The Community Development Team privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be [accessed here](#) – or request a copy 03000 267967

If you have any concerns about how your data is handled, please contact either the Data Protection Officer at DPO@durham.gov.uk or the Information Commissioner's Office casework@ico.org.uk.

I have read and give consent for you to use and store my data in accordance with the Notice: *Yes/No*

Keeping you informed...

If you have given consent above, we would like to keep you informed of relevant training opportunities and events, these may be offered by a third party. We will never share your details with a third party without your written consent.

I give consent for you to send me information on relevant training opportunities and events: *Yes/No*

Due Diligence.....

To help prevent criminal or fraudulent activity we will undertake certain checks prior to offering our support. Please note that for some areas of support this could include a police check.

Return completed forms to CED@durham.gov.uk or post to **Durham County Council, Community Economic Development Team, Green Lane Council Offices, Spennymoor, DL16 6JQ**

Note: this is a form to register your details only; this is not a funding application form

For Internal Use Only

Date received and recorded:

Allocated officer: