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| APPLICATION FOR A CAR BOOT SALE ON THE PARK | |
| Name of Organiser/Charity - | |
| Address - | |
| Postcode - | |
| Tel No. - | |
| Email Address - | |
| Name/Address where correspondence should be sent (if different from above) – | |
| Postcode - | |
| Date of Car boot required – | |
| In Aid of - | |
| We generally receive enquiries from the public wishing to attend car boots sales. It would be useful if you could provide details (e.g., timings, contact for pitch booking, fee etc) which can be passed on and also included on our website: | |

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 organisation/charity - which must provide a minimum cover of £2,000,000 | |
| 2. A completed Risk Assessment form | |
| 3. Fee of £110.00 in 2 separate payments (£60 for use of the park via BACS) Sort Code:20-26-34, Account:00361127+ £50 refundable deposit cheque (made payable to Diss Town Council) | |

I/We hereby apply to have a Car Boot Sale on Diss Park in accordance with the Council's current scale of charges and subject to the Car Boot Sale Regulations. I/We agree to remove all rubbish collected throughout the event, including any full rubbish sacks, from the park and dispose of it responsibly. ie: not in the Town Councils bins, site to be left as found, no unsold car boot goods to be placed in bins. **I/We understand that if these conditions are not met & extra cleaning by Town Council staff is required the £50.00 deposit will not be returned.**

Signed - _____ Date - _____

| For office use only: | | | |
|---------------------------------|----------------------------|---------------------------|-------------------|
| 1 st date requested: | Public liability received: | Risk Assessment received: | Payment received: |
| 2 nd date requested: | | | |

REGULATIONS & GUIDELINES CAR BOOT SALES DISS PARK

Bookings

1. Up to eight car boot sales are permitted on the Park per year on specific dates during the summer months set by Diss Town Council at the Town Clerk's discretion. One additional car boot sale is permitted for the Town Mayor on the first Sunday of May should s/he wish to have one.
2. Individual organisations may only book one car boot sale per year in the first instance. Subject to availability beyond 31 March, a second sale may be booked on a first come first served basis.
3. A completed booking form is required to secure your car boot sale.
4. A risk assessment form (attached to the booking form) must be completed and returned to the Council Offices four weeks before the event takes place (failure to supply the risk assessment will result in the event being cancelled). The Town Council will not be held liable for any accident or incident that occurs during the car boot sale.
5. All users are totally responsible for their own insurance cover; evidence of Public Liability Insurance to a minimum of £2,000,000 must be provided four weeks prior to the event.
6. The fee includes a £50 refundable deposit (see www.diss.gov.uk/diss-park-mere). This refund is dependent on removal of all rubbish collected throughout the event, including any full rubbish sacks from the park. Waste bags should be provided by the organisers. Please do not place rubbish or unsold goods in the Park / Town Council bins.

Event promotion

7. The car boot sale will be more successful with sufficient publicity. At least two weeks prior to your event, it is recommended that it is advertised on social media and specifically via the Diss Community Noticeboard page on Facebook. It is also suggested that signs / posters are installed along Park Road by the Park and where feasible throughout town and the local radio station is advised.

Set Up & Close Down

8. Set up usually starts at 6.00am with the public arriving from 7am and departing by 1pm.
9. It is the responsibility of the organisers of the car boot sale to provide vehicular access to the Park via a ramp from the Park Road car park into the Park.
10. Vehicular access needs to be clearly defined and marked out by traffic cones (which are provided by the council) and visible to 'car booters' as they arrive. Two ramps are available for use by organisers and an access key to the park toilet cupboard where the ramps are stored must be collected on the Friday before the car boot sale from the Town Council Offices.
11. Only cars belonging to 'car booters' are permitted on the Park. Parking Marshals will be required to patrol the area to ensure that parking by unauthorised vehicles on the Park does not occur.
12. Ramps and cones must be returned to the Park toilet cupboard at the end of the car boot. The Park toilet cupboard key must be returned to the council on the Monday morning following the car boot.
13. A minimum space of three metres should be left between cars including their 'stalls' to allow access by emergency vehicles (see proposed site layout plan attached).

14. All car boot sale must be finished by 13.00 hours and vehicles must not depart before 11.30am. The organiser and marshals are required to remain on site until the last vehicles have departed.
15. Hirers are encouraged to liaise with the local charity shops to arrange collection of any unpurchased goods at the end of the car boot sales to minimise goods being left outside closed charity shops on Sundays.
16. Toilet facilities will be available from 06.15 on the day.

Accidents

17. All accidents, damage and “near misses” involving Traders, their staff or members of the public must be reported on the next working day to the Facilities and Buildings Manager for entry in Diss Town Council’s Incident report form (IRF).

Health & Safety

18. There are significant health & safety risks posed to themselves, the public and other car booters whilst setting up and dismantling their stalls.

19. The Council shall not be liable for damage to any property or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the car booter.

20. Parking marshals must be provided to direct vehicles to where they should be parked and to be responsible for vehicular movements at the beginning and end of the car boot. A minimum of three marshals should be allocated to the car park and to direct traffic to their pitch. It is recommended that sellers are settled and trading before collecting fees.

21. Any vehicle movement during the sale should be supervised by a Parking Marshal who will escort them from the Park. It is the responsibility of the organisers to advise car booters of this.

All Organisers are required to:

- a) Ensure all marshals are wearing Hi-Viz jackets.
- b) Ensure all marshals are adequately informed, instructed, supervised, and trained in health and safety matters.
- c) Take reasonable care of their personal health, safety, and welfare and that of others who may be affected by their acts or omissions.
- d) Assist the Council by reporting any accident or incident that has or may cause injury to a person or damage to property.
- e) Co-operate and comply with all directions of the Council and to ensure all instructions regarding health and safety issues are understood and applied by marshals.
- f) Organisers are required to pay particular attention to the hazards of:
- g) Vehicle movements – Reversing, towing stalls and trailers.
- h) Stall erection – Handling of components and stability of partly-constructed frames.
- i) Trip hazards - Stall components and stock that create a trip hazard.

22. In the event of heavy rainfall that results in the Park being too wet for vehicular movements, the Town Council reserves the right to cancel the car boot at short notice. All monies that have been paid to the Council will be refunded in full.

23. Inspections may be conducted by Town Council staff during car boot sales to ensure these regulations are being adhered to.

Sale of Goods

24. Responsibility for ensuring that no illegal or counterfeit goods are sold by car booters lies solely with the organiser.

25. Sale of livestock at car boots held on Diss Park is prohibited; responsibility for ensuring this lies solely with the organiser.

26. Any sale of refreshments must be approved in advance by the Town Council to avoid duplication of items sold by the Park Pavilion kiosk.

27. Any licensable activities (including live or recorded music, dance, or sale of alcohol) will require prior permission of the Town Clerk, with at least four weeks' notice. There may be an additional cost levied to cover the cost of the music licence.

Approved by the Facilities Committee 31st May 2023

RISK ASSESSMENT FORM – DISS CAR BOOT STALLS AND CARS ON PARK 2023

| | | | |
|----------------------------|--|------------------------|----------------------------|
| Organisation/Hirer: | | Contact Person: | ROBERT LUDKIN 07436 798234 |
| Site: | | Date and time: | |

| Hazard | Who might be harmed and how? | How to control risk | What further controls/actions are required? | Current Risk Factor High/ Medium / Low | Timescales for further actions to be completed (within ...) | Responsible person's job title |
|-----------------------------------|------------------------------|---|--|---|---|--------------------------------|
| Vehicles & Movement | Public, stall owners, | <p>Vehicles should only be present on Diss Park during set up and dismantling of your stall unless the vehicle is part of your stall.</p> <p>Be especially vigilant for pedestrians.</p> <p>Only vehicles with permission are allowed to drive onto the park and where possible have a banks man to assist when moving around the area.</p> | Park next to stall or remove from site if not needed. | 1 x 4 = 4 Low Risk | Immediately on the day of the car boot. | Vehicle owner |
| Setting up and dismantling stalls | Public, Stall Holders | All stallholders are responsible for the safety of the public when setting up and dismantling their stalls. | Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards. | 2 x 2 = 4 Low Risk | Immediately on day of the car boot. | Stallholder |
| | | | All gazebos or tents must be weighted down at each corner to avoid any accidents due to adverse weather. | | | Stallholder |

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| Stall Tables | Public, Stall Holders | All tables must be in a good condition and constructed of suitable materials. | Ensure tables are not overloaded with display items to avoid collapsing. All tables must be placed on a level surface. | 2 x 2 = 4 Low Risk | | Stallholder Stallholder |
| Slips/falls/trip hazards | Public, Stall Holders | 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. Cables that are over walkways must have rubber matting to ensure there are no trip hazards. All boxes or goods to be stacked and stored in a safe manner. | 2 x 2 = 4 Low Risk | Immediately and during the car boot. | Stallholder Stallholder Stallholder |
| First Aid | Public, Stall Holders | Report any emergencies immediately if can't be treated on site. Inform Council of any incidents. | A mobile phone must be carried to call emergency services if needed and to contact Council Staff. | 1 x 4 = 4 Low Risk | Immediately and during the car boot. | Stallholder |

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| Banners | Public, Stall Holders | Ensure all Banners are placed so as not to cause trip hazards, | To be weighted down when necessary to avoid falling over. | 1 x 1 = 1 Low Risk | Immediately and during the stall pitch hire | Stallholders. |
| Removal of rubbish | Public, Stall Holders | All food vendors must provide their own litter bin & take rubbish away post event. | | 1 x 1 = 1 Low Risk | Immediately and during the car boot. | Stallholders. |

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|------------------------------------|-----------------------|---|--|--------------------------|--------------------------------------|----------------------------------|
| Fire Safety | Public, Stall Holders | Stalls posing a fire risk must have their own appropriate control measures | Each stall posing a first risk will provide a fire extinguisher/blanket. | 2 x 4 = 8 Medium Risk | Immediately and during the car boot. | Stallholders. |
| Food Safety and Hygiene | Public Stall Holders. | All stallholders handling food must have an up-to-date food hygiene certificate. Ensure any equipment is situated on a solid foundation with caution signs nearby. Traders should ensure that generators are suitable for use in close proximity to others if needed. | Caution signs to be sited so as not to be a trip hazard to the public. All hygiene certificates will be checked before setting up commences. All generators should be properly maintained and have no noxious fumes emitting into the atmosphere. Fuel should be stored in an approved container away from the stall. | 1 x 4 = 4 Low Risk | Immediately and during the car boot. | Stallholders Stallholders |
| Hot Food/Beverage Making Equipment | Public, Stall Holders | Make sure these are situated as safely away from the public on a solid foundation with caution signs nearby | | 2 x 2 = 4 Low Risk | Immediately and during the car boot. | Stallholders |

| Risk Rating | | Action Bands | |
|-------------------|---------------------------|---------------------|--------------------------------|
| Likelihood | Severity of Injury | Rating Bands | Actions |
| 1 = Most Unlikely | 1 = Trivial Injury | 1-2 = Minimal Risks | 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: | |
|-------------------|--|--------------------|--|--------------|--|

Risk assessments undertaken by Facilities & Buildings Manager and authorised by the Town Clerk.