



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 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 may result in the event being cancelled). The Town Council will not be held liable for any accident or incident that occurs.
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 only be 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 6.30am 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 sales must be finished by 13.00 hours and vehicles must not depart before 11.30am. The organiser and marshalls 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 Maintenance 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 9th February 2022