



Winchester Markets

Application Form



Winchester
City Council

INTRODUCTION

If you would like to trade at any of the Winchester Markets you must comply with health and safety legislation. If you wish to sell food at a Winchester Market you must comply with health and safety legislation and food safety legislation. This handbook provides you with guidance on compliance. You must ensure you are familiar with the relevant parts of the handbook.

As a mobile trader you may trade in a number of different areas and within a number of different Local Authorities. The legislation is the same in all areas and you must achieve the same standard wherever you trade.

When a market is run by a Local Authority, on behalf of a Local Authority or simply by a private organisation you may be required to comply with additional conditions in an individual policy or standard, as well as complying with the law. Whilst the law remains the same, individual policies/standards will differ between Local Authorities and private enterprises.

When you trade at a market operated on behalf of Winchester City Council you will be required to comply with the requirements of this handbook. The handbook contains some requirements that go beyond simple compliance with legislation. Therefore, not only will you be required to meet legislative requirements you will also be expected to demonstrate best practice. This is the standard required of Winchester Markets.

If you would like to trade at a Winchester Market you will be required to submit an **Application Form** and provide **Supporting Documentation**. Some traders may be required to submit very little documentation because their activities are low risk, others will be required to submit the full range. Included in this handbook is a checklist for you to complete to help ensure that you submit all the documentation required with your application. This handbook also contains additional **Information Notes** to help you achieve compliance

You will find pages dedicated to the Winchester Markets on the Winchester City Council website at www.winchester.gov.uk. Here you can find information about each of the markets, apply online to become an approved trader and upload the supporting documentation.

Your application and supporting documentation will be reviewed by the Council and if found to be in order your business will be added to our **Approved Traders List**. Permanent pitches are in high demand and may not be immediately available. Our representative, **SMT Management Consultants Limited** will contact you when a permanent pitch is available. They may also invite you to trade at short notice, on an ad hoc basis when pitches become temporarily free.

Any questions arising from the guidance should be directed to the Market Managers.

Winchester City Council

July 2013

Form 1	Application to Trade	
<p>If you would like to trade at one or more of the Winchester Markets you will need to complete this form and submit supporting documentation. To ensure that you complete the application correctly and submit the correct documentation you should read the Traders' Handbook. Once your application and supporting documentation has been received and reviewed, if satisfactory your business will be included on the Winchester Markets Approved Trader list and you will be invited to trade at one or more of our markets. You will be notified in writing of the outcome.</p>		
Application to Trade at a Winchester Market		
Your Details		
Name		
Address		
Telephone Number		
Business of Name		
Email Address		
Which Winchester Markets would you like to attend?		
Describe the nature of your business and the type of products you would like to sell:		
<p>I confirm that I have read the Winchester Markets Trader Handbook and that I understand my obligations should I achieve Approved Trader status.</p>		
Signature		
Date		
<p>All traders are required to submit a copy of their Public Liability Insurance Certificate and the associated schedule. Some traders will be required to provide all of the supporting documentation listed. Other traders will not be required to submit any additional documentation. To ensure you understand what you need to include when you apply it is essential that you read the Trader Handbook. Please use the check list to indicate the supporting documentation that you are including with your application.</p>		

Form 2	Trader Profile Questionnaire	
<p>As part of the application process to become an Approved Trader please provide us with details of your business. We will use the details on our website to provide information to your customers and promote the market. You can view the profiles of existing Approved Traders by visiting the Market web pages at www.winchester.gov.uk to get an idea of type of information to include. You can simply answer the questions below or alternatively, you are very welcome to produce your own bespoke profile. Please submit this profile as part of your application. In the electronic version of this form the boxes below will expand as you type so include as much information as you wish.</p>		
Name/s of Trader/s		
Name of Business		
1	<p>Tell us who you are and a little bit about your background. We would like to hear about the idea behind your business, why you started up, how it has evolved and how long have you have operated your business.</p>	
2	<p>We would like to include information about your ethos. Tell us what inspires you? What experience do you try and create for your customers? What would your customers to tell their friends?</p>	
3	<p>Tell us about your products – Describe what you offer and where you source your products. Have you won any awards? What is your best selling product – describe your best seller so we understand why it’s so popular.</p>	
<p>Please record your website/email below so that we can add a link to your profile</p>		
<p>Do you have any other comments you’d like to add?</p>		

Form 3	Trader Application Checklist			
Safety Documentation				
1	Copy of Public Liability Insurance Certificate and Schedule (Minimum cover £5,000,000)	Y		N
2	A copy of current Gas Safety certificate for LPG appliances	Y	N	N/A
3	Electrical Test report (PAT)	Y	N	N/A
4	Pressure Systems Report of Compliance with a Written Scheme of Examination	Y	N	N/A
5	Fire Risk Assessment	Y	N	N/A
6	Fire Extinguisher Certificate of Compliance	Y	N	N/A
Additional Documentation for Food Traders				
7	A copy of your food registration form or letter/email from your Local Authority confirming that your business is registered/approved	Y		N
OR				
8	A letter/email from your Home Authority confirming that your business is low risk and subject to interventions, other than inspection.	Y		N
AND				
9	A copy of the certificate issued to you at the last food hygiene inspection as part of the National Food Hygiene Rating Scheme	Y	N	N/A
10	Copy of Food Hygiene Level 2 Certificate or equivalent if you intend to sell high risk food	Y	N	N/A
Finally				
11	Your Trader Profile Questionnaire	Y		N

Form 4	Trading Checklist	
Use this form to ensure that you have everything you need to trade on your first day and at future markets. Failure to ensure you have all of the items you need may mean you cannot trade.		
1	4kg or 4 litre foam fire extinguisher if cooking food	
2	Fire blanket for traders undertaking deep fat frying	
3	4kg dry powder or Carbon Dioxide fire extinguisher if using a generator or electrical equipment	
4	Food safety management system	
5	Temperature probe	
6	Temperature log	
7	Bowl for hand washing	
8	Bucket for cleaning as you go	
9	Liquid soap for hand washing	
10	Disposable paper towels	
11	Disposable cloths	
12	Disposable vinyl gloves (low risk food handling)	
13	Food grade disinfectant and detergent	
14	Clean apron	

Fire Risk Assessment Traders and Market Stalls



**HAMPSHIRE
FIRE AND
RESCUE
SERVICE**

Name of Unit / Stall:	
Contact number on site:	
Location on site:	
Will sleeping be allowed within your concession?	
In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or 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 will result in you being removed from the site. You must be able to answer YES to the following questions.	
This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.	
<small>You <u>must</u> undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units</small>	

		Yes	No	N/A
1.	Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked due to fire?)</i>			
2.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?			
3.	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.			
4.	If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>			
5.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?			
6.	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>			
7.	Have your staff been instructed on how to operate the fire-fighting equipment provided?			
8.	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?			
9.	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?			
10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?			
11.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>			
12.	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>			
13.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?			
14.	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?			
15.	Are you aware that petrol generators are not permitted on site?			

If you use LPG				
16.	Do you have an inspection / gas safety certificate for the appliances and pipework (<i>copy to be available for inspection</i>) and are all hose connections made with “crimped” fastenings?	Yes	No	N/A
17.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
18.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
19.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
20.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	N/A
21.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No	N/A
22.	Do you ensure that only those cylinders in use are kept at your unit/stall? (<i>Spares should be kept to a minimum and in line with any specific conditions for the event</i>)	Yes	No	N/A
23.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	Yes	No	N/A
If the answer to any of the above questions is “NO”, please detail the actions you have taken to remedy the situation. Continue on a separate sheet if necessary.				
Stallholder / Responsible Person:				
Signature		Print Name		Date
Designation:				
Company:				
Please note: this document does not preclude you from possible prosecution or removal from the site by the organisers, should a subsequent inspection reveal unsatisfactory standards.				

Additional Sources of Information

Food Standards Agency

Website www.food.gov.uk

Telephone 020 7276 8829 Publications 0845 606 0667

Chartered Institute of Environmental Health

Website www.cieh.org Telephone 0207 928 6006

Web Page [http://cieh.org/uploadedFiles/Core/Policy/Publications and information services/Policy_publications/Publications/CIEH Outdoor Mobile Catering Guidance Final Consultation.pdf](http://cieh.org/uploadedFiles/Core/Policy/Publications%20and%20information%20services/Policy_publications/Publications/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf)

The Nationwide Caterers Associations Ltd (NCASS)

Website www.ncass.org.uk Telephone 0121 603 2524

Gas Safe

Website www.gassaferegister.co.uk Telephone 0121 603 2524

Health and Safety Executive (HSE)

Website www.hse.gov.uk