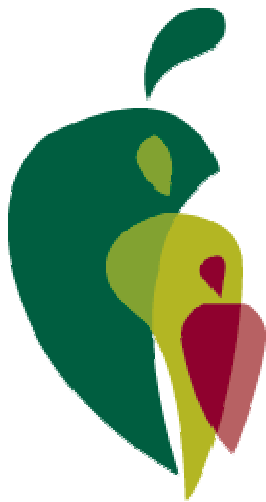




Project supported by the European Social Fund under the EU Programme for Peace & Reconciliation



**Causeway
Speciality Market**
local food & craft

Traders Application Form



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CAUSEWAY SPECIALITY MARKET APPLICATION FORM

Name of Applicant	
Company Name	
Company Status e.g. Sole Trader, Partnership, Limited Company	
Address of applicant (including postcode)	
Contact telephone numbers Landline Mobile	
E-mail address	
Web Address	
Please give a Description of the Products you wish to sell at the Market	

CRITERIA FOR THE AWARD OF THE STALLHOLDER AWARD

You will need to sell either majority over 50% - Organic or Speciality Goods.

Organic – producers of organically produced products.

Speciality – a distinctive product whether foodstuff or craft that is significantly different and therefore not readily available in that form from other retail outlets in Coleraine Town .

You will need to sell either majority over 50% - Organic or Speciality Goods.

The majority of produce must be from primary source therefore greater than 50% and thus not secondary produce.

- Produce must be either:
 - ✓ Grown, reared or caught by the stall holder.
 - ✓ Brewed, pickled, baked, smoked, or cooked by the stall holder using at least one ingredient that is grown, reared or caught by the stall holder.
 - ✓ Made, created or *enhanced* in significant part by the stallholder this applies to craft, organic and speciality goods.
 - ✓ The majority of produce must be from primary source and thus not secondary produce.
 - ✓ These criteria may be enhanced to ensure that the original market objectives are attained.
- Comply on an ongoing basis with all applicable legal requirements. (Some of these will be identified in the Trader's Manual. It is your responsibility to be legally compliant whether or not advice is provided by the Market.)

Legal Requirements

- Provide a first aid box equipped to deal with foreseeable accidents that could arise at your stall.
- Hold valid Public Liability and Third Party Insurance.
- If selling prepared food or preparing food, hold evidence of competence in food hygiene. Hot food is not allowed to be prepared at the market.
- You or anyone working at your stall is not allowed to smoke at the stall. (Smokers can smoke away from the stall.)
- You are required to pay rent in advance for your stall by direct debit or cheque.
- You are required to remove all waste, including both rubbish and waste water, generated from the site.

Market Branding, Customer Service and Data Protection

I consent to allow my services and contact details to be published on the Coleraine Borough Council website. **Y/N**

If unsuccessful, I consent that my data is retained and I am placed on the waiting list for stalls. **Y/N**

Are you a stall holder at other markets? **Y/N**
If yes, which markets and for how long?

Would you be selling at the market all year round? **Y/N**
If no, what months would you want to sell at the market? (Tick)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

Service Requirements

Electricity? **Y/N**
If yes, what for? (Continue on separate page if necessary)

Equipment:			
Number of:			
Power in kW:			
Voltage:			
Current in Amps:			

Water? **Y/N**
If yes, what for?

Refrigerator? **Y/N**

Would you want to use equipment of your own? **Y/N**
If yes, what equipment?

Health, Safety and Environment

Are you proposing to sell food or drinks that you have prepared or will prepare? **Y/N**
If so, please provide details and documented evidence of competence in food hygiene e.g. photocopy of a basic food hygiene certificate

What other safety hazards, waste management and effluent issues associated with your stall are you aware of that require to be managed?

Are you or anyone who may work for you, registered as disabled? **Y/N**
If so, detail requirements for access

Rent and Direct Debit Details

Stall rental is £25 per stall per market.

Direct Debit Details

You must get in contact with your bank or building society to set up and pay direct debits. Please provide their details here. Please authorize a £25 payment on the *1st of each month.*

Your name: (as it appears on the account) _____
Your Bank or Building Society: _____
Bank or Building Society address: _____

Bank or Building Society Sort Code: _____ - - - - -
Bank or Building Society Account Number: _____ - - - - -

Please pay the Coleraine Borough Council account at the Northern Bank Branch at Diamond Coleraine. Direct debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that Coleraine Borough Council reserves the right to alter this, by giving one month’s notice, as and when it feels necessary.

Signature: _____

Date: _____

The Coleraine Borough Council account is held at the Northern Bank at the Diamond Coleraine. The account sort code is 95-02-77. The account number is 81000772.

Cheques

Rental will be settled by cheque made payable to Coleraine Borough Council in advance for the number for months you are applying for. Please enclose a stamped self addressed envelope for return of cheques if unsuccessful.

(Refunds are available for non-attendance. The market manager must be informed in writing either by e-mail or letter to arrive one month in advance of the market. If insufficient notice is give, stall holders will be charged rental. Refunds are in the form of credit to attend future markets.)

Declaration

I undertake to read, complete and comply with:

- ✓ The Application of a Street Trading Licence Form.
- ✓ The Trader's Manual.
- ✓ The Health and Safety Plan.
- ✓ All applicable legislation including food safety legislation. (There is 'Food Safety Guidance for Traders at the Causeway Speciality and Organic Market' available.)
- ✓ Stallholder Requirements specified in this application form.
- ✓ Any other guidance documents that may be provided.
- ✓ The selection of traders at the Causeway Organic and Speciality Market will be at the sole discretion of Coleraine Borough Council.

Signature: _____

Print Name: _____

Date: _____