



**BLYTH TOWN COUNCIL**

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## **FOOD TRADER APPLICATION FORM**

### **Contact Information**

<b>Trading Name:</b>	
<b>Contact Name:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Website:</b>	
<b>Council Registered With:</b>	
<b>Registration Name:</b>	

### **Event Details**

<b>Event Applying For:</b>	
<b>Pitch Width:</b>	
<b>Pitch Depth:</b>	
<b>Type of Fuel Used (No Petrol):</b>	
<b>Number of Vehicles on Site:</b>	

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## Submission Instructions

Please email the completed form and any additional documents to: [julie.summers@blythtowncouncil.gov.uk](mailto:julie.summers@blythtowncouncil.gov.uk)

For further information or inquiries, contact:

**Julie Summers**

**Phone:** 07841 193753

**Email:** [julie.summers@blythtowncouncil.gov.uk](mailto:julie.summers@blythtowncouncil.gov.uk)

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# TERMS AND CONDITIONS

## Application Process

- Completion of this form does not guarantee attendance. Successful applicants will be notified via email and a VAT invoice will be issued.
- Payments must be made by the due date. The organisers reserve the right to cancel the booking if payment is not received on time.
- Pitch re-sales are prohibited without prior written consent from Blyth Town Council.
- Event cancellation will result in a full refund. No reimbursement will be available for loss of income or costs incurred by traders.

## Non-Attendance Policy

- Cancellations must be communicated in writing. Refunds will be processed as follows:
  - **More than 14 days in advance:** Refund minus £50 + VAT handling charge.
  - **Less than 14 days in advance:** No refund.
- Refunds will not be processed at the event and must be requested by contacting Blyth Town Council.

## Registration and Compliance

- All food traders must be registered with their Local Authority and have a Food Hygiene Rating of 5.
- Compliance with Natasha's Law is required for prepacked foods. [Full Guidance](#) and [Video](#).

## Insurance Requirements

- Public Liability Insurance of at least £10 million is mandatory.
- If employing 5 or more staff, Employers Liability Insurance is also required.
- Traders must provide proof of current insurance.

## **Health and Safety**

- Compliance with the Health & Safety at Work Act 1974 is required.
- Traders must have the appropriate fire extinguishers, a first aid kit, and comply with any safety checks.
- Structures must be sturdy and suitable for outdoor use; makeshift constructions are not acceptable.

## **Power and Electrical Safety**

- Power and lighting are not provided by Blyth Town Council.
- Only generators using fuel other than petrol are allowed.
- All electrical equipment must be PAT tested and certified. Non-compliant equipment must be disconnected immediately.

## **Waste Management**

- Traders are responsible for maintaining cleanliness at their pitch. All waste must be properly disposed of, or the trader may be billed for cleanup costs.

## **Sound and Noise Control**

- Sound systems should not interfere with neighbouring stalls. If asked to reduce the noise level, traders must comply immediately.

## **Vehicle Passes**

- Vehicle passes may be required depending on the event. Only one vehicle is allowed to be parked behind the pitch. All other vehicles must be removed before the event begins.

## **Prohibited Items**

Traders are not permitted to sell:

- Tobacco
- Herbal or legal highs
- Alcohol (unless licensed)
- Weapons or items that can be interpreted as weapons
- Items in glass containers
- Tin foil barbecues or charcoal
- Fireworks
- E-cigarettes or fluid
- Sky lanterns
- Inflatable dinghies
- Laser pens
- Any item not pre-approved

## Final Checklist

Upon acceptance, you must submit:

- FHSA rating & Local Authority registration
- Public Liability Insurance
- Employers Liability Insurance
- Fire Risk Assessment
- PAT and electrical system certificates
- Photograph of unit
- Completed application form

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## Declaration

By signing below, you acknowledge that you have read and understood the terms and conditions.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Event:</b>	
<b>Trading as:</b>	

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## For Office Use Only

<b>Event:</b>	
<b>Approved/Declined:</b>	
<b>Pitch Fee:</b>	
<b>Booking Confirmation Sent:</b>	