



DISS TOWN COUNCIL

11-12 Market Hill, DISS, Norfolk, IP22 4JZ

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APPLICATION FORM- **QUEEN'S PLATINUM JUBILEE EVENT** **Thursday 2nd June 2022, Diss Park**

APPLICATION No.

Name of Organisation/Individual -

Tel No. -

Email Address -

Product(s) to be sold -

Size of stall (frontage measured in metres) Standard pitch size- 3m x 3m -

Are you operating a food business that requires you to register with your Local Authority?

☐ YES ☐ NO

For all stalls selling food/drink (should you require electricity it will be necessary for you to bring your own generator.)

Please return all paperwork and payment to secure your pitch by **28th February 2022**.

All pitch fees include vat.

Enclosed
(please tick)

- | | | |
|----|--|--|
| 1. | A copy of your Third-Party Public Liability Insurance Certificate (minimum of £2,000,000 covering the date of the event) | |
| 2. | A completed Risk Assessment form (see page 2) | |
| 3. | Evidence of your registration with your Local Authority (if operating a food business) | |
| 4. | Payment of £100 (cheques made payable to Diss Town Council) | |

I/We undertake to leave the site clean and tidy and to remove from the site at the end of trading all goods, equipment and rubbish. I/We agree to reimburse Diss Town Council for any damage/breakages during the period of trading. I/We hereby understand that Diss Town Council is a member of the Norfolk County Council "Market Fair" Scheme and works with Trading Standards to prevent the sale of prohibited goods.

Signed - _____

Date - _____

OFFICE USE ONLY	Insurance	<input type="checkbox"/> YES	Date checked: Expires
	Food Registration	<input type="checkbox"/> YES	Date checked:

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to this event. However, we would like to contact you with details of other events you may be interested in. If you consent to us contacting you for this purpose please tick the box(es) to say how you would like us to contact you.

Email ☐ Telephone / SMS ☐

If you prefer not to be contacted with details of other events, then please tick this box ☐

For further information, please refer to our GDPR Policy at www.diss.gov.uk.



EVENT RISK ASSESSMENT FORM

Please complete this form and return it **signed and dated** with your booking form.

Contact Person:		Stall/Trading Name:	
Site location:	Diss Park		
Type of event:	Queen's Platinum Jubilee	Date and time:	2 nd June 2022, 6pm – 10pm

Hazards involved with activity	Safety measures you will put in place to reduce the risk of accidents	Rating band (see table below)
Vehicles & Movement	Vehicles should only be present on site during set up and dismantling of your stall. Be especially vigilant for pedestrians. Display vehicles must be always supervised.	2 x 2 = 4
Setting up and dismantling stalls	Ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards and weighted down where possible particularly in windy weather.	2 x 2 = 4
Stall Tables	Table construction to take account of product weight and be constructed of appropriate materials.	2 x 2 = 4
Slips/falls/trip hazards	Regularly ensure floor area and walkways are clear of debris and cables. Ensure any trip hazards that cannot be removed are clearly marked with hazard tape.	2 x 2 = 4
First Aid	Provide fully equipped First Aid kit and ensure a mobile phone is accessible at all times to contact the emergency services.	2 x 2 = 4
Food / Drink Trading	Ensure any equipment is situated on a solid foundation with caution signs nearby and safely away from the public. Traders should ensure that generators are suitable for use in close proximity to others; are properly maintained; do not pollute the environment with excessive exhaust fumes; are properly ventilated. Fuel should be stored in an approved container away from sparks and the generator and fumes should be directed away from food stalls and other premises. The Town Council reserves the right to request a trader to turn off a generator if complaints are received that fumes are considered to be a nuisance. All stalls to carry their own Hand Sanitisers and be social distanced from other stalls subject to Government Guidelines in place on the day.	2 x 1 = 2

Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Band	Action
1 = Most Unlikely	1 = Trivial Injury	1 – 2 = Minimal Risk	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3 – 4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6 – 8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9 – 12 – 16 = High Risk	Consider not running the event

Signature:		Print name:		Date:	
For DTC staff use only: Comments:					