

BELPER FOOD FESTIVAL
9 July 2017
10am - 4pm Stall Application Form

**** THERE ARE NO ELECTRICAL POWER CONNECTIONS AVAILABLE FOR THIS EVENT ****

Business Name	
Contact Name	
Tel No	
Email	
Address	

Please give details of all products you wish to sell and enclose any literature you may have

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8ft x 4ft (with canopy) Council stall	£70.00 <input type="checkbox"/> Tick if applicable		Office use only
VEHICLES If you use a van to transport your goods please provide height and width measurements of it			
Traders own stall: Up to 3M SQ Up to 6M SQ	£115.00 <input type="checkbox"/> £210.00 <input type="checkbox"/> Tick if applicable	Description of stall	
Any special stall requirements? We will try to accommodate the requirements but cannot guarantee them			
Certificate of Public Liability Insurance 5 million pounds minimum	Must be enclosed with application		
Gas test certificate	Must be enclosed with application		

Fire risk assessment	Must be enclosed With application		
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Please check that you have provided ALL THE NECESSARY DOCUMENTS REQUESTED FOR EACH STALL APPLICATION and included payment otherwise your application WILL NOT BE PROCESSED. All applications will be dealt with on a first come first served basis

Please sign to confirm the details you have supplied are correct and agree to comply with all Environmental Health and Trading Standards requirements to whom your details will be passed onto

Signed Date.....

Stall Holder Rules

Stalls must be manned by a competent person at all times

All stallholders must comply with current Trading Standards <http://www.businesscompanion.info/en/quickguides/food-and-drink/specified-allergenic-ingredients-qanda> and Environmental Health requirements. All traders must be of at least a 3 on the food hygiene rating scheme. Any stallholder displaying unwrapped produce and/or providing food samples must possess a minimum of a flask of hot water, bowl, soap and a towel for hand cleansing purposes. All produce should be clearly labelled with the producer's name and address along with written information about the produce. Stallholders are advised to post prices of their produce in a clearly visible position and may only sell from their stalls the goods detailed in the application form.

All vehicles can be unloaded in the town centre but must be moved promptly into the car park reserved for traders.

The allocation of stalls is solely the responsibility of the event organiser. Stallholders must accept the location of the stall allocated to them and no encroachment of position will be allowed. Stalls must be set up in time for the event to open as instructed by the Council

Stallholders should maintain their stall spaces in a clean and sanitary condition and **remove all boxes, packaging and debris throughout the day and take all rubbish home with them at the end of the event.** **Any stallholders using public litter bins for disposing of waste will incur a £40 fine.** Stallholders shall ensure that at all times the goods are displayed in such a manner as to allow the unobstructed movement of the public.

NO CANCELLATIONS - STALL FEES ARE NOT REFUNDABLE

There is a No Smoking regulation for all traders

No person other than authorised representatives of the Council shall interfere with the management of this event

If you are selling alcohol it is your responsibility to apply for a TENS license

CHEQUES PAYABLE TO: BELPER TOWN COUNCIL

PLEASE RETURN YOUR COMPLETED APPLICATION FORM AND FEE TO: Belper Town Council, St John's Chapel, The Butts, Belper, DE56 1HX. We do not accept applications via email they must be sent by post, please ensure you have put the correct postage on your envelope



THE CHIEF FIRE OFFICERS' ASSOCIATION

The professional voice of the UK fire and rescue service

Fire Risk Assessment - Food Concessions

Name of Unit / Stall	
Contact No. on site	
Location on site	

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your stall or unit.

The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.

Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard food units where customers do not enter the unit

1. Do you have an inspection / gas safety certificate for the appliances and pipe work (<i>copy to be available for inspection</i>) and are all hose connections made with "crimped" fastenings?	Yes	No
2. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No
3. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?	Yes	No
4. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?	Yes	No
5. Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	Yes	No
6. Do you ensure that only those cylinders in use are kept at your unit/stall? (<i>Spares should be kept to a minimum and in line with any specific conditions for the event</i>)	Yes	No
7. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No
8. Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No
9. Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?	Yes	No
10. Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition?	Yes	No
11. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	Yes	No
12. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? (<i>Certificates of compliance will normally be required</i>)	Yes	No

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| 13. | Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? | Yes | No |
| 14. | Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use. | Yes | No |
| 15. | If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit? | Yes | No |
| 16. | If the normal lighting failed would the occupants be able to make a safe exit?
<i>(Consider back up lighting)</i> | Yes | No |
| 17. | Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? | Yes | No |
| 18. | Has the fire-fighting equipment been tested within the last 12 months?
<i>Note: a certificate of compliance will normally be required</i> | Yes | No |
| 19. | Have staff been instructed on how to operate the fire-fighting equipment provided? | Yes | No |
| 20. | Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations? | Yes | No |
| 21. | Are you aware that petrol generators are not permitted on site? | Yes | No |
| 22. | Have you identified all ignition sources and ensured that they are kept away from combustible materials? | Yes | No |
| 23. | Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident? | Yes | No |
| 24. | Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public? | Yes | No |
| 25. | If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units</i> | Yes | No |

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.

Continue on separate sheet if necessary

Stallholder / Responsible Person :	Signature	Print Name	Date
Designation :		
Company :		

PLEASE NOTE
 THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION
 OR REMOVAL FROM THE SITE BY THE ORGANISERS
 SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.