

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:	
	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.		
	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.		

PART 2: Stallholders

1. There is no electricity supplied for stallholders.
2. 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)	

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	
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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	
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>	1 x 4 = 4 Low Risk	<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</p> <p>Low Risk</p>	Immediately on day of Carnival	<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.



Draft Event Stallholder Terms & Conditions of Booking

Effective date: February 2026

Acceptance of these terms is a condition of participation. By applying for and attending the event, stallholders agree to comply with the following Terms and Conditions.

Parties & Definitions

The Council: Diss Town Council, Market Hill, Diss, Norfolk

The Stallholder: the individual or business allocated a pitch at the Event

The Event: The Council-organised event at which a stall holder has been booked to attend.

The Pitch: the trading space allocated to a stallholder.

Booking, Payment & Refunds

1. All stallholders must pay for their pitch by the deadline shown on the application form via BACS.
2. No refunds will be provided for cancellations of pitches after the payment deadline.
3. Failure to arrive within the allocated setup window may result in pitch forfeiture without refund.
4. Pitches are non-transferable and may not be sublet without prior written consent from the Council.

Documentation & Compliance Documents must be submitted prior to the Event by the preset deadline and be available for inspection on the day of the event.

5. All stallholders must hold and submit a copy of their Public Liability Insurance Certificate with a minimum cover of £2 million. Where staff are employed a copy of your Employers Liability Insurance Certificate is also required.
6. All stallholders must provide a written risk assessment covering setup, operation, and breakdown, including wind-loading/anchoring of structures, electrical safety, manual handling, and fire risks.

7. Stallholders selling food or drink must comply with applicable food legislation and guidance and provide relevant documentation proving their registration with their local authority and current hygiene rating and date of the last inspection. They will be required to provide exact details of cooking methods, equipment, washing arrangements & waste management.
8. Stallholders selling alcohol/or playing music must sign the alcohol/premises Licence at least 1 month prior to the Event in the presence of the Designated Premises Supervisor (Town Clerk). Please contact us for an appointment. The Council reserves the right to reject proposals and to inspect bar set-up and operations.

Health & Safety Requirements

9. All electrical equipment must be PAT-tested and used with appropriate RCD protection. Cables must be safely routed, covered, and secured to prevent trip hazards.
10. Use of LPG or gas-powered appliances requires current certification. Cylinders must be stored and used in accordance with safety standards. Suitable fire blankets and extinguishers must be provided.
11. Each Stallholder must provide appropriate fire safety equipment (e.g., extinguishers/blankets) suitable for the hazards of their operation and ensure staff are trained in its use.

Safeguarding

12. Where stalls deliver activities for children, stallholders must ensure appropriate safeguarding measures and staff vetting (e.g., DBS) as applicable.

Infrastructure & Equipment

13. Stallholder infrastructure must be safe and fit for purpose. Gazebos must be securely anchored/weighted, positioned to avoid trip hazards, and suitable for expected weather conditions. Tables must be sturdy, secured, and appropriate for the intended load.
14. All boxes, bags, and other items must be cleared prior to opening to ensure public walkways are unobstructed.
15. Use of generators must be pre-approved by the Council. Generators must be operated safely, appropriately placed, secured to prevent public access, and accompanied by a suitable fire extinguisher. Exhaust fumes must not endanger others. The Council may disable any generator that fails to meet requirements or causes a nuisance.

16. Public toilets are in the park and at the Mere's mouth. Additional facilities may need to be planned by the event organisers depending on expected event footfall by event organisers.

Pitch Allocation & Operations

17. Pitch dimensions and locations will be confirmed in advance. The Council may adjust pitch location or size for safety, crowd flow, or operational needs.
18. Vehicles may only access the site for setup/breakdown within a designated time window. Departure must occur within designated breakdown times.
19. Vehicles are prohibited from moving within the Event area during opening hours. When setting up and closing down, vehicles must not exceed 5 mph, must use hazard lights, and be supervised by an identifiable parking marshal who will escort vehicles on/off site. Only one vehicle is permitted on site for setup per stall due to space restrictions. 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.
20. The Council does not guarantee exclusivity to stallholders at Events.

Trading & Merchandise Standards

21. All goods must be clearly priced to comply with Trading Standards Regulations.
22. The Council may require removal of goods deemed unsuitable. Prohibited items include counterfeit goods, weapons or replicas, and age-restricted items sold without proper controls. The Event is family-friendly; content and goods must be appropriate.
23. Stallholders are solely responsible for product liability and must provide clear allergen information and compliant food labelling at the point of sale.

Conduct, Noise & Nuisance

24. The Council reserves the right to remove anyone exhibiting inappropriate behaviour from the Event without refund.
25. Stallholders must not cause excessive noise, smoke, or odours. Amplified sound requires prior approval. Directions from Environmental Health or Event Control must be followed.

Waste, Stock & Income Loss

26. Stallholders must keep their area clean and remove all waste. Leaving rubbish on-site is prohibited; any disposal costs incurred by the Council will be charged to the Stallholder.
27. Stallholders must not discharge grey water into drains and dispose of fats / oils safely.
28. Stallholders are responsible for safeguarding their stock. The Council is not liable for loss or theft.
29. The Council disclaims responsibility for any loss of income resulting from events outside the control of the Event organisers.

Event Cancellation

30. The Council may cancel or shorten the Event on the day. If such actions are necessary due to circumstances beyond reasonable control, where in its reasonable opinion, a Force Majeure Event or safety risk exists, the Council will not be liable for any loss or damage and will not issue refunds beyond what is set out in these Terms.
31. The Council may temporarily suspend or terminate trading where structures or operations become unsafe due to adverse weather conditions. Stallholders must follow instructions from Event Control.
32. Where cancellation in full occurs due to a Force Majeure Event arising from extreme weather, the Organiser will offer either:
 - (a) a rescheduled date with automatic transfer of the Stallholder's booking; or
 - (b) a partial refund of the stall fee, considering non-recoverable, reasonable pre-event costs already incurred (e.g., site, safety, and administrative expenses).
33. If the Event is curtailed (e.g., late start or early closure) owing to a Force Majeure Event, no refund is due unless trading time is substantially lost (e.g., more than 50% of scheduled trading hours), in which case the Organiser may, at its discretion, offer a pro-rata credit against a future event.
34. Where a rescheduled date is offered, Stallholders who cannot attend must notify the Organiser within a stated deadline; the Organiser will then offer a refund or credit in accordance with clauses 32b or 33.
35. Deposits (if any) are non-refundable.

Liability & Indemnification

36. Stallholders are solely responsible for their activities and for ensuring adequate insurance coverage for equipment and personnel. The Council will not be held responsible for accidents caused by stallholder negligence.
37. Stallholders agree to indemnify and hold harmless the Council against any claims, losses, or damages arising from their actions, omissions, goods, services, equipment or non-compliance.

Data Protection & Photography

38. Personal data will be processed in accordance with UK GDPR and the Council's Privacy Policy (see www.diss.gov.uk). Booking information will be retained only as long as necessary for our financial records.
39. By attending, Stallholders acknowledge that they and their stalls may be photographed or filmed for Event promotion. Stallholders 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.

Dispute Resolution

40. Both parties agree to negotiate in good faith, then utilise mediation if required.

Termination & Breach

41. The Council may terminate a stallholder's participation immediately for material breach of these Terms, for non-compliance with licensing or safety directions, or unsafe practices. No refund will be provided in such cases.

Governing Law & Area

42. These Terms are governed by and construed in accordance with the laws of the United Kingdom. Disputes shall be subject to the authority of the courts of England and Wales.

Severability

43. If any provision of these Regulations is found to be unlawful, invalid, or unenforceable by a court or competent authority, that provision shall be deemed severed from the Regulations. The remaining provisions shall continue in full force and effect.

Variation

44. The Council may make minor amendments to these Regulations from time to time where operational, safety, or legislative requirements make this necessary. Any significant changes that materially affect stallholders' rights or obligations will be communicated in writing. The version in force at the time of the event shall apply.

Acceptance & Signature

Stall/Business name: _____

Signature: _____

Print name: _____

Date: _____