

APPLICATION FORM

Thank you for your interest in getting involved with this year's Diss Carnival on Sunday 7th June 2026 from 12.30 – 6pm

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:

GAME ON DISS!

Please complete and return form to Diss Town Council Offices or email carnival@diss.gov.uk



PART 1: Your Information

Name:		Organisation:	
Address:			
Tel:		Email:	
✓	"I'd like to..."	More information:	
	<p>Have a Stall <i>Please include the size of your stall and what you'll be offering. Standard pitch size is 3m x 3m.</i> Complete Part 2 below.</p>		
	<p>Enter the Procession <i>Tell us: Walking group? Vehicle?</i> <i>Please use one application form per vehicle and confirm the size of the vehicle.</i> Complete Part 3 on next page.</p>		

PART 2: Stallholders

- There is no electricity supplied for stallholders.
- We may offer use of a contractor's generator for an additional £20 fee, paid to the contractor. Please tick if interested

	Please tick to confirm enclosures
Will your stall/activity produce sound? <i>If yes, please provide details</i>	
Please enclose copies of: <ul style="list-style-type: none"> Public Liability Insurance (to value of £2 million) Food hygiene certificate (food vendors only) 	
Please read through, sign and return our Risk Assessment and Terms & Conditions (see attached)	

<p>Payment: To be made by BACS or via card payment at Diss Town Council Offices. Please await confirmation of your stall before making payment. BACS details: Please note Diss Town Council has changed its bank to: Unity Trust Bank Plc, Sort Code: 60-83-01, Account: 20535144</p>	
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Stall Fees (prices inclusive VAT)

Stalls up to 3m x 3m	£120
Stalls over 3m x 3m and up to 5m	£180
Stalls over 5m	£240
Craft Stalls (3m x 3m)	£60
Charities (3m x 3m)	£40

Charity Pitches

We have 3 free pitches (3m x 3m) available for locally based small charities & Not for Profit community groups. Please return form by 6th March and note your request for a free pitch. You will receive an email from us to confirm if you are successful. Please note: Due to an increase in charity applicants, if you have been given a free pitch before, you may be unsuccessful. A £40 charge will be requested from unsuccessful applicants.

PART 3: Procession

	Yes /No	
Please list your top three themes for your walking group or float (we are trying to avoid too many duplicates)		Themes: 1. 2. 3.
Will your group/vehicle have music or loud noises?		If Yes, provide details:
Is your vehicle taxed, insured and does it have a valid MOT?		Please provide signature as confirmation:
All participants are responsible for having their own Public Liability Insurance & Risk Assessment		Please provide signature as confirmation:

1. Procession entrants only: Throwing objects from vehicles is not allowed. Freebies/sweets must be handed out on foot. Only collection buckets for the organising committee are permitted on the parade route.
2. By attending, Carnival procession participants acknowledge that they and their floats may be photographed or filmed for Event promotion. You may opt out of promotional use by notifying the Council in writing prior to the Event, however no exemption can be granted for filming/photos by members of the public at the event.

Please return your application form and all required documentation by **Friday 6th March 2026.** Only fully completed applications will be considered.

All stall applications will be reviewed on 10th March and we will contact you to confirm if you have been successful.

Procession entrants: Apply by 30th April 2026.

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

Telephone: 01379 643848 **Email:** 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 the box

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

Any questions? If you have any questions, please get in touch with the Carnival Crew

Like our Facebook page for event updates: www.facebook.com/DissCarnival/

EVENT RISK ASSESSMENT FORM – DISS CARNIVAL 2026

Please add any risks relevant to your stall not listed below, then sign and return with your application form.

Organisation:	Diss Events Committee	Contact Person:	Facilities & Buildings Manager
Site:	Diss Town Park	Date and time:	Sunday 7 th June 2026 - 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 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.</p> <p>Vehicles 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 the entry and exit times included within stallholder information email.</p>	<p>Event organisers will endeavour to secure alternative nearby free stallholder parking on the day, but this cannot be guaranteed. Vehicles are parked at the owner's risk.</p> <p>Parking Marshalls are on site to utilise as banksmen when required.</p> <p>Parking marshalls to check that stallholders have been allocated a pitch on the site plan.</p> <p>Marshalls to wear hi viz jackets to be easily identifiable.</p> <p>An Event Management Plan detailing all event information is available from the OPS tent.</p> <p>Stallholders will be provided with all relevant information.</p>	<p>1 x 4 = 4 Low Risk</p>	<p>Immediately on the day of Carnival</p> <p>1 week before the event.</p>	<p>Vehicle owner</p> <p>Vehicle owner in conjunction with Parking Marshalls</p> <p>Parking Marshalls</p> <p>Parking Marshalls</p> <p>Chair of Carnival Committee</p>
Setting up & dismantling stalls	Public, event organisers and staff	<p>Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards.</p> <p>All gazebos or tents must be weighed down at each corner to avoid any accidents due to adverse weather.</p>	<p>F&B Manager checks all stalls once set up and prior to event.</p> <p>F&B Manager checks all stalls have the required weights attached to their legs.</p>	<p>2 x 2 = 4 Low Risk</p>	<p>Immediately on day of Carnival</p>	<p>Stallholder</p> <p>F&B Manager</p>

Stall Tables	Public, event organisers and staff	<p>All tables must be in a good condition and constructed of suitable materials. Ensure tables are not overloaded with display items to avoid collapsing.</p> <p>All tables must be placed on a level surface or adjusted as necessary.</p>	F&B Manager to check all tables are safe and not overloaded.	2 x 2 = 4 Low Risk		<p>Stallholder</p> <p>F&B Manager</p>
Trip hazards	Public, event organisers and staff	<p>Regularly ensure floor area and walkways are clear of debris and cables.</p> <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>Check no obvious trip hazards before event.</p> <p>Check no obvious trip hazards during event.</p>	2 x 2 = 4 Low Risk	Immediately and during the event.	<p>Stallholder</p> <p>F&B Manager</p> <p>Event Marshalls</p>
Medical Incident	Public, event organisers and staff	<p>Report any emergencies immediately to event marshalls who will direct people to the first aid tent or contact the emergency services.</p> <p>First aid tent and first aiders available on site. The tent is clearly identified by a flag.</p> <p>The PA system will mention the First aid tent clearly throughout the day.</p>	Check radios are working correctly for reporting incidents.	1 x 4 = 4 Low Risk	Immediately and during event.	<p>Carnival Chair</p> <p>First Aiders</p>
Removal of rubbish	Public, event organisers 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 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 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 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 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	
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:	
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Risk assessments undertaken by Facilities & Buildings Manager and authorised by the Town Clerk.