

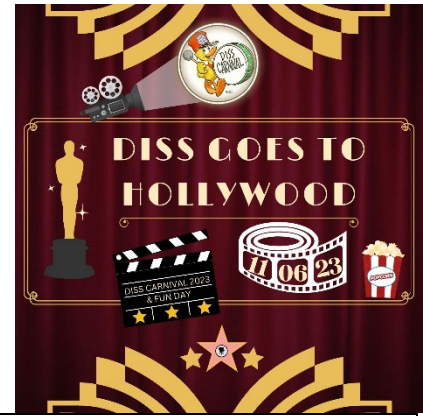
# APPLICATION FORM

Thank you for your interest in getting involved with this year's Carnival on Sunday 11<sup>th</sup> June 2023! Please indicate how you would like to be involved below. Try to include as much detail as you can including your contact details.

The theme this year is **'DISS GOES TO HOLLYWOOD!'**

Please complete and return form to Diss Town Council Offices.

## PART 1: Your Information



Name:		Company/ Organisation:	
Address:			
Tel:		Email:	

✓	"I'd like to..."	More information:
	<b>Have a Stall</b> <i>Tell us: Your pitch size, and what you'll be offering. Complete Part 2 below.</i>	
	<b>Enter the Procession</b> <i>Tell us: size/type – walking group? Vehicle? Please use <b>one application form per vehicle</b> and confirm the size of the vehicle (especially if you're using an oversized vehicle). Complete Part 3 below.</i>	
	<b>Volunteer at the Carnival</b> <i>Interested in helping us with this fantastic event? We need stewards on the day! We'd love to hear from you!</i>	
	<b>Sponsor the Carnival</b> <i>We'll be in touch with our sponsorship packages!</i>	
	<b>Provide a vehicle</b> for a local group to take part in the procession. <b>Complete Part 3 below.</b>	

## PART 2: Stallholders

Please complete the following table and attach copies of any relevant paperwork.

**\* There is no electricity supplied for stallholders. If you require electricity, you will need to bring your own generator.**

Are you intending to sell/provide alcohol or alcohol products? <i>Please provide details, e.g. complimentary drinks or a prize</i>	
Will your stall/activity produce sound? <i>Please provide details, e.g. playing music</i>	
*Enclosed Public Liability Insurance (to value of £2million)	
*Completed Risk Assessment (please identify any specific risks to what you're doing)	
*Evidence of your registration with your Local Authority (if operating a food business)	
Fee (Cheques payable to Diss Town Council, or BACS payment details will be given on completion of form acceptance)	

**\* We will not be able to accept stallholders on the day without these documents.**

## Stall Fees (based on 3 x 3m pitch)

Commercial food stalls	£240 inc VAT
Commercial drink stalls (tea, coffee, smoothies)	£180 inc VAT
Non-commercial food stalls (cakes, sweets etc)	£120 inc VAT
Business/trade stalls & large charities	£120 inc VAT
Small charities / craft stalls	£60 inc VAT

## \*Charity Pitches

We have 5 free pitches available for locally based small charities & Not for Profit community groups. Those who support the theme and offer engaging activities will be given preference.

## PART 3: Procession

Please complete the following table:

	Yes /No	
Will your group/vehicle have music or loud noises?		If Yes, provide details:
Is your vehicle legally taxed and have a valid MOT?		Please provide signature as confirmation:
Does your vehicle have a valid insurance policy?		Please provide signature as confirmation:

Throwing objects from vehicles is not allowed. If you have any freebies, sweets, etc to distribute, these must be given out by hand.

The only collection buckets allowed throughout the parade are for Diss Carnival. Any other collection buckets are **NOT** allowed along the parade route. You are welcome, however, to collect monies on the park at the Fun Day.

**Any questions?** If you have any questions, or just want to run through your ideas, please get in touch with the Carnival Crew- **Like & Share our Facebook page:** [www.facebook.com/DissCarnival/](http://www.facebook.com/DissCarnival/)

Please return completed application forms and all supporting documentation by **Sunday 14<sup>th</sup> May 2023 to:**

**Address:** C/O Carnival Committee, Diss Town Council, 11-12 Market Hill, Diss, IP22 4JZ

**Telephone:** 01379 643848      **Email:** [carnival@diss.gov.uk](mailto:carnival@diss.gov.uk)

## Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your application for Diss Carnival. However, we may like to contact you with details of future Diss Carnivals and other town events of interest to you. 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 Diss Carnival and other events, then please tick this box.

For further information, please refer to our GDPR Policy at [www.diss.gov.uk](http://www.diss.gov.uk).

## RISK ASSESSMENT FORM – DISS TOWN CARNIVAL 2023

<b>Organisation:</b>	Diss Carnival Committee	<b>Contact Person:</b>	
<b>Site:</b>	Diss Town Park	<b>Date and time:</b>	Sunday 11 <sup>th</sup> June 2023 12.30pm-6pm

Hazard	Who might be harmed and how?	How to control risk	What further controls/actions are required?	Current Risk Factor High/Med/Low	Timescales for further actions to be completed (within ...)	Responsible person's job title
Vehicles & Movement	Public, event organisers, dignitaries and staff	<p>Vehicles should only be present on Diss Park during set up and dismantling of your stall.</p> <p>Be especially vigilant for pedestrians &amp; all vehicles should use a banks man when reversing.</p> <p>Only vehicles with permission are allowed to drive onto the Park and must be supervised at all times.</p> <p>All vehicles going onto the Park must adhere to the Carnival stewards at all times.</p> <p>All vehicles must adhere to Carnival Event Management Plan for entry and exit times.</p>	<p>Remove all vehicles from the park after setting up and dismantling equipment</p> <p>Parking Marshalls and Carnival representatives are on site to utilise as banksman when required.</p> <p>Parking marshalls to check that vehicles have permission to drive onto the park.</p> <p>All stewards/Marshalls to wear hi viz jackets to be easily identifiable.</p> <p>Event Management Plan must be available for all stallholders attending the Carnival.</p>	1 x 4 = 4 Low Risk	Immediately on the day of Carnival	<p>Vehicle owner</p> <p>Vehicle owner in conjunction with Parking Marshalls</p> <p>Parking marshal</p> <p>Stewards/Carnival Marshalls</p> <p>Chair of Carnival Committee</p>
Setting up and dismantling stalls	Public, event organisers, dignitaries and staff	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 Carnival	Stallholder
			<p>All gazebos or tents must be weighted down at each corner to avoid any accidents due to adverse weather.</p> <p>Safety officer to check all stalls have the required weights attached to their legs.</p>			<p>Stallholder</p> <p>Nominated safety officer (TBC)</p>

Stall Tables	Public, event organisers, dignitaries and staff	All tables must be in a good condition and constructed of suitable materials.	<p>Ensure tables are not overloaded with display items to avoid collapsing.</p> <p>All tables must be placed on a level surface.</p> <p>Safety officer to check all tables are safe and not overloaded.</p>	2 x 2 = 4 Low Risk		<p>Stallholder</p> <p>Stallholder</p> <p>Nominated safety Officer (TBC)</p>
Slips/falls/trip hazards	Public, event organisers, dignitaries and staff	Regularly ensure floor area and walkways are clear of debris and cables.	<p>Ensure any trip hazards that cannot be removed are clearly marked with hazard tape.</p> <p>Cables that are over walkways must have rubber matting to ensure no trip hazards.</p> <p>All boxes or goods to be stacked and stored in a safe manner.</p> <p>Safety Officer to check no obvious trip hazards before event.</p>	2 x 2 = 4 Low Risk	Immediately and during the event.	<p>Stallholder</p> <p>Stallholder</p> <p>Stallholder</p> <p>Nominated safety officer (TBC)</p>
First Aid	Public, event organisers, dignitaries and staff	Report any emergencies immediately to event stewards/marshalls who will either direct people to the first aid tent or in emergencies contact the emergency services.	<p>There will be a first aid tent and first aiders available on site.</p> <p>The tent is clearly identified by a flag.</p> <p>The PA system will mention the first aid tent clearly throughout the day.</p>	1 x 4 = 4 Low Risk	Immediately and during event.	<p>Carnival Chair</p> <p>First Aiders</p> <p>Carnival Chair</p>
			Carnival chair and staff to ensure radios are working correctly.			
Removal of rubbish	Public, event organisers, dignitaries and staff	All food vendors must provide their own litter bin & take rubbish away post event.	Extra bins to be sited around the park to ensure that there is no hazards from rubbish collected.	1 x 1 = 1 Low Risk	Immediately and during event.	Stallholders, DTC to provide extra bins.

Fire Safety	Public, event organisers, dignitaries and staff.	Stalls posing a fire risk must have their own appropriate control measures	<p>Each stall posing a first risk will provide a fire extinguisher/blanket.</p> <p>Safety Officer to check that the stalls meet the above requirements.</p> <p>All stewards/marshalls to have walkie talkies which are connected with the main arena PA to ensure crowd safety.</p>	2 x 4 = 8 Medium Risk	During set up before event.	<p>Stallholders</p> <p>Nominated safety officer</p> <p>Carnival Chair</p>
Food Safety and Hygiene	Public, event organisers, dignitaries and staff.	<p>All stallholders handling food must have an up to date food hygiene certificate.</p> <p>Ensure any equipment is situated on a solid foundation with caution signs nearby.</p> <p>Traders should ensure that generators are suitable for use in close proximity to others.</p>	<p>Caution signs to be sited so as not to be a trip hazard to the public.</p> <p>All hygiene certificates will be checked before setting up commences.</p> <p>All generators should be properly maintained and have no noxious fumes emitting into the atmosphere.</p> <p>Fuel should be stored in an approved container away from the stall.</p> <p>The event team reserves the right to request a trader to turn off a generator if complaints are received.</p>	1 x 4 = 4 Low Risk	Stallholders	<p>Nominated safety officer</p> <p>Nominated safety officer</p> <p>Stallholders</p> <p>Stallholders</p> <p>Carnival Chair/Safety Officer</p>
Toilets	Public, event organisers, dignitaries and staff.	Permanent and portable toilets will be available on site.	Toilets will be monitored and cleaned during the event.	1 x 1 = 2	Throughout the event	Contract cleaners (TBC)

**Risk Rating**

**Action Bands**

<b>Likelihood</b>	<b>Severity of Injury</b>	<b>Rating Bands</b>	<b>Actions</b>
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

<b>Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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Risk assessments undertaken by Maintenance Manager and authorised by the Town Clerk.