

CHARITY STALL APPLICATION FORM

Thank you for applying to have a **FREE** charity stall in St Mary's Church as part of our Diss Christmas Lights Switch-On Event on 7th December 2024. *Maximum of 6 charity stall pitches available – we will confirm if you have been successful on receipt of your application.



Please complete the following information:

PART 1: Your Information

Name:			
Address:			
Tel:		Email:	

✓	"I'd like to..."	More information:
	<p>Have a Stall <i>Tell us: Your pitch size, the charity you are fundraising for and what you'll be offering on your stall.</i></p> <p><i>Please note: no electricity is provided on site. Traders can set up from 11am in St Mary's Church and trade from 12pm</i></p>	

PART 2: Stallholders

Are you intending to sell/provide alcohol or alcohol products? <i>Please provide details, e.g. complimentary drinks or a prize</i>	
*Please enclose Public Liability Insurance (to value of £2 million)	
*Please enclose Risk Assessment (identify any specific risks to what you're doing)	

Please return your application form and supporting documentation by 20th September 2024:

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

Telephone: 01379 643848

Email: towncouncil@diss.gov.uk

Any questions? If you have any questions, or just want to run through your ideas, please get in touch with the Christmas Lights Committee- **Like & Share our Facebook page:**
www.facebook.com/disschristmaslightswitchon

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

RISK ASSESSMENT FORM – DISS CHRISTMAS LIGHTS SWITCH ON EVENT 2024

Organisation:	Diss Christmas Lights Committee	Date and time:	Saturday 7 th December 2024 12pm – 6.30pm*
Location:	St Mary's Church, Diss		*Stalls will be able to leave earlier if they wish

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
Setting up and dismantling stalls	Public, event organisers, staff	All stallholders are responsible for the safety of the public when setting up and dismantling stalls	<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>Safety Officer to check all stalls have the required weights attached to their legs</p>	2 x 2 = 4 Low Risk	Immediately on day of Christmas Lights event.	<p>Stallholder</p> <p>Nominated safety officer</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</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</p>

First Aid	Public, event organisers, dignitaries and staff	Report any emergencies immediately to the church marshall on site.	There will be first aiders available at the Market Place if required.	1 x 4 = 4 Low Risk	Immediately and during event.	First Aiders
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Removal of rubbish	Public, event organisers, dignitaries and staff	All vendors must take rubbish away post event.		1 x 1 = 1 Low Risk	Immediately and during event.	Stallholders, DTC to provide extra bins.
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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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