



LEDBURY CHARTER MARKET TRADER FORM

Please use **BLOCK CAPITALS** to complete this form

TRADING TIMES ALL YEAR ROUND:

Tuesday and Saturday 8:00 – 4:00PM

Traders typically arrive between 7:00AM – 8:30AM

TRADER DETAILS

Registered Trade Name

Contact Name

Business Address

.....
..... Postcode

Telephone Number Mobile Number

Email Address

Website

Charity Number (if applicable)
.....

DESCRIPTION OF STALL

Please provide a full description of the range of products you intend to sell.

.....
.....

How did you hear about the Ledbury Charter Market.

.....

TRADING DAYS AND PRICES (please circle)

Which day/days would you like to trade?

Tuesday Saturday

Where would you like to trade?

Under the Market House £23.50 On the High Street £19.50

REQUIREMENTS (please circle)

Do you require a Ledbury Town Council Gazebo?

Yes No I would like to bring my own

Do you require gazebo slides?

Yes No

How many gazebo weights do you require? (4 weights per gazebo)

.....

Do you require electricity at £3.00 per pitch per day?

Yes No

How many pitches do you require?

1 pitch 2 pitches

Do you require a table at £5.00 per day, if so how many?

.....

**PLEASE PROVIDE ADDITIONAL CONTACT DETAILS OF STAFF/TRADERS WHO WILL BE MANNING THE STALL
(Please list below)**

Contact Name

Contact Email

Tel/Phone Number

DATA PROTECTION

Ledbury Town Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information for as long as necessary for the purposes of contacting you with regards to the market and/or notifying you of any further Events/Markets we may organise.

I consent to my personal data being held for the purposes listed above

I would like to be kept up to date on any future Events/Markets
(you can opt out of this at any time by emailing admin@ledburytowncouncil.gov.uk)

NEXT OF KIN / EMERGENCY CONTACT DETAILS

This is for use in emergencies should you be involved in an accident, incident or taken ill whilst attending the Market. Should you wish for us to hold this information, please complete this section.

Name

.....

Relationship to you

.....

Telephone Number/ Mobile Number

.....

COMPLETED DOCUMENTS REQUIRED BEFORE TRADING COMMENCEMENT

• Please provide the completed following documents:

1. Charter Market Form
2. Signed Charter Market Policy
3. A copy of an up-to-date Public Liability Insurance (minimum of £5 million) *(Please ensure this includes - Name of your Insurer, Policy Number, Limit of Indemnity and Policy Expiry Date.)*
4. A completed enclosed risk assessment or a copy of your own.

- 5. Completed Mobile Catering Checklist Form and Food Hygiene Certificate (if applicable)
- 6. Signed Gazebo Policy (if applicable)

COMPLIANCE STATEMENT

The information provided is true and correct. By trading at our market you are abiding to the Ledbury Charter Market Policies (attached)

Signature

.....

Date

.....

Please note that submission of an application does not guarantee a pitch. The Council will review all applications to ensure suitability and a mix of goods.

Forms must be returned to the Community Engagement Officer at the address below:

Community Engagement Officer,

Ledbury Town Council Offices,

Church Lane,

Ledbury, Herefordshire,

HR8 1DH

Otherwise please contact us on: admin@ledburytowncouncil.gov.uk [01531 632306](tel:01531632306)

Once your application has been received and your details have been logged, Ledbury Town Council will contact you to discuss your application further.

Please either attach your own risk assessment or complete our template below.

Risk Assessment Form Part 1

A stall is a workplace covered by health and safety legislation. As the stallholder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand. This template is for a simple stall which does not require any structural approval from the organiser.

Does your stall include any of the following? If so, you must complete the risk assessment part 2

Responsibilities	Yes	No
Lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable substances		
Display of sharp objects		
Demonstrations of any kind – i.e. Therapies, massaging		
Working machinery of any kind even if static		
Using power tools during the build-up/breakdown		
Any potential fire hazards		
Any other hazard not identified above which could be a risk		

Please note that is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard. If you have answered YES to any of the above, please complete the risk assessment part 2.

Risk Assessment Form Part 2

Risk	Who could be harmed?	Control measures in place

Signature..... **Date**