**Ditchling History Project**

**Shops/Businesses Questionnaire Summer 2019**

Ditchling History Project is asking for your help with its latest project which is to record the story/history of the shops and commercial businesses in the village over time. For historic information we will be relying on personal memories, anecdotes, diary entries and archival material, but for the current position in 2019 we would be very grateful if you would provide us with whatever information you can about the shop or commercial business which you own and/or manage by means of this questionnaire.

Our findings will be of much interest to current residents - we hope to produce a publication, to create information boards for display in at least some of the premises concerned and to hold an exhibition - but just as importantly they will provide a 2019 baseline of information for future historians. Please use the questions below as a prompt for your responses and add as much detail as you can that you think may be of interest. When completed please leave the questionnaire in an envelope at the Post Office counter addressed to Ditchling History Project. Equally we would be happy to meet with you if you think that would be more helpful - please do get in touch by email.

Alternatively if you prefer you can access a word version of the questionnaire on our website [www.ditchlinghistoryproject.org](http://www.ditchlinghistoryproject.org/) and this can be returned by email to history.project@btinternet.com. In doing so it will be presumed that you give consent to its use under the data protection conditions as set out below.

**Data Protection:**

The information you provide will be stored on the Ditchling History Project database and be available to members. It will not be sold to any third parties or transferred to other organisations.

**Declaration**: I consent to the collection of the information below by the Ditchling History Project for the purposes given above. I understand my right to withhold information and to request withdrawal of information from the database at any time.

Name:................................................... Signature:........................................... Date:.................

Please feel free to expand on your answers as much as you are able. The questions are generic and won't apply to all types of business so please interpret them in ways that suit your business. Please note that, **with the exception of Questions 2 & 3 we are not asking for any personal data such as names or contact details**.

**Your Name**.................................................. **Business Name**........................................................….

**Business address:**...............................................................................................................................

**Business phone no**.............................................................................................................................

**Business email address: …...……………………………….........………………………………………..**

**1. The Business**

a) How do you describe the nature of the business?

b) When was this business established?

..............................................................................................................................................................

..............................................................................................................................................................

**2. The Premises**

a) How long has this business been located in these premises?

b) If appropriate, where was it located before?

c) Do you own the premises? If not who does?

d) Do you know anything of the previous use of the premises?

e) Is there any physical evidence remaining of previous business use?

f) Do you live on the premises?

**3. Ownership**

a) Who owns this business?

b) If it’s owned by a corporate body who manages this local business and in what capacity?

c) Did you have a business elsewhere before? If so, what and where?

d) Did you take this business on from someone else? If so who?

**4. Products**

a) What are your principal product lines in terms of sales volume and financial return?

b) Do you sell produce from within Ditchling Parish? If so what is the produce and what is its source?

**5. Suppliers**

a) Proportionally where are your principal product suppliers based:

 i) What percentage are based outside the parish but within a 10 mile radius

 ii) what percentage are based outside a 10 mile radius

**6. Employees**

a) How many employees work regularly in your business:

 - Full time

 - Part time

b) Proportionally where do your employees come from:

 - Approx what percentage come from Ditchling, Streat and Westmeston?

 - Approx what percentage come from outside these parishes

c) Do you employ seasonal/vacation employees? If so when and how many?

**7. Customers**

a) Proportionally, where do you estimate your customers come from:

 b) What percentage come from within Ditchling parish?

 c) What percentage come from within Streat and Westmeston parishes?

 d) What percentage are tourists/visitors ?​​

e) Do you sell online nationally/internationally?

**8. Stories/Anecdotes**

Please tell us any interesting or amusing stories or anecdotes you have experienced whilst running this business? (**NB Please anonymise them**)

**9. Please add any other information you think might be interesting to future historians.**

------------------------------------------------------------------------------------------------------------------------

------------------------------------------------------------------------------------------------------------------------

------------------------------------------------------------------------------------------------------------------------

------------------------------------------------------------------------------------------------------------------------

------------------------------------------------------------------------------------------------------------------------

Thank you from the Ditchling History for your participation.

June 2019.