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**Woburn Market Application & Information Form**

*Thank you for your interest in joining the Woburn market. The following document states the requirements that must be fulfilled to operate at the market. We know that it can be daunting to obtain some of this information but we will be happy to help should there be any difficulties. All profits made from the Market are used by the Woburn traders to further increase the visitors to the village which benefits all.*

**Your Business Details**

|  |  |
| --- | --- |
| Business Name:  | Trading Name (if different): |
| Your Name: |  |
| Business Address: | Home Address (if different): |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Postcode: | Postcode:  |
| Telephone: | Mobile:  |
| Email Address: | Website: |

Please Tick or **BOLD** 1 or more which best describes your core business:

|  |  |  |  |
| --- | --- | --- | --- |
| Fruit | Vegetables | Raw Meat/Raw Meat Products | Eggs |
| Cheese | Bread/Cakes/Baked Products | Oils | Honey/Honey Products |
| Hot Food | Plants/Flowers | Fish/Fish Products | Craft |
| Preserves | Beers/Ales | Spirits | Other |

(If Other please provide description): **………………………………………………………………………………………………..**

Detailed product information:

*(Please detail all products groups you wish to sell, please note that we can at times ask potential traders to limit a range or remove a product should we feel that this is over supplied at the market. Any new products you introduce to your range must be approved by the market manager before going on sale. All decisions are final and at the discretion of the market manager).*

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Proposed Stall type (Table, Gazebo etc):

…………………………………………………………………………………………………………………………………………………………….

Please tick or **BOLD** which months you wish to trade:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| All | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |

**Stall requirements**

**Insurance**

You must hold a minimum of 5 million pounds public liability insurance. This is typical for this level of event and several insurance companies can provide this. This is typically not as expensive as it may seem, dependant on the type of stall. Most insurance companies are now offering 10 million pounds PLI as standard.

**Stall**

You must supply your own stall and/or gazebo for the event. While it is permitted to operate from a table without a gazebo, it is not advisable due to the weather. The table and the gazebo are to be in a good and safe condition. It is not permitted to display products directly on the ground unless approved by the market manager. It is in everyone’s interest to ensure that all displays are well-presented. Should a table / display be found to be in poor condition and poorly maintained, you may be refused permission to attend in the future. Should there be any questions or queries, please contact the market manager prior to attendance.

Cars are NOT permitted onto the cobbles unless specifically required and agreed by the Market Manager i.e. hot food van, meat van etc. The stall holder is responsible for waste that they generate. This should be removed by the stall holder at the end of the market. This includes waste left on the stall floor.

**Food Hygiene**

Should you sell consumable items, you are required to be inspected by your local heath authority. This will result in a food hygiene score being published on the Food Standards Agency Website. Please forward a copy of your certificate with this application form.

**Required Information**

* Completed and signed application form
* Copy of the Public Liability Insurance
* Insurance Company Name: unless supplied on the certificate
* Name of your inspecting health environment authority
* Screenshot of the F.S.A. result for your business, or details of where this can be located.

**Costs**

As of April 2018, the cost for a 10ft x 10ft space is **£25** per month. This is subject to review on a quarterly basis and traders will be informed in advance of the following market to any changes that are made. The stall position is to be decided by the Market manager and is final. This will be based on longevity and consistency of attendance and variation of products through the market.

**Applicant Statement**

I agree to comply to the following:

* The rules and conditions of the market.
* To ensure that the display and equipment is kept in a safe condition.
* To ensure that the display is in keeping with the market and well presented.
* I agree to sell only the products I have listed on this form and that have been agreed by the manager.
* Ensure that I maintain public liability insurance whilst trading on the market.
* I agree to assist in any inspection required to verify the above statement.
* I will ensure that any litter generated by my stall is removed and the pitch cleaned
* I agree to not close the stall prior to 2pm

Signed:

Date:

Position within the Company:

Please send all correspondence and information to **WTA@woburnvillage.co.uk**