

2018 CAERPHILLY COUNTY BOROUGH COUNCIL EVENTS

This form must be completed just once and all documents requested to support your application form must be attached. This form will then be applied against all other event application forms that we receive for this business in 2018.

Booking Name:
Company Name (Please include registered company number, if applicable):
List of all products/services to be sold/displayed at the 2018 events If you intend on selling or promoting a different product/service at any one particular event please state below:
Address:
Postcode:
Contact Number:
Email Address:
Website:
Facebook:
Twitter:

If the person completing the application form is not the proprietor of the business, please complete the below.

Proprietor Name:
Company Name:
Address:
Postcode
Contact Number
Email Address:

Checklist

Please ensure the following are attached to this application form:

1. Copy of your **Public Liability Insurance** (Employers Liability not required)
(Please provide even if the expiry date is prior to the start of the event)
2. **Food Safety Record Completed** (Food Businesses Only)
3. **Evidence of your food hygiene rating - 3 or above.** E.g. your sticker/inspection report (Food Businesses Only) No businesses without a rating of 3 or above will be accepted into CCBC events.
4. **Fire Risk Assessment Form Completed** (Catering Units Only)
5. **Gas Safety Certificate** (Catering Units Only)

Failure to attach/complete any of the above will result in your application form not being considered until all necessary documents are received. Please note this will delay the booking process and could jeopardise your space at the events.

If you are a food related business please complete the form below.



Caerphilly County Borough Council
Food Safety Record

Stall Name: Proprietor Name:.....

Mobile Contact:..... Telephone Number:.....

Name of Local Authority you are registered with:

Environmental Health Officer Contact:

Description of Business / type of food provided e.g. cheese, ice cream, confectionary

Are products sold open or in sealed containers. If mixed please describe products and how packaged:

Will products be chilled?

YES NO

If yes please describe how:

Back up facilities

Display facilities

Transport facilities

Will you provide tasters?

YES NO

Please describe how they will be offered:

Are foods cooked or kept warm on site?

YES NO

How will temperatures be checked / maintained:

Please describe your intended hand wash facilities:

(Unless you are hiring a portable hand wash unit for the event, you must bring your own hand wash unit, soap and hygienic hand drying materials or as an alternately a bowl and thermos flask)

How many staff will be working on the stall:

How many have level 2 food hygiene certificates:

If you are a catering unit with LPG stored within the unit please complete the form below. (Noone other than catering units are permitted to bring LPG to CCBC events)



Caerphilly County Borough Council
Fire Risk Assessment Form – Catering Units

Name of Unit _____

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk; you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. This signed and completed form must be maintained available for inspection by the Fire & Rescue Service/Event Organiser/Council Officers at all times.

You must be able to answer YES to the following questions.

1. Do you have an inspection / gas safety certificate for the appliances and pipe work and are all those connections made with “crimped” fastenings?
 Yes
2. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?
 Yes
3. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?
 Yes
4. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?
 Yes
5. Are the LPG cylinders kept within a specific ventilated unit, secured in the upright position and out of reach of the general public?
 Yes
6. Do you ensure that only those cylinders in use are kept at your unit?
 Yes
7. Are the Gas cylinders readily accessible to enable easy isolation in case of an emergency?
 Yes
8. Are the cylinders located away from entrances, emergency exits and circulation areas?
 Yes
9. Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?
 Yes
10. Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition?
 Yes

11. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?
 Yes
12. Are the structure, roofing, walls and fittings of your unit flame retardant?
 Yes
13. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?
 Yes
14. Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use?
 Yes
15. If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?
 Yes
16. If the normal lighting failed would the occupants be able to make a safe exit?
 Yes
17. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?
 Yes
18. Has the fire-fighting equipment been tested within the last 12 months?
 Yes
19. Have staff been instructed on how to operate the fire-fighting equipment provided?
 Yes
20. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations?
 Yes
21. Are you aware that generators are not permitted on site?
 Yes
22. Have you identified all ignition sources and ensured that they are kept away from combustible materials?
 Yes
23. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident?
 Yes
24. Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public?
 Yes
25. There will be no persons will be sleeping in the catering unit?
 Yes

Company Name : _____

Trader:

Print Name: _____

Date: _____

PLEASE NOTE: THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL FROM THE SITE BY THE ORGANISERS SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.