CENTRAL SWINDON NORTH PARISH COUNCIL

VENDOR POLICY

Adopted September 2024

Change Log		
Review Date	**Action**	**By Whom**
October 2026	Clarified the £35.00 one-off vendor fee and price-on-application charges for events with multiple vendors; removed Council electricity provision; updated application, safety and privacy information.	AB

Applying to trade

These conditions apply to vendors at CSNPC events and to vendors arranged by groups hiring Council sites or premises. Submit the application form and supporting documents at least two weeks before the event. Apply earlier where statutory permissions require longer.

Trading is permitted only after written approval and payment of the agreed fee.

CSNPC permission covers use of its site only. You must obtain any street trading consent, premises licence, Temporary Event Notice or other permission required for your activities. Where a vendor is covered by an event or market consent, provide its details. If no consent is required, explain why.

SBC licensing requirements and fees are separate from CSNPC permission and charges.

Charges

Action	Charge
Individual vendor attending a one-off event	£35.00 per vendor
Group hiring a site for an event with multiple vendors	Price on application
Regular vendor annual arrangement	£120.00 for the named vendor and agreed attendance arrangements

For an event with multiple vendors, provide the proposed vendor list and activities. CSNPC will quote an event vendor fee before confirming permission. The organiser pays this fee unless CSNPC agrees in writing to invoice individual vendors. The confirmation will identify who pays and the amounts due; the same permission will not be charged twice. Venue hire is separate.

An additional charge of 5% of admission ticket income applies to ticketed events and is payable by the organiser. Its calculation and payment arrangements will be confirmed with the event booking and will not be duplicated under another agreement. The written quotation or invoice will show the total payable and any applicable VAT.

Do not send payment with your application. Pay when invoiced, normally at least seven days before the event; any later approval will state a payment deadline before trading. Annual arrangements do not guarantee a pitch or cover other vendors.

Events organised by site hirers

Hiring a site does not automatically authorise vendors. The organiser must declare every vendor, supply their details and supporting evidence, obtain approval for changes and ensure each vendor receives and accepts these conditions. The organiser must coordinate access, layout, emergency arrangements and site clearance. Each vendor remains responsible for its own operations and legal obligations.

Electricity and equipment

Council electricity is not available. Vendors must not connect to Council sockets or use Council charging facilities. Generators and engines used to power equipment are not permitted. Battery-powered equipment requires advance written approval. All equipment must be safe and appropriately maintained, inspected and tested.

Conditions of Attendance

1. Insurance and safe working

Provide public liability insurance of at least £5 million covering your activities and attendance dates, employers' liability insurance where legally required, and a risk assessment covering setup, trading and removal. Follow site safety instructions, keep emergency routes clear and report incidents promptly. Council approval does not remove any party's own legal duties.

Cooking, LPG and open flames require prior approval, suitable fire precautions and relevant gas-safety evidence. Comply with any annual gas check required by your trading consent. Protect the public from hot surfaces and flames; provide suitable extinguishers or fire blankets. Never use water on cooking-oil or electrical fires.

Security may be provided depending on the event. Vendors remain responsible for insuring and safeguarding their equipment, stock and other belongings. Security provision does not guarantee against loss or damage. Nothing in this provision excludes liability that cannot lawfully be excluded.

2. Food and drink

Food businesses must be registered with the appropriate local authority and provide registration details and their Food Hygiene Rating or inspection status. Comply with the rating and training conditions of any SBC consent. Notify CSNPC of changes or enforcement action affecting your ability to trade safely. For mobile businesses, registration is normally with the authority where the unit is kept overnight.

Food business registration — Swindon Borough Council

Maintain suitable food-safety procedures, trained staff, handwashing and cleaning facilities, safe storage and protection against contamination. Keep food requiring chilled control at 8°C or below and hot-held food at 63°C or above, unless using a lawful, controlled time-limited exception under your food-safety procedures. Discard food where safety cannot be demonstrated.

Provide accurate information on the 14 regulated allergens. Written allergen information must be available for non-prepacked food, with staff able to explain it. Food prepacked for direct sale must have the food name and a full ingredients list with allergens emphasised. Alcohol sales require appropriate event or premises authorisation and age-verification controls. See Annex A for further food trader guidance.

3. Setup conduct and waste

Vendors must act professionally and respectfully towards other traders, visitors, Council staff and event representatives. Abusive, threatening, discriminatory or harassing language or conduct is prohibited and may result in removal from the event.

Use only the approved pitch, activities and times. No overnight trading is permitted. Keep stalls stable and weather-safe, and stop work if conditions become unsafe. Vehicle movements must follow the event plan, remain at or below 5 mph and be separated from the public. Parking is not guaranteed. Do not transfer or share a pitch without written approval.

Remove your waste lawfully and leave the area clean unless another arrangement is agreed. Do not use public bins or discharge oil or wastewater onto the ground or into surface-water drains. Leaflets may be displayed at your stall but not distributed around the event.

Amplified music and PA systems are not permitted unless essential to the approved activity and authorised in writing. Describe any request in your application and comply with agreed volume, operating times and licence conditions.

Illegal goods, medicines, controlled drugs, weapons, fireworks, pornographic material and live animals must not be sold. Other age-restricted goods require written approval and suitable controls.

4. Cancellation and responsibility

Notify CSNPC promptly in writing if you cannot attend, preferably at least 48 hours beforehand. Your fee is normally non-refundable, but any deduction must be proportionate to reasonable costs and losses. If CSNPC cancels for reasons unrelated to your breach, the affected event fee will be refunded to the payer or transferred by agreement. Refunds for early closure or annual arrangements will be considered fairly against the provision received.

CSNPC may stop unsafe, unapproved or unpaid trading, or require removal for serious breaches. Each party remains responsible for loss caused by its own negligence, unlawful acts or breach. Vendors must safeguard their stock and equipment. Nothing excludes liability for negligent death or personal injury, fraud or any liability that cannot lawfully be excluded. Sales and attendance are not guaranteed.

5. Your information and contact details

CSNPC processes application, payment and safety information under current UK data protection law. The accompanying privacy notice explains lawful bases, necessary sharing, retention and your rights. Contact Admin@centralswindonnorth-pc.gov.uk for the notice, queries or complaints. You may also complain to the Information Commissioner at ico.org.uk.

Annex A - Food Trader Guidelines

- Handwashing: traders handling open food must provide a dedicated handwashing facility with an adequate supply of suitably warm running water, soap and hygienic drying materials such as paper towels. Hand sanitiser is not a substitute. Packaged-only and other low-risk traders must still provide hygiene arrangements appropriate to their activities; there is no blanket exemption from personal hygiene requirements.
- Surfaces and utensils: food-contact surfaces must be sound, smooth, washable and made of suitable non-toxic materials. Keep them and utensils clean and disinfect where necessary. Provide adequate hot and/or cold potable water and suitable facilities for cleaning, disinfection and hygienic drying, as appropriate to the activity.
- Food washing and waste: where food is washed, use suitable hygienic facilities and potable water. Store waste securely and separately from food and arrange lawful removal of solid waste, wastewater and inedible material.
- Chilled food: keep food requiring chilled control at 8°C or below; setting refrigeration at 5°C or below is recommended. A permitted exception for service or display is a single period of up to four hours outside chilled control. Record the time. Food may be returned to refrigeration before that period expires if safe to do so; otherwise discard it at the limit. Do not reset the clock for repeated display.
- Hot food: keep hot-held food at 63°C or above. A permitted exception for service or display is a single period of up to two hours below 63°C. At the end of that period, cool it rapidly to 8°C or below under safe procedures, or discard it. Do not repeatedly reset the time allowance.
- Monitoring: use suitable, accurate temperature-measuring equipment, including a clean probe thermometer where needed, and keep checks and corrective-action records under your food-safety procedures. Discard food if its safety cannot be demonstrated.

These guidelines are not exhaustive. Follow the requirements applicable to your business and seek advice from your registering local authority or SBC Environmental Health where necessary.

GOV.UK guidance on cooking and hot holding • GOV.UK guidance on chilling