

Watton Town Council Market Application Form

Watton has a population of over 7,000, and the town is a hub for the local area with many people travelling to work in the local industrial estates. Watton Town Council runs a weekly outdoor market every Wednesday in Middle Street the old Market Square.

- The weekly rent for each market stall - Small Pitch (up to 10sq metres) £10, Medium Pitch (up to 30sq metres) £20, Large Pitch (up to 60sq metres) £30, Charity Stallholders only - One off pitch free, Regular pitch - 50% of pitch charge. Each pitch fee includes a Gazebo and table if requested.
- The market is small and because we want to balance consumer choice with the need for traders to make a reasonable profit we try to have a variety of stalls.
- If you are interested in applying for a stall at our Market please complete the form below and email to deputyclerk@wattontowncouncil.gov.uk Or post to Michelle Thompson
C/o Wayland Hall, Middle Street, Watton Thetford Norfolk IP25 6AG Tel 01953 881007

General Data Protection Regulations Privacy Notice

Consent to hold Contact Information

I agree that I have read and understand Watton Town Council's Privacy Notice, available at www.wattontowncouncil.gov.uk

I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Watton Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Trading Name		
Date of birth if under 18	<i>If under 18 consent will be needed from parent/guardian</i>	
Company Address		
Telephone No.		
Mobile No.		
Email Address		
Facebook		
Signature		Date

Product Description (Please include all types of produce you may wish to sell)

We require all market traders to have a minimum of 5 million pounds public liability insurance cover.
Please attach copy of current certificate

When selling food we also require a Food Hygiene Certificate issued by your home local authority
Please attach a copy

Size of Pitch

Rent Charged

Watton Town Council Market Risk Assessment

Risk/Hazard	Mitigation	L/M/H Risk	Recommendations/ Controls
Weak tables and equipment	Stallholders asked to agree to review the strength and condition of tables and equipment on site.	L	Tables and equipment regularly inspected. <i>If gazebo and table is provided stall holders must check that they are happy with the equipment before use, and that equipment is used in a safe and appropriate manner.</i>
Setting up and dismantling stalls	Ensure all poles, stalls, tables etc. are placed in a manner that does not create a trip hazard. Take particular care in poor weather conditions or if the activity is held when it is dark. Stall/gazebos etc. must be set up by competent person and stall tables must be suitable for the job.	L	Ensure adequate checks are in place
Electrical cables	Stallholders asked to ensure any cabling and equipment is safe and electrical equipment is regularly checked.	L	Annual checks completed.
Gazebo's/stall/banners	Stallholders agree to ensure any gazebo or shelter used is suitable and safe for use near the public. This includes adequate anchorage in windy conditions.	L	Appropriate weights used. <i>If gazebo and table is provided stall holders must check that they are happy with the equipment before use, and that equipment is used in a safe and appropriate manner.</i>
Slips/Trips and Falls	Stallholders place produce right up to the kerb which would tend to discourage individuals from stepping off or display signs warning public of step. Avoid placing produce in the walk way and clear all cables and rubbish from around the stall.	L	Signage if required. Allow 1.5 metre width from shop front. Use signage if needed.
Vehicles	During set up and dismantling be especially vigilant for pedestrians, use a banks man if necessary. Take		Use banks man if necessary

	<p>particular care in poor weather conditions if it is dark.</p> <p>All vehicles which are not display vehicles must be removed from the area during trading and display vehicles must be supervised at all times.</p>	L	
Additional risk			
Additional risk			

I agree to undertake the necessary risk management actions and ensure I have a minimum of 5 million pounds public liability Insurance. I will inform the Council of the days I trade and agree to pay rent monthly by invoice issued by the Town Council Office.

NAME OF INDIVIDUAL _____

Signature of Individual _____ **dated** _____

Watton Town Council Market Risk Assessment for Catering Stalls

Risk/Hazard	Mitigation	L/M/H Risk	Recommendations/ Controls
Hot food/Beverage making equipment	Ensure all equipment is situated as safely away from the public as possible and on solid foundations with the necessary caution signs in place. Tools to be kept out of the reach of members of the public. Equipment to be PAT tested and appropriate checks made before use.	L	Ensure adequate checks are in place
Food Safety	Stallholders ensure food is kept hygienically. Stall holder is expected to have appropriate food hygiene and certification for any products sold.	L	Copy to Clerk/Council
Additional risk			
Additional risk			

If you are using LPG please answer the following:

1. Do you have an inspection/gas safety certificate for the appliances you are using?	YES/NO
2. Are cylinders kept out of the reach of the general public?	YES/NO
3. Are appliances fixed securely on a non-combustible heat insulating base and surrounded by shields of a similar material on three sides?	YES/NO
4. Are the gas cylinders readily accessible to enable easy isolation in case of emergency and is the gas supply isolated at the cylinder as well as at the appliance when the apparatus is not in use?	YES/NO
5. Is someone appropriately trained in the safe use of LPG present at the stall at all times?	YES/NO

I agree to undertake the necessary risk management actions and ensure I have a minimum of 5 million pounds public liability Insurance and current Food Hygiene Certificates. I will inform the Council of the days I trade and agree to pay rent monthly by invoice issued by the Town Council Office.

NAME OF INDIVIDUAL _____

Signature of Individual _____ **Dated** _____