

FALMOUTH TOWN COUNCIL MARKET APPLICATION FORM

Please return the completed form to:

Michelle Bennett, Falmouth Town Council, The Old Post Office, The Moor, Falmouth, TR11 3QA.

E-mail: michellebennett@falmouthtowncouncil.com

PERSONAL AND BUSINESS INFORMATION

Business Name	
Are you a charity?	Y/ N
Contact Name	
Position	
Business Address	
Post code	
Telephone Number	
Email (<i>mandatory</i>)	
National Insurance Number	
Date of Birth	

TRADER

Description of goods for sale (please also provide images of your stall set-up)	
Chosen Trading day(s)	
Other markets attended	

REQUIREMENTS

Do you require a gazebo(s)?	Y / N
Number of pitches required (1 standard pitch is 3mx 4.5m approximately)	
Do you require electricity? (if yes please detail requirements. Please note, you must provide your own cable covers to prevent slips and trips)	Y / N

LICENCES AND CERTIFICATES

Please indicate what licenses and certificates your business has:

Licenses/Certificates	Tick as appropriate	Expiry date
Public liability insurance		
PAT test (required if you use any mains powered equipment or a generator)		
Gas safety certificate (required if you are using gas appliances for the purpose of cooking)		
COSHH certificate (if you sell any or use any substance(s) hazardous to health)		
Food hygiene training certificate (if you sell any or use any food)		
Current food hygiene rating (if you sell any or use any food)		
Confirm which Local Authority the Food business is registered with (if you sell any or use any food)		
Fire certificate or a fire risk assessment (required if you have use a naked flame or use any gas powered equipment)		
Confirm the number of fire extinguishers you have and the expiry date or the date of the next service		

Please enclose a copy of certificates and licenses indicated above.

TRAILER OR VAN SPACE

Please indicate whether you require your vehicle to be stationed by your allocated pitch and the size you require:

Y/N Length:

DECLARATION

I hereby declare that the information above is correct to the best of my knowledge and belief.

I have read and agree to abide by the Market Traders Agreement and understand that this may be reviewed.

I understand that I may not trade until I have received a license & confirmation from Falmouth Town Council.

All traders must provide proof of their identity and entitlement to work in the UK. Traders must provide a valid passport showing that they are British citizen or a citizen of an EU country for inspection by Falmouth Town Council by the first day of trading. A copy of the document will be taken for The Council's records. A utility bill not more than three months old is also required. Other forms of documentation are accepted, please seek advice form the Events Coordinator.

I have enclosed the following:

- Public liability insurance
- PAT test
- Gas safety certificate
- COSHH certificate

- Food Hygiene Training Certificate
- Food Business Registration Form
- Fire certificate or a fire risk assessment

Signature

Date

For office use only Date received

Documentation	Required	Present
Public liability insurance		
PAT test		
Gas safety certificate		
COSHH certificate		
Food Hygiene Training Certificate		
Current food hygiene rating		
Food Business Registration Form		
Fire certificate or a fire risk assessment		
Confirmation of fire extinguishers		

Application enclosed with all of the correct documentation? Y N Application Granted Y N