



BELPER
TOWN COUNCIL
Working for the community

St John's Chapel, The Butts, Belper,
Derbyshire DE56 1HX
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23 September 2019

Dear Trader

Belper Christmas Food Festival - 8 December 2019, 10am - 3pm

Please find the application pack attached. Please make sure you complete all sections.

The newly elected Council have acknowledged the climate emergency by wanting to reduce the use of plastic and would be grateful if traders attending the Belper events would also reduce their use of plastic

Please make sure you include with your application all the relevant supporting documents. If you have a food hygiene rating, please supply a copy of your certificate and state to which authority you are registered with.

You should make yourself familiar with the rules for the event and that your goods are priced clearly to enable customers to have a clear understanding of your pricing structure

You will be notified by email when your application has been processed. The arrival information for the event will be posted out the week before. Please adhere to your arrival time and the registration process. If you need an early set up time, then please put a note in the box marked "any special stall requirements" on the application form.

In accordance with the license all trading must cease at 3pm so that the area can be cleared promptly. **Please do not continue to trade after this time**

Yours sincerely

Rosemary Bridges
Assistant Town Clerk

BELPER FOOD FESTIVAL
8 DECEMBER 2019
10am-3pm Stall Application Form

**** THERE ARE NO ELECTRICAL POWER CONNECTIONS AVAILABLE FOR THIS EVENT **** ****GENERATORS ARE NOT PERMITTED****

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	£72.00 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	£118.00 <input type="checkbox"/> £215.00 <input type="checkbox"/> Tick if applicable	Description of stall <i>*Fee to be paid by bank transfer no cheques A/C No. 20334730 sort code 60-83-01</i>
Please supply your bacs payment reference so that your payment can be matched to your business		

Food hygiene rating minimum of 3 Name of Local Authority you are registered with	Supply copy of certificate Please state		
Any special stall requirements? We will consider the requirements but cannot guarantee them			
<u>Certificate of Public Liability Insurance 5 million pounds minimum</u>	Must be enclosed with application		
Gas test certificate	Must be enclosed with application		
Compliance Form Fire risk assessment Additional certificates/information	Must be enclosed with application		

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-ganda> 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. **Traders that have booked a place and do not attend on the day without a valid reason will not be permitted to apply for future events**

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 traders serving food/drinks to be consumed within the event 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**

**There must be no up selling of goods. Any trader in breach of this rule will automatically be ejected from the event and will not be allowed to trade at other Council events

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

Please sign to confirm the details you have supplied are correct and agree to comply with all stall holder rules and Environmental Health and Trading Standards requirements

Signed Print Date.....

BACS: A/C No. 20334730 Sort Code 60-83-01

PLEASE RETURN YOUR COMPLETED APPLICATION DOCUMENTS TO: Belper Town Council, St John's Chapel, The Butts, Belper, DE56 1HX.

We do not accept applications via email they must be posted to the above address. Please ensure you have put the correct postage on your envelope

Belper Food Festival Compliance Form

Your business must operate to the highest standards of hygiene throughout the event. You must complete the form entirely and ensure that you meet the criteria. Any incomplete forms will be rejected. Any business operating incorrectly at the event will be ejected immediately from site

If you answer “No” to any of the questions, you do not meet the criteria for the event and your application will be rejected

	Yes	No
Food Hygiene Rating		
<p>Does your food business have a food hygiene rating of 3 or better provided by the Local Authority with which you are registered? It is essential for any food business trading at an event that it has a rating of 3 or better, which indicates that the business has been assessed to have been trading to at least a satisfactory standard of food hygiene. Supply a copy of your certificate</p>		
Food Safety Management System		
<p>Have you developed a food safety management system for your outdoor catering? (E.g. Safer Food Better Business Pack). Your management system must be relevant to your food handling practices <u>at the event</u>. You must also ensure that you take this document with you to the event. You must supply a copy of your management system with your application</p>		
<p>Do you have a supply of monitoring sheets for use at the event?</p>		
Food Handling Staff		
<p>Are all of your food handlers (including temporary staff) adequately trained, supervised and given instruction in their expected duties?</p>		
<p>Do you have staff hygiene training records to verify the above? Evidence must be supplied.</p>		
<p>Have your staff been given a supply of clean personal protective clothing to wear at the event? Staff must be provided with protective over-clothing. It is not acceptable for staff to handle/serve food in outdoor/everyday clothing.</p>		
<p>Do you have a supply of separate aprons for those staff engaged in raw food preparation? Disposable plastic aprons are recommended for raw food handling and preparation</p>		
<p>Are your staff aware that they should not handle food if they are suffering from certain illnesses? They must be symptom-free for 48 hours if suffering from sickness and diarrhoea.</p>		
<p>Is your unit adequately protected from inclement weather? If not, you will need to consider what protection can be provided for the site in question</p>		
<p>Is your unit in good repair, capable of being cleaned and pest-proofed?</p>		
<p>Are all work surfaces and preparation tables sealed, or covered, with an impervious, washable material (e.g. stainless steel, formica, washable table cloth)</p>		

	Yes	No
<p>Have you adequately protected the floor surface in your food preparation areas?</p> <p>Where the event is taking place on grass, it is not acceptable to operate without some form of washable floor covering. Indoor floor coverings should be non –slip.</p>		
<p>Do you have adequate refrigeration available, and is it capable of keeping high-risk foods below +8°C throughout the event?</p> <p>You must have good separation between raw and ready-to-eat foods at all times The use of cool boxes for storing high-risk foods for long periods of time is not recommended</p>		
<p>Do you have adequate freezer storage space available, and does it work properly?</p> <p>You must have good separation between raw and ready-to-eat foods at all times</p>		
<p>Do you have suitable equipment for cooking and hot holding your food?</p> <p>Food must be cooked above +75°C for 30 seconds (or equivalent) Food must be hot held above +63°C</p>		
<p>Do you have sufficient preparation space so that cross-contamination can be avoided?</p> <p>You must strive to have complete separation between areas used for preparing raw products (particularly meat) and ready-to-eat foods.</p>		
<p>Do you have colour-coded chopping boards that are in a good state of repair?</p>		
<p>Do you have separate, or colour-coded, utensils for both raw and ready-to-eat foods?</p>		
<p>Are there sufficient wash hand basins for your unit considering its size; number of staff and anticipated food handling practices?</p> <p><i>(NOTE: a bowl on its own is not acceptable as a wash hand basin. There must be an effective means of drainage into a waste water container from the wash hand basin).</i> Where staff are split between raw and ready-to-eat products, ideally there should be separate wash hand basins for each area. If not, there should at least be means of disinfecting the wash hand basin after raw food handlers have used it.</p>		
<p>Are the wash hand basins supplied with hot and cold running water?</p> <p>Using hot water directly from an urn or kettle is not recommended since staff are unlikely to wash hands properly.</p>		
<p>Does your wash hand basin have a suitable waste water container?</p> <p>An open bucket is not suitable. The waste water container should have a screw neck on which a lid can be screwed.</p>		
<p>Have you got an adequate supply of liquid anti-bacterial soap to last the whole event?</p>		
<p>Have you got an adequate supply of paper towels for hand drying?</p> <p>Cloth hand towels are not recommended</p>		
<p>NB: The use of disposable gloves at an event does not excuse businesses from hand washing. Gloves should be changed on a regular basis and hands should be washed each time gloves are changed.</p>		
<p>Do you have a large enough sink to accommodate all of your food equipment and utensils?</p>		
<p>Does your sink have an adequate supply of hot and cold running water?</p>		
<p>Does the waste water drain into a suitable container?</p> <p>Not an open bin or bucket.</p>		
<p>Have you got separate and suitable waste water containers?</p> <p>These must be clearly marked “waste water containers”.</p>		
<p>Have you got enough fresh water containers?</p> <p>These must be marked “fresh water only”.</p>		
<p>Are your fresh water containers clean?</p> <p>Fresh water containers must be disinfected using a Milton type solution and rinsed prior to use. They must also have caps on them to prevent contamination.</p>		

	Yes	No
Has your unit been thoroughly cleaned since your last event?		
Do you have an adequate supply of clean cloths? Ideally these should be disposable single use only cloths and/or colour coded to differentiate between high risk and low risk areas		
Do you have an adequate supply of food-safe sanitiser, or disinfectant, which complies with BS EN 1276 & BS EN 13697? It is recommended that you use pre-diluted, ready-to-use product - staff must be aware of the minimum required contact time.		
Do you have lidded bins for food and other waste?		
Do you have arrangements for the collection and disposal of waste oil?		
Do you have a working digital probe thermometer? You must have one on site and it must be in good, clean condition and be working.		
Are sanitising probe wipes available to clean and disinfect the thermometer?		
Do you have a suitable stocked first aid box with brightly coloured plasters? (Usually blue – skin tone is not acceptable).		
Is all electrical equipment and gas equipment suitably maintained? Gas Safe Certificates and evidence of electrical checks (for equipment) may be requested. Nb electrical cables must be suitably routed or covered with cable ramps.		
Are all gas cylinders appropriately stored? Gas cylinders should be housed in a compartment completely separate from the rest of the unit. It must be ½ hour fire resistant, sealed, and lockable adequately ventilated and labelled. Excess cylinders should be stored in a locked compound.		
Do you have sufficient heat guard barrier systems to protect customers from being burnt/scalded. Please provide details on an additional sheet of paper		

I have completed the compliance form entirely and sign this form to agree that I meet the necessary criteria for this event. I include copies of the information requested on this form

Signed Print Name

Position

Date.....

You are likely to receive a visit from one of the Food Safety Team/Council Officers during the event.

If you are failing to control the risk of cross-contamination, or high-risk foods are not being maintained under proper temperature control, or any other issues that are raised by Officers **you will be instructed to leave the event immediately.**

You must also bring a copy of your completed compliance form to the event to show the Officer what steps you have taken to ensure that your food is safe.



Fire Risk Assessment - Food Concessions

TO BE COMPLETED FOR EACH UNIT/STALL IN LINE WITH NATIONALLY RECOGNISED FIRE RISK ASSESSMENT GUIDES

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your 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 may result in your unit being prohibited from use. You must be able to answer YES to the following questions. This signed and completed form must be returned with your application and a copy maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

EVENT					
UNIT NAME AND LOCATION					
DATE/TIME	START		FINISH		
UNIT DETAILS	PERSON IN CHARGE				
	TYPE AND USE OF UNIT				
	SIZE (m2)				
	MAXIMUM OCCUPANCY	STAFF			
PUBLIC			TOTAL		
		ACTION/COMMENT			
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?	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>Include Certificates of compliance with your application</i>	YES	NO	
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>Include a certificate of compliance with your application</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 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 N/A

If answer to any question is "NO", please detail below actions taken to remedy the situation.

Continue on separate sheet if necessary

Responsible Person:

Signature	Print Name	Date
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Designation:

Company:

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