

# Made in Cornwall

## Application Form



### Business Details

**Contact (including title):**

**Business Name:**

**Address:**

**Telephone:**

**Mobile:**

**Post Code:**

**Email:**

**Website:**

Are you:

- Applying to join the scheme for the first time? **Yes / No**
- Already a member of the scheme looking to register a new category of product? **Yes / No**

### Product or Service Details

Please describe the products you make or the services you provide in general terms. Please attach photographs where possible.

*We have included an example to assist you.*

**Product(s)/Service(s):**

- |    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Does your business involve the production or provision of food? **Yes / No**

If yes, has a food registration form been completed? **Yes / No**

If you have not completed a food registration form, please follow the link provided to complete and submit the form - <https://www.gov.uk/food-business-registration>

## **Manufacturing Process (if applicable)**

What raw materials/ingredients do you use to make your product(s), and where do you source them? *If you have more than one product, please specify the raw materials for each product.*

Please describe briefly how you make your product(s) from the raw materials/ingredients. *Please feel free to provide images to support this.*

Where do you make the products?

On average, how long does it take you to produce your products?

What materials do you buy in that you don't change? *e.g. pre-made chains for necklaces*

How/where do you sell your products? *e.g. shop/online/third party/etc.*

How do you intend to promote the scheme? *If using social media, please specify which platforms – e.g. Facebook/Instagram/Twitter/etc.*

## Services (if applicable)

Where is the business operated from?

If applicable, please give details of offices/physical locations

How many staff are employed? Are all staff employed from within the local area?

If materials are used in the provision of the service(s), please give examples of where the materials are sourced from.

Please list any other Cornish businesses that you regularly engage with in the course of providing the service(s) (i.e. marketing, printing, supplies, legal services etc)

Please give details of any Community involvement (i.e. sponsoring a youth sports team/community event etc)

How do you intend to promote the scheme? *If using social media, please specify which platforms – e.g. Facebook/Instagram/Twitter/etc.*

## Additional Information

Please list any dates that are not convenient for us to visit:

Please provide any additional information you feel is relevant to your application:

How did you hear about Made in Cornwall?

## Declaration

The information I have provided on this application is accurate to the best of my knowledge. If I am accepted for Made in Cornwall membership, I will inform you of any changes in the business that would significantly change any of the information provided.

**Signed:**

**Position:**

**Print Name:**

**Date:**

**Thank you for your application!**

Please send this form along with any relevant evidence:

**Via email to – [hello@madeincornwall.org.uk](mailto:hello@madeincornwall.org.uk)**

**Via post to – Made in Cornwall, c/o Cornwall Chamber of Commerce, Cardrew House,  
Cardrew Way, Redruth, TR15 1SP**

## How will we use the information you have provided?

Made in Cornwall is now in partnership with Cornwall Chamber of Commerce, Cornwall Council and Visit Cornwall. Any information you provide may be distributed to these partners in relation to the Made in Cornwall scheme. All information distributed will be done so in a secure manner and in line with General Data Protection Regulations (GDPR).

Your data will be held within Made in Cornwall's secure network and will not be processed outside of the UK. Access to your information will only be made available to authorised members of staff of Made in Cornwall and to authorised members of staff of Cornwall Chamber of Commerce, Cornwall Council and Visit Cornwall where relevant.

We will use your information for the purposes of operating your membership to Made in Cornwall, this will include providing you with information and support, payment information and related newsletters/correspondence.

We may also use your information to provide you with information or to ask your views on certain matters.

### How long will we hold your information for?

The information you provide will be retained whilst you are a member of Made in Cornwall, and then for a further 3 years.

### Your personal information belongs to you and you have the right to:

- Be informed of how we process it
- Request a copy of what information we hold about you – this can be in an electronic format if requested (Any information provided electronically will be returned in the same way)
- Have it amended if it is incorrect or incomplete
- Have it deleted (where we do not have a legal requirement to change it)
- Withdraw your consent if you no longer wish us to process this application
- Restrict how we process it
- Object to us using it for marketing or research purposes
- Object to us using it in relation to a legal task or in the exercise of a legal authority
- Request that a person reviews an automated decision where it had an adverse effect on you

If you would like to access any of the information, we hold about you or have concerns regarding the way we have processed your information, please contact us-

Tel: 01209 216006

Email: [hello@madeincornwall.org.uk](mailto:hello@madeincornwall.org.uk)