**FALMOUTH TOWN COUNCIL MARKET APPLICATION FORM**

**Please return the completed form to:**

Adele Cole, Falmouth Town Council, The Old Post Office, The Moor, Falmouth, TR11 3QA. E-mail: adele@falmouth.co.uk

PERSONAL AND BUSINESS INFORMATION

|  |  |
| --- | --- |
| Business Name |  |
| Are you a charity? | Y/ N |
| Contact Name |  |
| Position |  |
| Business Address |  |
| Post code |  |
| Telephone Number |  |
| Email *(mandatory)* |  |
| 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

For office use only Date received

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

Date

Food Hygiene Training Certificate

Food Business Registration Form

Fire certificate or a fire risk assessment

Signature

|  |  |  |
| --- | --- | --- |
| 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 |  |