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**Hucknall Food & Drink Festival**

**APPLICATION FORM**

Lincoln Green Brewing Co. and Ashfield District Council is holding its first Food & Drink Festival in Hucknall, Nottinghamshire on **Sunday 22nd August 2021**

**EVENT DATE, TIME & PRICES**

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| --- | --- | --- | --- | --- |
| **Location** | **Date** | **Time** | **3m X 3m Pitch** | **Catering Vans/Trailers** |
| Hucknall  Market Car Park & High Street | 22nd August 2021 | Start: 10.00am End: 5.00pm | £60.00 | £90.00 |

To apply for a space at this event, please complete this form and return it to the Markets Office by e-mail at [markets@ashfield.gov.uk](mailto:markets@ashfield.gov.uk) or by post to **Markets Office, Idlewells Shopping Centre, Sutton in Ashfield, NG17 1BP**.

Before you attend the event you will also be required to provide proof of public liability insurance. We will then write to you to let you know the outcome of your application.

Please note that we do not accept cash or cheques. Payment for stall fees and services can only be made by credit or debit cards and must be paid in advance by phoning or visiting the Markets Office or visiting the Ashfield Council Website. [www.ashfield.gov.uk/residents/pay-for-something](http://www.ashfield.gov.uk/residents/pay-for-something)

## PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | | |
| **Forename** |  | | |
| **Surname** |  | | |
| **Address** |  | | |
| **Postcode** |  | | |
| **Mob. No.** |  | **Tel. No.** |  |
| **Email Address** |  | **National Insurance No.** |  |

## BUSINESS DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Business Name** |  | | | | | |
| **Company Type** | Limited | Partnership | | Sole Trader | | Other |
| **Social media details** |  | | **Website** | |  | |

## GOODS / SERVICES OFFERED

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| --- |
| Please provide a comprehensive list of the goods and services you wish to offer. It may help your application if you include photos of your stall display or your product range. If you have any training or expertise in this trade please include details here. |
|  |

## ALCOHOL SALES

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| Alcohol sales are permitted for off-site consumption only. All alcohol must be sold in sealed bottles or containers. If you intend to sell alcohol please provide a comprehensive list below.  Each trader with alcohol products would need to apply for their own Temporary Events Notice (TENS) from the local authority <https://www.ashfield.gov.uk/business-licensing/licensing-permits/events/temporary-event-notice> |
|  |

## FOOD HYGEINE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hygiene Rating** | 3 | 4 | | 5 | | N/A |
|  |  | |  | |  |
| **Local Authority Name** |  | | | | | |
| **Issue Date** |  | | **Expiry Date** | |  | |

## STALL REQUIREMENTS

## Stall areas will be allocated in 3m x 3m blocks so please indicate below the width and depth of stall space required in 3m units. Please include overall dimensions of your equipment including space required for towing hitches, seating areas, generator compounds, back up stock etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stall Details**  Please provide details, with all dimensions of your entire stall and pitch space it occupies, A photograph or sketch would be very helpful |  | | | |
|  | **Width of your stall/unit** |  | **Depth of your stall/unit** |  |
| **Power Sources**  Please indicate what power sources you will be using and fuel types for cooking (e.g. Diesel/LPG generator, LPG, Solar etc.)  **Please note:**  We do not allow the use of petrol generators |  | | | |
| **Any other requirements?** |  | | | |

## PROMOTIONS / DEMONSTRATIONS

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| --- | --- |
| **Please provide details of any product or service you wish to publicise on our Social Media platforms** |  |
| **Please provide details of any workshops or demonstrations you could offer,** include duration, quantity, target age range, chargeable or free. |  |

## INSURANCE DETAILS

(Please supply a copy of your public liability insurance documentation)

|  |  |
| --- | --- |
| **Public Liability Insurance Supplier:** |  |
| **Public Liability Insurance Policy Number:** |  |
| **Public Liability Insurance Policy Expiry Date:** |  |

**TRADING SPACE OPTIONS** Number of pitches required

|  |  |  |
| --- | --- | --- |
| Freestanding Pitch Bring your own stall or marquee, we will only provide the 3mtr X 3mtr space. | £60.00 per space |  |
| Traditional Covered Market Stall with full width tabletop We will provide the stall only (approximately 3mtr frontage) | £60.00 per stall |  |
| Catering Trailer/Van Pitch Bring your own vehicle or trailer. We will only provide up to 6mtr X 3mtr space. | £90.00 per space |  |

**PLEASE ENSURE YOU HAVE ENCLOSED:**

□ A COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE (£5M)

□ A COPY OF YOUR LOCAL AUTHORITY REGISTRATION AND HYGIENE RATING (FOOD ONLY)

□ A COPY OF YOUR TEMPORARY EVENTS NOTICE (ALCOHOL SALES ONLY)

□ COPIES OF ANY PROFESSIONAL QUALIFICATIONS HELD

□ A COPY OF YOUR RISK ASSESSMENT INCLUDING COVID-19 SAFEGUARDING MEASURES

□ A COPY OF YOUR P.A.T. CERTIFICATE (IF APPLICABLE)

□ A COPY OF YOUR GAS SAFE CERTIFICATE (IF APPLICABLE)

□ PHOTOS OF YOUR STALL/UNIT/TRAILER (IF APPLICABLE)

□ PRICELISTS/MENU/ACTIVITIES (IF APPLICABLE)

□ APPLICATION FORM

## DECLARATION

|  |  |  |  |
| --- | --- | --- | --- |
| In signing this application form I am agreeing to abide by any terms or conditions and the directions of the Market Officer. | | | |
| **Signed** |  | **Dated** |  |

**For further information please contact the Markets Office on 01623 551385 or by email at**

[markets@ashfield.gov.uk](mailto:markets@ashfield.gov.uk)

**UK General Data Protection Regulation (UK GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.**

Under the UK GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham.  NG17 8DA is a Data Controller for the information it holds about you. The Council will hold your name, address, contact and business details provided by you for the operation and administration of the Markets Service.  The lawful basis under which the Council uses personal data for this purpose is Contract and Public Task.

Your data will be held for seven years after you finish trading with us or as long as it is necessary to fulfil our initial purposes for collecting your data, and in any event, in accordance with the Council’s Privacy Notice and Retention Schedule. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with UK GDPR and DPA.  For more information about how the Council may use your data and to learn more about your rights please see the Council’s Privacy Notice: [www.ashfield.gov.uk/privacy](http://www.ashfield.gov.uk/privacy)

If you have any concerns or questions about how your personal data is processed, please contact the Council’s Data Protection Officer at the above address or by email to [dpo@ashfield.gov.uk](mailto:dpo@ashfield.gov.uk) . If you are dissatisfied with the Council’s response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.