



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill, DISS, Norfolk, IP22 4JZ.
Tel./Fax. - (01379) 643848 Email - town council@diss.gov.uk

APPLICATION FOR PITCH ON DISS MARKET

APPLICATION No.

Please tick the appropriate boxes under each heading:

Location of pitch	Type of Market	Type of Pitch
Diss Market Place <input type="checkbox"/>	Friday <input type="checkbox"/>	Product / Service <input type="checkbox"/>
Mere's Mouth <input type="checkbox"/>	Farmer's (monthly) <input type="checkbox"/>	Publicity/Trade/Info <input type="checkbox"/>
	Saturday <input type="checkbox"/>	Fundraising <input type="checkbox"/>

Name of Organisation/Individual -

Address -

Postcode -

Tel No. -

Email Address -

Name/Address where invoices should be sent (if different from above) -

Postcode -

Product(s) / service(s) to be sold / promoted -

Space required (measured in square metres) -

Will you attend weekly / monthly? - YES NO

If not, please state all dates you wish to attend -

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

YES NO

Are you intending to sell alcohol or alcohol products? YES NO

If yes, you will be required to sign a licensing agreement with the Designated Premises Supervisor.

Do you require electric? YES NO

Applications will only be accepted when accompanied with the following: -

	Enclosed (please tick)
1. A copy of your current Third Party Public Liability Insurance Certificate providing named cover for your stall, which should provide a minimum cover of £2,000,000	
2. A completed Risk Assessment form	
3. Evidence of your registration with your Local Authority (if operating a food business)	
4. Fee (please see our scale of charges)	

I/We hereby apply to take a pitch on Diss Market in accordance with the Council's current scale of charges and subject to their terms and conditions of trading. I/We further 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 are members of the Norfolk County Council "Market Fair" Scheme and work with Trading Standards to prevent the sale of prohibited goods at Diss Market.

Printed - _____

Signed - _____

Date - _____

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your application for a pitch on Diss Market. However, we would like to contact you with details of 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 events, then please tick this box

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

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



EVENT RISK ASSESSMENT FORM

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

Contact Person:		Type of event	Diss Market
Contact Organisation:		Date and time	
Site:	Market Place / Mere's Mouth	Number of participants	

Hazards involved with activity	Safety measures you will put in place to reduce the risk of accidents	Rating band (see table below)
Setting up and dismantling stalls	Ensure all poles, stall sections, tables and crates etc are placed in a tidy manner and do not create trip hazards to persons walking past. Take particular care in the winter when both activities could take place before sunrise/after dark and in icy conditions.	
Vehicle Movement during set up & dismantling	Be especially vigilant for pedestrians, use a banks man if necessary. Take particular care in the winter when both activities could take place before sunrise/after dark and in icy conditions.	
Slips/falls/trip hazards	Regularly ensure floor area and walkways are clear of debris from the stall e.g. produce or bags. Remove all rubbish from around the site. Remove any potential slip or trip hazards; ensure any trip hazards that cannot be moved are clearly marked with hazard tape.	
Tripping over promotional banners	Ensure Banners are placed so as not to cause trip hazards, to be weighted down where necessary to avoid falling over.	
Vehicles	Remove all vehicles from area during trading but if display vehicles are required they must be supervised at all times.	
First Aid	Make sure you have provided First Aid equipment and that it is up to date; a mobile phone must be carried to call the emergency services.	
Stalls/Gazebos	All stalls/gazebos to be erected so as not to cause trip hazards, to be weighted down where possible to avoid any stall falling over.	
Stall tables	All tables to be of heavy construction wood or metal, to take weight of goods being sold.	
Cabling	Make sure no cables are trip hazards and are taped over walk areas etc.	
Hot Food / Beverage Making Equipment	Make sure these are situated as safely away from the public on a solid foundation with caution signs nearby.	

RISK RATING		ACTION REQUIRED	
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:	
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For DTC staff use only: