

OPEN RETAIL MARKETS – HOT FOOD STALL APPLICATION

Please read the attached information pack and complete the form below. Return form to:

Ross on Wye Town Council, The Corn Exchange, 7 High Street, Ross on Wye HR9 5HL
E-mail: clerk@rosstc-herefordshire.gov.uk

If you need help completing this application or any of the documents requested please call
01989 562373 for advice

Full Name		
Postal Address (inc postcode)		
Business/Trading Name		
Postal Address of Food Preparation Base (if different from above)		
Landline Telephone Number		
Mobile Telephone Number		
Email Address		
Are You New to Market Trading?	Yes	No
Type of Hot Food (Brief Description)		
From Where do You Source Your Products/Ingredients?		
How and on What do you Intend to Cook/Heat/Chill?		
Do You Use Electricity or Gas? (If electricity, which type of connector? If gas, please complete the <u>additional</u> Fire Service Risk Assessment)		
Number of Stall Spaces Required? (Single or Double) or Specify Frontage Width		
Day/s Preferred (* delete if not applying for)	*Ross - Thursday	
	*Ross - Saturday	
Which Local Authority is Your Food Business Registered With? (copy of registration required)		

OPEN RETAIL MARKETS – HOT FOOD STALL APPLICATION (continued)

<p>Do You Have a Food Hygiene Certificate? (copy required) (If 'no' then level 2 must be attained within 3 months of trading start date)</p>	<p>Yes</p>	<p>No</p>
<p>Public/Product/Employee Liability Insurance Provider & Policy Number (Minimum £5 Million) (copy of policy required)</p>		

I/We understand that I/we must supply all of the documents requested on the application form as well as a Risk Assessment covering my/our HOT FOOD activity when trading on Ross on Wye Town Council Markets before my/our application can be processed.

If my/our application is accepted, I/we agree to pay the scale of charges as specified and to observe the provisions of the licence, rules and conditions as prevailing.

Signed.....Dated.....

DATA PROTECTION ACT:

The information on the application form is required to process your application and to administer this service. It may contain personal data about you. As the data controller of that information, Ross on Wye Town Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

NEW TRADERS INFORMATION PACK (HORM – HOT FOOD)

1. Starting Out

Market Trading is an exciting career where you will meet an array of diverse people, be your own boss and provide value for money products to the public, enjoying the fresh air and adding to the vibrancy of the street scene.

It is essential that potential new traders should always make contact with Ross on Wye Town Council in the first instance (01989 562373).

2. Deciding What to Sell

The Town Council are happy to advise which lines already exist, thus allowing new traders some guidance in their choice of goods.

Hot food retailers are welcome, but need to satisfy that their items are sufficiently unique and are not currently available elsewhere in Ross. Particular attention should be given to interesting ethnic items. Commonly available items such as burgers or hot-dogs would not be considered.

The Town Council will assess all completed application forms received and will notify the applicant/applicants of their decision when made.

3. Conditions

Applicants must not duplicate lines which already exist within the vicinity of the Market - regardless of type of outlet.

There is limited availability of 'Hot Food' stalls at each Market to keep a good balance of what is expected of an Open Retail Market.

Traders must be resident in Herefordshire. No drink products to be sold. No franchise businesses.

Cooking is allowed using either bottled gas, or mains electricity (provided at an additional tariff of £5.00 daily).

The Council Highway surface needs to be protected from stains, debris, etc at all times. An appropriate clean up by the stall holder after trading, would therefore be required.

The decision of the Town Council is final.

A full Risk Assessment, produced by the applicant, must accompany the application as it will be considered as part of the selection process (Risk Assessment Guidance can be found under Herefordshire Council/Business/Street Trading).

A further Fire Service Risk Assessment should be completed by those using bottled gas.

4. Do you need a stall?

You might need to purchase a stall, tables or other accessories. Useful sites include <http://www.marketholdings-store.co.uk/index.html> or <http://www.customcanopies.co.uk> . Tables are also available for hire at a charge of £2.00 each per visit.

INFORMATION PACK (HORM – HOT FOOD) (continued)

5. Market Times

Thursday	Ross-on-Wye	8.00 am till 4.00pm
Saturday	Ross-on-Wye	8.00 am till 4.00pm

6. Public/Product Liability & Trade Goods Insurance

All traders must be covered by insurance for Public and Product Liability. Current valid insurance certificates should always be carried by traders, for inspection by the Town Council staff.

Ross on Wye Town Council requires traders to indemnify the Council from and against all claims, demands, proceedings, damages, costs, charges and expenses.

The minimum amount of public liability insurance should be for £5,000,000 (5 million).

Insurance cover of this type can be obtained via membership of The National Market Traders Federation www.nmtf.co.uk Membership of this organisation is not compulsory. Alternatively, independent specialist insurance advice can be found at <http://www.gmisl.co.uk/site> or <http://www.marketline.co.uk> also see LRO Insurance on 0870 142 0871 they offer 'starter' rates from £40 per annum.

7. Accounts & VAT

All income needs to be accounted for. You may find it necessary to register for VAT dependent on turnover, to be paid to HM Revenue and Customs. See <http://www.hmrc.gov.uk/vat/start/register/when-to-register.htm> or <http://www.hmrc.gov.uk/sa/register.htm> for further information.

You will of course be able to reclaim the VAT you have paid on your purchases. You will also, after the first year's trading, be required to submit accounts to the Inland Revenue, see <http://www.hmrc.gov.uk/selfemployed> for more details.

8. Legal Obligations

A market trader must also be aware of other statutory legislation applicable to him or her. As a self employed person a trader is required to register and pay National Insurance contributions, see <http://www.hmrc.gov.uk/ni/index.htm>

INFORMATION PACK (HORM – HOT FOOD) (continued)

9. Food Safety

Food retailers should familiarise themselves with current practices and procedures and legislation regarding food preparation, especially in relation to labelling and packaging etc.

Please refer to <https://www.herefordshire.gov.uk/environmental-protection/environmental-health/business-food-safety-inspections> and read the points below:

- 1. Registration of Food Premises – you must be registered with the local authority where your business is based i.e where you produce, store or prepare the food, or where you store a vehicle/unit**
2. Correct transportation of food
3. Provision of hand washing facilities where appropriate
4. Correct storage and display of food
5. Temperature control
6. Design and cleanliness of stall/unit
7. Personal hygiene
8. Waste storage
9. Food Hygiene training as appropriate
10. Have proof of Product Liability Insurance
11. Implement a documented food safety management system. Further guidance is available at www.herefordshire.gov.uk - environment & planning - food safety - food safety & hygiene - safer food better business
12. Food handlers must hold a level 2 food hygiene certificate (or equivalent), or obtain the qualification within 3 months from commencement of trading on the market

For further information and advice please contact Environmental Health on 01432 261761 or visit www.herefordshire.gov.uk and search for 'food safety'.

10. Trade Descriptions

1. All items on sale must be clearly priced.
2. Items that are legally required to be sold by weight eg. cheese, meat, most fruit and vegetables must have a metric unit price (price per kg) displayed, whether sold pre-packed or loose. If pre-packed the goods must also be marked with the weight and selling price of the pack.
3. All weighing scales used for determining the selling price of goods must be stamped.
4. No signs or notices should be displayed that attempt to restrict a consumer's statutory rights.
5. A consumer's statutory rights are that goods must be of reasonable quality, fit for purpose and as described.
6. Food offered for sale must comply with statutory labelling requirements and compositional standards.

These conditions are in no way intended to be a comprehensive summary of all relevant legal requirements

Further and more detailed advice for traders is available at www.herefordshire.gov.uk Click on Business, then Trading Standards and the Business Advice link.

Alternatively, please contact business advice on 01432 261987.

Useful Services:

Accepting Credit Cards, examples of providers:

MobilePOS


MobilePOS

Take Credit and Debit Card Payments on your own mobile phone

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