1. I wish to attend the following market:

|  |  |
| --- | --- |
|  | ☑ |
| March (Wednesday) |  |
| March (Saturday) |  |
| Whittlesey (Friday) |  |
| Chatteris (Friday) |  |

1. In the capacity of:

|  |  |  |
| --- | --- | --- |
|  | ☑ | Please state lines offered / what you will be providing: |
| stallholder |  |  |
| Charity |  |  |
| Services/amenity Provider/Other |  |  |

1. Name of Business/Organisation/Charity: Contact Full Name:

   
Address:

Mobile Phone Number: Email address:

 

I have valid public liability insurance appropriate to the nature of my activities. Y  N

Public Liability Insurance expiry date (MM/YY):



|  |  |  |  |
| --- | --- | --- | --- |
| Requirements: |  | ☑ | Quantity |
| Number of pitches ( 3 meters by 3 meters)  *Please note we do not provide a stall* |  |  |  |
| Tick if you require electricity & amps |  |  |  |
| Type of stall | Gazebo  Trailer/Unit with driver side hatch/awning  Trailer /Unit with passenger side hatch/awning | | |
| I have a trailer or large equipment which requires: meters of space including tow bars and canopies | Height  Width  Depth | | |
| I will be using a silent generator(s)  Please note using propane/butane gas or exposed batteries is prohibited. Generators should be diesel. | Y  N | | |
| Public Liability Insurance Provider |  | | |
| Public Liability Insurance Policy Number |  | | |
| I would like to be informed of any Council events: *St Georges Fayre 4th Sunday in April*  *Chatteris Mid-summer Festival 4th weekend in June*  *Whittlesey Festival 2nd Sunday in September*  *March Christmas Market 1st Sunday in December*  *Wisbech Christmas Market 2nd Sunday in December* | Name of event(s) which you would like information on: | | |

**CHARITY STALLS ONLY tick if applicable**

|  |  |
| --- | --- |
| I intend to sell or provide alcohol **other than in a raffle or tombola** and require a permit |  |
| I intend to sell tickets for a raffle or tombola **door – to – door**  **in advance of the event date** |  |

**FOOD SAFETY QUESTIONAIRE FOR FOOD STALLS ONLY**

In order to ensure the safety of the public, we require some more information from you if you intend to provide food . Please complete the following sections, failure to provide relevant information may result in your application being declined:

1. In what capacity will you be serving food?

|  |  |  |  |
| --- | --- | --- | --- |
|  | ☑ |  | ☑ |
| commercial food or catering operator  **(Please complete all sections)** |  | I am working on behalf of a charity or community group as stated in Part1 Q3. **(Skip to Section 3 and please read the FDC advice leaflets provided)** |  |

1. Food Business Trading Name **as it appears on this website:** [**http://ratings.food.gov.uk**](http://ratings.food.gov.uk) or Organisation name:   
     
   Name of Food Business Operator (The person running the business):   
     
   Registered address of Food Business (if different):  
     
   Food Business Phone Number (if different): Email address for food business: (if different)  
    
2. Name and address of the Local Authority with whom your food business is registered:  
   
3. When was your last food safety inspection?  
   
4. What was the food safety rating given? (ratings of 0 – 2 will be declined)  
   
5. For how long (months, years) have you had this catering operation?  
   
6. Has the company implemented a written food safety management system?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No |  | Yes |  | If yes, then this and all verification/monitoring records must be made available at the market or event. Note: This may be in the form of a Safer Food Better Business Pack. |

1. How will you be monitoring and recording the temperatures of any high-risk food (hot and cold) being stored and displayed for service?  
   
2. Checklist: please ensure you provide ALL of the following.

|  |  |
| --- | --- |
|  | ☑ |
| I have enclosed a photocopies/attach a scan of all food hygiene training certificates for food handlers |  |
| I have enclosed a photo copy/attach a scan of the relevant gas safety, (GAS SAFE REGISTER) and /or electrical certificates for my stall/mobile catering unit |  |
| I have enclosed a current risk assessment including fire risk assessment for my stall/mobile catering unit |  |

1. How many food handlers will be working at the market?  
   
2. What levels of food hygiene training have the food handlers received?  
   
3. What do you intend to bring onsite?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ☑ |  | ☑ |  | ☑ |  |  |
| Stall or table |  | Mobile Catering vehicle |  | Purpose Built Unit |  | Other please state |  |

1. Please list the main types of food or drinks to be prepared or offered for sale:  
   
2. Which of the following will be brought on site?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ☑ |  | ☑ |  | ☑ |  | ☑ |  | ☑ |
| Refrigerator |  | Freezer(s) |  | Cooking Hob(s) |  | Microwaves |  | Oven(s) Grill(s) |  |
| Sink(s) |  | Hot water supply to sink |  | Wash hand basin(s) |  | Hot water to hand basin |  | Soap and hand drying facilities |  |

1. Will you have a first aid kit in you unit or stall?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

1. Please indicate which power source will be used by your stall/mobile catering unit.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ☑ |  | ☑ |  | ☑ |  | ☑ |  | ☑ |
| LPG Cylinder |  | Electrical generator |  | Electricity from FDC power unit |  | None |  | Other |  |

1. How will fresh or drinking water be provided at the unit/stall?  
   
2. Will any food be prepared or stored in a place other than the catering unit/stall?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

if so please provide details of locations e.g. address of where food will be prepared:  


**IMPORTANT INFORMATION PLEASE READ**

I have read all of the information contained within this form and confirm that the information I have provided is correct to the best of my knowledge. I confirm that I have read, understood and will adhere to the terms of this application, I also agree that I have received and read: Fenland District Council Open Market Regulations, Code of Conduct and Fenland District Council Market Byelaws. (See FAQs section for further information on where these are located)

SIGN OR PRINT NAME: DATE:

 

Should we require further information we will contact you. Information regarding the Councils markets is available on our website [www.fenland.gov.uk](http://www.fenland.gov.uk) by clicking on Community and Living then Markets and Events. If you have a query in relation to completing this form please do not hesitate to call the Environment Support Team on 01354 654321 or email: marketsandevents@fenland.gov.uk

Checklist: Your application will only be confirmed upon receipt of the following. Not providing all the required information will result in you not being able to attend the market. Please tick those that you have provided:

|  |  |  |
| --- | --- | --- |
|  |  | ☑ |
| All | I enclose or have already recently provided a copy of my **valid £5m public liability insurance** or valid NMTF membership. |  |
| I sell food and have thus completed the **food safety questionnaire** part of this form |  |
| All of my electrical equipment meets the British health and safety standard and will have a **valid PAT test** on the date of the event. |  |
| I will be using equipment **suitable for outdoor use** that will be safely anchored and secured, and meets the British Standards for being fire retardant. \**Please note this includes all own stall equipment.* |  |

Data Protection Act 1998

To provide you with our services we will need to record personal information, such as your name and address. This information will be kept securely and only accessed by approved staff. We will not share your information with anyone else without first telling you. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. If you would like more details about how we protect personal information then please contact our Data Protection Officer on 01354 654321.

|  |
| --- |
| **FAQ’S** |

**Starting Out:**

Casual or new traders should always make contact with Fenland District Councils Markets and Events Team in the first instance 01354 654321 [Marketsandevents@fenland.gov.uk](mailto:Marketsandevents@fenland.gov.uk)

A trader is unlikely to get a regular pitch on Fenland District Councils markets without first attending as a casual.

**Do you need your own stall?**

Yes, FDC does not provide stalls. You must provide your own stall and ensure that it is stable and thoroughly safe when erected.

**Does Fenland District Council provide electricity?**

Yes, display lighting or spotlights, electric scales, chiller units etc. can be used providing you do not exceed a total of 16 amps rating and supply and install your own connection fittings.

**I sell food, what do I need to show?**

Traders who sell food items must comply with the requirements of the current Food Hygiene Regulations and the Food Safety Act. They must complete the Food Safety Questionnaire section of this application form. All traders are required to display their Name and Business Name on a board clearly visible on their stall as well as clearly displaying their Food Hygiene Rating Certificate for the public to see.

**When can I pay my tolls?**

Market tolls are payable weekly on the day unless they are paid monthly in advance (for permanent traders) for which a discount is made if paid by Direct Debit only.

**Do I need public liability insurance?**

Yes, you must have valid Public Liability Insurance cover (currently £5 million minimum) before you can stand on our markets. The certificate must be produced to the Market Officer for examination on your first day of trading - you can forward a scanned copy via email however you need to have it on hand for inspection when asked.

Insurance of this type can be obtained via membership of The National Market Traders Federation [www.nmtf.co.uk](http://www.nmtf.co.uk) however membership of this organization is not compulsory and you can use specialist independent insurance services.

**Is there anything I should read before signing below?**

Yes, you will need to read, understand and agree to adhere to all of the following: Fenland District Council Open Market Regulations, Code of Conduct and Fenland District Council Market Byelaws. These documents are available to read on our website [www.fenland.gov.uk](http://www.fenland.gov.uk) by clicking on Community and Living then Markets and Events. If you have a query in relation to completing this form please do not hesitate to call the Environment Support Team on 01354 654321 or email: marketsandevents@fenland.gov.uk Please be aware that the receipt of this form does not imply or confirm that you will be allocated a trading pitch on any Fenland Community Market.

I confirm that I have read, understood and will adhere to the terms of this application, I also agree that I have received and read: Fenland District Council Open Market Regulations, Code of Conduct and Fenland District Council Market Byelaws.

**Intentionally blank page**