



Parish Council

S/VP V1 2022

CENTRAL SWINDON NORTH PARISH COUNCIL

VENDOR POLICY



Parish Council

Adopted September 2024



CSNPC Vendor Policy

APPLICATIONS

Applications will only be considered from those vendors who have a street food trading licence in place, as granted by Swindon Borough Council.

Further information on this can be found:

https://www.swindon.gov.uk/info/20027/licences_and_permits/120/apply_for_street_trading_consent

Central Swindon North Parish Council will notify you to confirm that your application has been received. Please note that submission of an application does not guarantee a pitch at the event. The Council will review all applications to ensure suitability.

Please submit completed applications at least two weeks prior to the event you'd like to attend.

CSNPC will notify you to confirm that your application had been received. The Council will confirm successful applications at least one week before the event you would like to attend, if you haven't heard back from the Council by this time, unfortunately on this occasion you will have been unsuccessful.

Due to the volume of interest in our Events, we regret we are unable to provide feedback on individual applications.

PAYMENT

The charge will be agreed at point of application.

Please do not send payment with your completed application. Payment will be required once your pitch has been confirmed. An invoice will be sent to you to request payment.

Payment must be made at least 1 week prior to attending the Event.

Failure to pay beforehand will result in a non-allocation of trade space.

SET-UP AND BREAK-DOWN

Set up may only take place on the specified date of the Event. Vendors must also vacate on the same day. No overnight trading will be allowed in any circumstance. All equipment must be contained within the space allocated. Unloading and loading will be available on site, however parking may not always be available.

Stands/stalls/ pitches should be maintained in a good state of repair and condition to the satisfaction of the **Head of Operations**.



All vehicle movement associated with the Event operation shall, regardless of the time of day, be at a maximum speed of 5 miles per hour and hazard warning lights must be on. No Trader has any rights to trade from any specific location within the Event, however long they may have traded from a location. The agreement is to be able to trade from the Event only, not from a specific location within that Event.

ELECTRICITY

No generators or engines will be permitted, if any Vendor wishes to bring battery powered displays and equipment, this must be agreed in advance in writing with The Organisers. All Traders using the Council power supply need to ensure that all portable appliances (light fittings, computer tills, scales, music systems, refrigeration equipment etc) have been Portable Appliance Test (PAT) within the last year, and can provide evidence of such. The Council cannot guarantee the use of their electrical supply to any Vendor and can refuse allocation of power.

There is an additional fee for use of Council power supply.

LEAFLETS

Leaflets are not to be given out at the event. Leaflets can be placed on the stand for the public to pick up if they so wish, however the flyering of leaflets is prohibited.

SECURITY

Depending on the type of Event security may be provided. Vendors are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by The Organisers.

SUBLETTING

Vendors are not permitted to sublet, sub-contract nor share any part of their allocated site.

HEALTH AND SAFETY

CSNPC regard with the utmost importance the Health and Safety of employees, our customers and the public who attend the Event. The Council will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general. Vendors must take responsibility for health and safety and abide by the appropriate regulations and codes of practice. Traders will be responsible for the management and removal of their own waste; except where specifically agreed by the **Head of Operations**.

NOISE

Amplified music and PA systems are not permitted, unless this is crucial to your pitch; if so please specify this in your application form.

CANCELLATION

If you are unable to attend the Event, you must let the Organiser know 48 hours before the event in writing. Please note that your pitch fee is non-refundable.



POSTPONEMENT OR ABANDONMENT

In the event of postponement or abandonment for any reason whatsoever, or in the event of failure or curtailment of any supplies, services or facilities afforded to the Vendors due to strikes, lock-outs, bad weather, acts of God, third party or other circumstances, at any time, The Organisers shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the Vendors prior to, during or after the event. Pitch fees may be transferred to the next Event you are attending. If you are not attending any other Event a refund will be made.

CONDUCT OF TRADERS

A Trader must conduct themselves in a manner befitting an Event managed by the Council or other Event Organiser, and in accordance with these terms and conditions.

Any use of offensive language or any act which may cause offence to other traders, member of the public or the Council employees or representative of The Council is strictly forbidden. Such behaviour will result in you being asked to leave the Event.

PROHIBITED ITEMS

The following items are expressly prohibited and must not be sold on the Event; medicines/drugs, combat knives, air guns, cross bows, other offensive weapons, items of a pornographic nature, fireworks, pets, animals, fish or livestock. This list is not exhaustive and other items may be prohibited by the **Head of Operations**.

COMPLIANCE

All traders shall observe and comply with, in addition to these terms and conditions, all relevant laws and other directions, codes of practice or guidelines imposed by The Organisers and/or any law or other competent authority applicable to the Event.

FOOD TRADERS

All traders handling and preparing of food must comply with current food hygiene regulations. All food traders must be registered with their local authority* as a food business. The registration must cover the scope and nature of the activities undertaken at the Event. (*mobile food businesses are required to register with the local authority in which they store their equipment.)

Food traders must make the Borough Council aware of any change in their National Food Hygiene rating as shown on the Food Standards Agency Website. All food traders must have sufficient food hygiene training to allow them to handle and prepare food safely. Please also refer to our Food Trader Guidelines, shown below.

OPEN FLAMES

It is recommended that the following points should be ensured if using an open flame such as a barbeque or pizza oven. Please note that this is not an exhaustive list and it is the trader's responsibility to ensure all Regulations and Standards are met.



The naked flame should be enclosed so members of the public cannot access it. Any such open flame should be raised off the ground and never left unattended. A bucket of water, sand or relevant fire safety equipment should be nearby for emergencies. All ashes must be taken off site and not disposed of in an event/public bin. The Council has the right to request you leave the event should adequate measures not be put in place.

LIABILITY

The Organisers, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons or property on the site. Vendors will assume full responsibility for any third-party claim arising from his/her own exhibit or conduct. A trader shall provide adequate insurance to the Council's satisfaction to cover such indemnity and must produce to the Council's officers on demand evidence of third party public liability insurance to a minimum of £5,000,000.

DISCLAIMER

The Organisers, its officers, employees, agents and representatives shall have no liability whatsoever in respect of all and any action, claim, demand, proceedings, costs, expenses, fines, penalties loss or damage whatsoever arising out of or connected with the participation by any person firm or company in whatever capacity in the event including but not limited to arising or resulting from or connected with the loss injury or damage sustained by or to any third party, any refusal by insurers to meet in full or in part or at all any claim or the seizure or taking of possession of any equipment. This shall not operate or be construed to operate to exclude or restrict the legal liability of The Organisers for death or personal injury caused by its negligence. Each entrant for itself and all those for whom it is directly or indirectly responsible shall indemnify and hold The Organisers harmless from and against all costs and expenses of whatever nature, actions, proceedings, claims, demands and damages made against The Organisers, its offices and/or representatives arising from any breach of its obligations to The Organisers or from any acts or omissions on the part of the entrant and/or those for whom it is so responsible.

DATA PROTECTION

The data we will gather and hold will be managed in accordance with the Data Protection Act (1998). CSNPC will not disclose or share personal information supplied by you with any third party organisation without your consent.

Food Trader Guidelines

- Traders handling open foods must have their own facilities solely for the hygienic washing and drying of hands. This means having an adequate volume of hot and cold water available for hand washing, a suitable receptacle in which to wash hands, and hygienic means with which to dry hands for example, paper towel. This does not apply to those traders selling uncut fruit and vegetables, fully packaged foods, dry goods such as pulses and grains or bread.



- Traders must ensure that all food contact surfaces (e.g. table tops, table covers, storage containers and displays) are in a good condition and be easy to clean and disinfect. Surfaces must be smooth, washable, and constructed of non-toxic materials.
- Where necessary traders must have an adequate volume of hot and cold water available for cleaning; and where necessary disinfecting working utensils and equipment; and a suitable receptacle in which to clean these items and hygienic means to dry them.
- Where foodstuffs are cleaned traders must have adequate means to do so hygienically.
- Trader must make adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid).
- Food traders must display and store high risk foods below 8°C at all times. Traders must have an accurate means to check the temperature of their chilled foods and records of those checks. Chilled foods which achieve a temperature above 8°C must be thrown away after 4 hours. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)
- Food traders must display hot foods above 63°C, if they fall below 63°C they must be thrown away after 2 hours. Traders must have an accurate means to check the temperature of their hot foods and records of those checks. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)

Please note that this is not an extensive list and you should abide by all regulations related to your business. If in doubt, please contact your Swindon Borough Council, who should be able to assist.