



**BELPER**  
**TOWN COUNCIL**  
Working for the community

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Dear Trader

**Belper Food & Drink Festival – Sunday 3<sup>rd</sup> July 2022**

**Trading opportunities at the Food Festival**

We are delighted to announce that applications are now open for the Summer 2022 Belper Food Festival.

The festival will take place throughout King Street, Campbell Street, the Memorial Gardens and the Market Place, between 9.30 am and 4.00 pm.

**Please note when completing your application that:**

- We cannot guarantee the same pitches that traders have previously held at this event and we cannot confirm which pitch you will be offered until all applications have been assessed and pitches allocated to all successful traders.
- Traders wishing to sell alcohol or vouchers for alcohol as on/off sales – will be limited in number and restricted to certain areas of the festival site. A Temporary Event Notice license (TENS) must be applied for and can be completed online: <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/amber-valley/apply-1>.
- Belper Town Council have declared a climate emergency and are committed to reducing the use of plastic; we would be grateful if traders would address our section on Sustainability.

**How to apply**

Fully completed applications can be submitted from today, but the final date for any applications is 5.00 pm Wednesday 1<sup>st</sup> June 2022. **Applications must include:**

- A completed Application Form; ensure that the Declaration and Checklist has been completed and that all requisite information / documents is provided.
- Food operators **MUST** complete all sections of the application form, supply a copy of their up to date food hygiene certificate/Scoring (we require a minimum Food Rating of 3 or more) and full details of the food operation, including the local authority with which you are registered.
- Copies of up-to-date public liability insurance, Gas Test Certificates (if applicable) and PAT test certification for ALL electrical equipment which you wish to use at the event.

**What happens next?**

- We will review all applications and contact you by email to advise if your application has been successful.
- If you have been successful, you must confirm acceptance and make full payment within 7 days.
- Traders who receive confirmation that they have been allocated a pitch will receive further information with regards to access arrangements and loading and unloading. These rules must be adhered to, due to traffic movement restrictions which we operate within the town centre, for the duration of the Festival.

## Trader Information

The Belper Food & Drink Festivals will be held in July and December during 2022, and our aim is to offer visitors a wide range of the highest quality, local and regional artisan produce.

### TRADING

- Stalls are sited in several locations around the town centre (final map to be confirmed by 30<sup>th</sup> June 2021). Covers are provided for the stalls but traders are expected to provide their own means of shading delicate food items on display.
- Minimum trading hours are 9.30 am – 4.00 pm Sunday 3<sup>rd</sup> July 2022.
- Stalls supplied are 8 feet x 4 feet.

### PRICES

8ft x 4ft (with canopy) Council stall	£80.00 Tick if applicable <input type="checkbox"/>		Office use only
VEHICLES If you use a van to transport your goods please provide height and width measurements of the van.			
Traders own stall: <b>Up to 3 x 3 metres</b> <b>Up to 6 x 6 metres</b>	£130.00 <input type="checkbox"/> £237.00 <input type="checkbox"/> Tick if applicable	<b>Description of stall</b>  <b>Please also attach a photograph of your stall set-up in your application</b>	
Any special stall requirements? We will consider your requirements but cannot guarantee that we will be able to meet your requests.			

- **TENS** - Licence applications must be made directly to Amber Valley Borough Council and the costs borne by the stallholder.

### HOW TO APPLY

- If you wish to apply for a stall you will need to return a fully completed application form, by post, together with the relevant documentation by 5.00 pm Wednesday 1<sup>st</sup> June 2022.
- **If you are successful**, confirmation of attendance (offer email) will be sent out by Monday **13<sup>th</sup> June 2022** and you must accept the offer in writing (this can be by post or email, but by Friday **17<sup>th</sup> June 2022**)
- Payment to be made by Bank Transfer to Belper Town Council. You will receive an invoice which must be paid within 7 days from receipt once your application has been accepted. Full details will be sent out to successful stallholders.
- If you are unsuccessful, we will notify you by email and may advise you that we have placed you on a waiting list, subject to you having met all of our essential criteria.

## Belper Food & Drink Festival – Sunday 3<sup>rd</sup> July 2022

- ‘Slow Shopping’ from 9.30 am – 10.00 am Sunday 3<sup>rd</sup> July 2022
- Standard trading hours 10.00 am – 4.00 pm Sunday 3<sup>rd</sup> July 2022
- Please ensure you read and sign the rules and regulations.
- **ALL FIELDS MUST BE COMPLETED.**
- We accept applications and supporting documents by post or email.
- Application must be returned with supporting documentation by **5.00 pm Wednesday 1<sup>st</sup> June 2022.**

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### **APPLICATION FORM**

Contact Name(s): \_\_\_\_\_

Business or Trading Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Web / Twitter / Facebook: \_\_\_\_\_

I have attended the Food Festival previously. YES / NO If **yes**, which year(s)? \_\_\_\_\_

### **YOUR PRODUCE**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Beer & Cider         | <input type="checkbox"/> Fresh Fruit & Veg        | <input type="checkbox"/> Sauces, Pickles & Chutneys |
| <input type="checkbox"/> Breads & Baked Goods | <input type="checkbox"/> Fresh Meat               | <input type="checkbox"/> Seeds, Nuts & Dried Fruits |
| <input type="checkbox"/> Cakes & Patisserie   | <input type="checkbox"/> Game & Poultry           | <input type="checkbox"/> Spirits & Liqueurs         |
| <input type="checkbox"/> Charity              | <input type="checkbox"/> Herbs & Spices           | <input type="checkbox"/> Tea & Coffee               |
| <input type="checkbox"/> Cheese               | <input type="checkbox"/> Honey, Jams & Marmalades | <input type="checkbox"/> Vegetarian Foods           |
| <input type="checkbox"/> Confectionary        | <input type="checkbox"/> Ice Cream / Yogurt       | <input type="checkbox"/> Vegan Foods                |
| <input type="checkbox"/> Cooked & Cured Meats | <input type="checkbox"/> Non-alcoholic Drinks     | <input type="checkbox"/> Wine or Sparkling Wine     |
| <input type="checkbox"/> Crafts               | <input type="checkbox"/> Reduced Sugar Drinks     | <input type="checkbox"/> Halal or Kosher Foods      |
| <input type="checkbox"/> Dairy                | <input type="checkbox"/> Olives & Oils            | <input type="checkbox"/> Books & Publications       |
| <input type="checkbox"/> Fish & Seafood       | <input type="checkbox"/> Pasties & Pies           | <input type="checkbox"/> Educational                |
|   | <input type="checkbox"/> Promotion / Demo's       |   |
|   | <input type="checkbox"/> Puddings & Desserts      |   |

Detail **ALL** produce, especially if selling secondary products, due to possible duplication with other traders. Include relevant details such as Organic certification, origin, production methods, packaging, environmental standards.

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- Are you selling food for immediate consumption?  Yes  No
- Are you offering a half portion size food option?  Yes  No
- Are you offering a 'healthy' food option?  Yes  No
- Are you offering a reduced sugar drink option?  Yes  No
- Are you offering foods suitable for Vegans?  Yes  No
- Are you offering foods suitable for Vegetarians?  Yes  No

Additional notes:

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**STALL / PITCH REQUIREMENTS**

**Bring Own Stall**

- 3m x 3m
- 6m x 6m
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**Require a Stall**

8 ft x 4 ft

**Catering Vehicle / Trailer**

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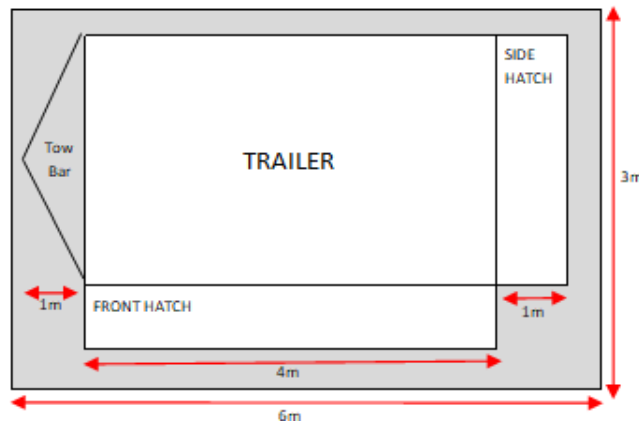


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Other Size 

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If you prefer to bring your own stall/trailer, we may be able to accommodate you. (Please note this is a hard standing site, so weights will need to be used to secure your structure). Include a **FULL description / drawing** of your pitch / vehicle including **ALL** measurements: - *pizza ovens, window hatches (when opened), tow bars etc.*. (See example below). No other vehicles (*including chillers*) will be accommodated next to or close to your allocated pitch. Parking is available OFF the festival site.



**Please attach a photograph of your stall / vehicle / gazebo as applicable to help us to determine a suitable location for you**

**STALL LOCATION**

Comments/concerns/requirements: 

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**FOOD BUSINESS INFORMATON**

<p><b>Food traders</b> must forward a copy of food hygiene certificate, <b>and bring originals on the day.</b></p> <p>A <b>Food Rating of 3 or more</b> is required to attend the Festival.</p>		For Official Use Only
1.	<p>Name of Food Business Operation?</p> <ul style="list-style-type: none"> <li>• Is the food business registered?</li> <li>• Which Local Authority is the business registered with?</li> <li>• When was the last inspection?</li> <li>• Who was the officer who dealt with your last inspection?</li> </ul>	
2.	Food Rating Score.	
3.	Name and address of food business operator.	
4.	What types of food are you serving?	
5.	<p>Is all food prepared/ cooked on stall? If yes, please give details of facilities on stall.</p> <p>Will a probe thermometer be used to make temperature checks on fresh or reheated produce?</p>	
6.	<p>Will you be handling raw meat / poultry on the stall? If yes, please give details of additional precautions taken.</p>	
7.	<p>Do any foods require refrigeration? If yes, please give details on stall. eg: fridge/coolbox</p>	
8.	<p>Please give details of cooking arrangements (fuel type/source).</p>	
9.	<p>Will you be offering samples?</p> <p>If yes, please give details of additional food handling, hand-washing and chilling protocols.</p>	
10.	<p>Please give details of wash hand facilities.</p>	
11.	<p>Please give details of equipment cleaning/ washing facilities.</p>	
12.	<p>Please state the amount of oil carried and if deep-frying is used, if applicable?</p>	
13.	<p>Is real flame cooking involved? If yes, please give details.</p>	
14.	<p>Please state the number of waste bins which will be available on the day.</p>	

Please ensure your written Food Safety Management System is available on the day.

Water must be provided by the traders; traders must provide their own suitable containers.

Please note that Event Managers and Environmental Health Officers will use information given on this application form and/or supporting documents for checks before you attend and on the day of the Food Festival.

**Opening Check: Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Signature of officer:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Comments/ areas of concern:** \_\_\_\_\_

## FESTIVAL RULES & REGULATIONS

1	All stallholders must comply with current Trading Standards <a href="https://www.businesscompanion.info/en/quick-guides/food-and-drink">https://www.businesscompanion.info/en/quick-guides/food-and-drink</a> and Environmental Health requirements. Please see the Amber Valley Borough Council General Food Safety information sheet for detailed guidance. <a href="https://www.ambervalley.gov.uk/business/food-safety/farmers-markets-and-market-stalls/">https://www.ambervalley.gov.uk/business/food-safety/farmers-markets-and-market-stalls/</a> All traders must have a rating of at least 3 on the food hygiene rating scheme to be considered for a stall.	12	Stall holders must display the price of goods being sold in a clearly visible position, must clearly display allergen information for all of their products and may only sell goods detailed in their application form. Traders are to provide their own means of protection against all weather conditions i.e. wind, rain and sunlight. Pitch allocation is defined by product range throughout the site and not the direction which the stall selling front is oriented.
2	Traders successful in their application must only sell approved goods at prices specified in their application and agreed with the Council. The Council reserves the right to restrict your product list. Traders found to be selling products which are not on their application form will be asked to cease selling those items immediately and will risk not being invited to trade in future.	13	There are vehicle restrictions within the town centre. Access arrangements and directions to loading/unloading zones will be sent to traders prior to the event. These guidelines must always be adhered to, to ensure the general public's safety.
3	Stall holders must ensure they are adequately insured. Copies of Public Liability Insurance certificates - £10 million (Food Traders) £10 million (Non-Food Traders) must be returned with your booking form.	14	There are vehicle restrictions within the town centre and access arrangements and directions to loading/unloading zones will be sent to traders prior to the event. Traders will be advised of their arrival and unloading time, and stalls must be set up and ready for trading by 9.30 am. All vehicles can be unloaded in the town centre, but be moved promptly into the trader's car park as soon as possible. Trading vehicles must not leave the site until <b>after 5pm</b> on Sunday 3 <sup>rd</sup> July 2022.
4	All gas equipment must have a current test certificate. Copies of certificates must be provided with your application.	15	TENS – If you are selling alcohol, it is your responsibility to apply for a TENS Licence. Alcohol produce purchased from the festival must be sealed in a bag by the trader.
5	All electrical equipment must have a current PAT test certificate. Copies of certificates must be provided with your application. NO electricity supply will be provided by Belper Town Council for any stall.	16	It is the responsibility of Stall holders to safeguard their property. The Festival Office does not accept any responsibility for any losses or damage. Traders are to provide their own means of protection against all weather conditions ie. wind, rain and sunlight.
6	There is a NO-SMOKING regulation for all traders.	17	Stall holders are to display their Trading name and address in a size and style that can easily be seen by the public.
7	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. Where possible the organisers will separate similar products offered for sale in order to give the public variety and choice. We will make reasonable efforts to satisfy requests to reserve specific positions, but guaranteed locations are not possible.	18	Stall holders must maintain their stall in a clean and sanitary condition at all times and regularly clear all boxes, packaging and rubbish from the vicinity of their stalls. All rubbish must be removed and taken away by you at the end of the day. Any traders serving food/drinks to be consumed on the site must ensure they provide a waste bin at their stall position for customer use. Any stallholders using public litter bins for disposing of waste will incur a £60 fine. FLYTIPPING IS UNLAWFUL AND PROSECUTION WILL APPLY.
8	<b>Full compliance with Environmental Health requirements is the responsibility of the stallholder. The Council will undertake checks on the day of the Festival and it is likely that Amber Valley Borough Council Environmental Health officers will attend and undertake inspections.</b>	19	You must complete all relevant fire and general risk assessments and make these available for inspection when requested and provide your own firefighting equipment where relevant if you use any electrical or gas appliance(s).
9	All stall holders must make sure all ancillary equipment does not exceed the pitch area booked. Stallholders shall ensure that, at all times, the goods are displayed in such a manner as to allow the unobstructed movement of the public.	20	<b>NO CANCELLATIONS – STALL FEES ARE NON-REFUNDABLE</b> Any stall holder, who cancels a booked stall for whatever reason, shall forfeit the fees paid and the Council reserves the right to re-let such stalls. No refunds will be given due to bad weather.
10	There must be no Up-Selling of goods. Any trader in breach of this rule will be ejected from the Festival and will not be allowed to trade at other Town Council events.	21	Belper Town Council reserves the right to cancel this event at any time due to circumstances beyond our reasonable control including, without limitation, any act of God, government act, war, riot, flood, storm, explosion, pandemic, epidemic (national or local) or civil commotion.
11	Traders are expected to staff their stalls with a competent person, ensure their stall is stocked, and be open for business during the following times:  Sunday 3 <sup>rd</sup> July 2022 9.30 am – 4.00 pm	22	GDPR - Your application data will only be used within the Council offices for the purpose of assessing suitability for trading at the Belper Food Festival. Your details will not be shared or sold to any third parties. If you wish for us to delete your data after the 2022 Belper Food Festival, please email <a href="mailto:admin@belpertowncouncil.gov.uk">admin@belpertowncouncil.gov.uk</a> . See our Data Protection Policy for further details.

**No person, other than authorized representatives of the Council, shall interfere with the management of this event.**

## PAYMENT

On receipt of confirmation of a stall offer, you will be sent an invoice, and full payment must be received within 7 days.  
**No cancellations – Stall Fees are Not Refundable**

## DECLARATION AND CHECKLIST

Please indicate if certificate(s) need renewing prior to the Festival date – renewed documents will need to be supplied before the Festival in that event.

I have read the Rules and Regulations and agree to abide by them.	
Copy of menu attached. (applicable to food and drink operators)	
Copy of price list attached.	
Copy of Public Liability Insurance Certificate attached.	
Copy of PAT Test Certificate attached. (if applicable)	
Copy of Gas Test Certificate attached. (if applicable)	
Copies of my Basic Food Hygiene / Food Ratings Certificate, <b>Minimum of 3 rating</b> . (if applicable)	
Completed copy of Food Concessions Fire / Risk Assessment(s) attached. (choose appropriate form)	
Completed copy of Traders and Market Stalls Fire / Risk Assessment(s) attached. (choose appropriate form)	
Firefighting equipment in place and up to date. <i>ALL traders who use electric and/or gas appliances.</i>	
I have listed <b><u>ALL</u></b> electrical / gas appliances and power intended for use at the event. (if applicable)	
<b>Full</b> description and measurements of stall / trailer given.	
Photograph of stall / trailer / vehicle included. <i>Applications with no photo(s) of product range and/or stall are incomplete and may not go through to the selection process.</i>	

<b>Alcohol Traders Only (Please circle)</b>	<b>ON Sales</b>	<b>OFF Sales</b>	<b>ON / OFF Sales</b>
I will apply for a Temporary Event Notice Licence - TENS <i>(if applicable)</i>			

**Declaration and signature of contract:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**PLEASE NOTE:** *This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.*

**Please return this form by 5.00 pm Wednesday 1<sup>st</sup> June 2022 to:**

Tina Faloon  
Assistant Town Clerk  
Belper Town Council  
St. John's Chapel  
Belper,  
Derbyshire  
DE56 1HZ

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