

## Pop Up Sutton Application Form

Pop Up Sutton - The Entrepreneurs Space is a new and exciting business support programme for startups and entrepreneurs.

The fully funded 18-month programme consists of workshops and personalised advice sessions all aimed at guiding you through the process of setting up and running your own business, or taking your existing business to the next level.

And you will have the chance to showcase your business to a ready-made audience with a dedicated pop up space in Sutton High Street.

### Are you eligible to join the Pop-Up Sutton Programme?

- You must be living and have the legal right to work in the UK and be setting up a UK based business
- You must be at least 18 years of age at the time of your application.
- You must be planning or running a start-up business (less than 24 months of trading)
- You must have an interest in continuing to run your business in Sutton post programme.

### What Next?

#### Stage 1: Submit Application Form

Complete the application form and post to Teresa Whitfield, Head of Marketing, Successful Sutton, 1 Times Square, Sutton, Surrey, SM1 1LF.

Or email to: [teresa.whitfield@successfultutton.co.uk](mailto:teresa.whitfield@successfultutton.co.uk)

**Stage 2: Successful Applications** – You will be invited to attend a one to one session with a business mentor and the programme manager. You will be given a timetable of workshops and market dates. At this stage you will also be required to bring the following identification documents:

- a. Copy of your CV
- b. Outline of your business Ideas or your plan
- c. Supporting Evidence (existing marketing, photographs of products or similar, success stories etc)
- d. Proof of ID (Valid passport & Visa/UK driving licence/EU/EEA ID Card. Please note if you are a non EU national you must have a visa valid for over 18 months which allows you access to public funds)
- e. Proof of Current Address (utility bill dated within the last 3 months – not a mobile phone bill, or credit card statement)

**NEED MORE HELP? Contact us at: [teresa.whitfield@successfultutton.co.uk](mailto:teresa.whitfield@successfultutton.co.uk)**

## APPLICATION – ABOUT YOU

ABOUT YOU	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Other (Please specify)
* First Name	
Middle Name	
* Last Name	
* Date of Birth	
* Contact Number	
* Nationality	
* Are you an EU/UK Citizen	
* Email address	
* Current address	
* Town/City	
* Postcode	
How did you hear about us?	Community Magazines    YES / NO Sutton Guardian    YES / NO Social Media    YES / NO Successful Sutton Website    YES / NO Sutton Voice Website    YES / NO Word of mouth    YES / NO
	Other please state:

\* mandatory

## APPLICATION – ABOUT YOUR BUSINESS

YOUR BUSINESS	
*Business Name	
Business Sector	
Business website address	
Business twitter account	
Business Facebook page	
*Business Location (Sutton, Cheam etc.)	
Have you been trading for more than 2 years?	
*What are you planning to trade as?	Sole-trader <input type="checkbox"/> Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Unsure <input type="checkbox"/>
Your current business address	
Your personal LinkedIn profile	

\* mandatory

**YOUR BUSINESS OVERVIEW: Tell us more about your business**

**AUTHORISATION**

3<sup>RD</sup> Party Authorization Consent

I CONFIRM THAT I AM APPLYING TO JOIN THE POP UP SUTTON PROGRAMME AND AUTHORIZE: SUCCESSFUL SUTTON TO DISCUSS AND EXCHANGE ANY APPROPRIATE INFORMATION (INCLUDING COPIES OF DOCUMENTATION VERIFYING MY IDENTITY, ADDRESS) WITH LONDON BOROUGH OF SUTTON REGARDING MY APPLICATION.

I ALSO CONFIRM THAT WHERE I CANNOT AND HAVE NOT ENTERED A HAND WRITTEN SIGNATURE WITH THIS APPLICATION; THE ENTRY OF MY FULL NAME IN THE SIGNED FIELD AND THE SENDING OF THIS APPLICATION VIA EMAIL TO SUCCESSFUL SUTTON, WILL BE ACCEPTED AS AN ALTERNATIVE TO MY HAND WRITTEN SIGNATURE, AND WILL CARRY THE SAME WEIGHT IN AUTHORITY.

Our decision regarding the outcome of the application process is final. There is no appeal. I have read and understand the application form.

**DECLARATION**

Signed	
Dated	