Gillingham High Street - Business Premises only

Love Gillingham Event - Street Trading Terms and Conditions

1. Application to trade up to 1 meter outside your business premises on Gillingham High Street for Love Gillingham must be submitted by the business owner or person who has the authority to do so on behalf of the business.
2. The online application form must also be supported by the supply of an event specific risk assessment and a copy of the buisnesses Public Liability Insurance.
3. Public Liability Insurance must cover the trading activity outside of the permenant indoor premises and have a minimum cover of £5 million per claim.
4. The area outside of your business premises where you intent to trade must be detailed on your application and agreed by the Event Officer and Festival Manager in advance.
5. The goods you intend to sell outside of your premises during the Love Gillingham event must be the same items you have for sale inside of your premises on a non-event trading day. These items will be detailed on your applicaton form and agreed with the Event Officer and Festival Manager.
6. Products offered for sale must be of good quality and fit for the purpose they are intended. Only goods stated on the application form can be offered for sale. The sale of counterfeit goods is strictly prohibited. Anyone thought to be selling counterfeit goods will be reported.
7. Each business is responsible for the set up, operations and take down of their street trading area. As such the business owner or delegated persons must ensure all measures are undertaken at the premises to ensure both staff and public safety. These measures should be reflected in the supporting risk assessment as detailed in 2.
8. No generators are permitted. Power supply for your trading area, if required, must come from your business premises.
9. No portable gas heating units to be located in the external trading area.
10. All electrical equipment brought outside the business to enable trading to take place, must be fit for purpose and we recommend that you have a valid PAT test certificate. The Festival and Events Team can arrange for their onsite electrician to test any equipment not carrying a valid PAT test. This will incur a small additional fee. Please let us know in advance if you’d like a PAT test completed onsite during the live event day.
11. All gas cooking equipment brought outside the business to enable trade, must be fit for purpose and have a current gas safety certificate. Not having a current gas safety certificate may result in the event H&S officer asking for the gas cylinder and attachments to be removed.
12. Food and Drink must not be served in glass or non-recyclable packaging.
13. Festival and Events Team reserve the right to cancel any booking as a result of non payment or false information.
14. Force Majeure – defined as acts, events, omissions, or non-events beyond its reasonable control, including acts of God, riots, war, acts of terrorism, fire, flood, storm or earthquake and any disaster. The Trader nor the Council shall be liable to the other for any delay or cancellation of the event, of it’s obligations under these terms due to a force majeure.
15. Trading times are Sunday 20 July 11am – 4pm.
16. Businesses must ensure that their trading area is adequately staffed at all times.
17. Set up and dismantling must be carried out outside of the event opening hours.
18. Amplified selling techniques and touting for business is not permitted.
19. Businesses along the entire length of the High Street will be asked to remove or place A-boards and other street signage in locations that will not cause H&S issues for the public.
20. Businesses must ensure that their rubbish is kept neat and tidy during the day. All rubbish must be disposed of by the business trading, and their own commercial waste collection. Any rubbish left may incur a charge.
21. Festival and Events Team will engage stewards and security during event operations to maintain public safety and crowd control.
22. Festival and Events Team have created a series of event management plans and safety and security plans for the delivery of Love Gillingham. The plans set out the intention to ensure the H&S and Crowd Management is maintained at all times. Businesses will agree to be compliant with any requests to amend, or remove as requested by the Event Manager, Event H&S Officer and any member of the Event SIA Security team based on the aims and objectives of the Event Management plan

Additional Terms and conditions

Catering units and food concessions and stalls

1. If you sell food you need to have registered your business with the Local Authority where your stall is normally kept overnight. There are almost no exceptions to this requirement. You are strongly advised to have at your stall a copy of the last inspection report from your registering authority (or another Authority if a more recent **full** inspection was made). If such a report is available and is less than 1 year old it is likely that any inspection made by a food officer will be brief.
2. [Advice on compliance with the requirements of Regulation (EC) No. 852/2004, Article 5](https://www.legislation.gov.uk/eur/2004/852/article/5). You will need to comply with this requirement i.e. you will need to produce adequate documents and keep records. An exception to this is where food safety risks are very small indeed, such as the sale of fruit / veg or bread only. Your documents will either be produced by yourself or a consultant.
3. A risk assessment produced by the applicant from a recognised model such as “Safer Food – Better Business must be supplied as part of application.
4. The person operating the system is to comply with Article 5 and must be able to demonstrate they have adequate knowledge to do so. If you are in any doubt about your ability to operate a HACCP based system, “Level 3” food hygiene training is recommended.
5. It is useful for food handlers to have Level 2 certificates but legal compliance will be judged on the level of food hygiene ability demonstrated by the food handlers.
6. Gas or plug-in refrigerators are normally necessary to maintain cold temperatures in the summer. If insulated containers are relied upon they will need to be of a high British Standard (insulation efficiency). Units **must** maintain foods below 8°C. Foods on display may take advantage of the relevant tolerance period. If this tolerance is used the method of control must be fully documented as part of Article 5 compliance. (You are advised to consider how long your customers may take to get the foods home in warm temperatures – it pays to be able to prove minimal temperature abuse at your own market stall.)
   1. If your foods need refridgeration you **must** have at least one thermometer to monitor storage temperatures. If you thaw and/or cook foods the need for probe thermometers etc. will depend upon your own documented Article 5 procedures.
7. The means of ensuring that food is properly cooked must be recorded in your management system. If thermometers are used – staff must be aware of minimum cooking temperatures and sanitizers for disinfecting probes must be available.
8. It is recommended that food on display to the public is protected from possible contamination by the positioning of a barrier or upstand. Alternatively, food can be wrapped prior to placing on display.
9. Food not on display should be stored off the ground and wrapped or otherwise protected from environmental contamination.
10. The law requires washing and drying facilities for hands. Alternatives will not be accepted. Gloves may be suitable for some tasks but there is still a need to wash hands. Food handlers must regularly wash their hands thoroughly with warm soapy water.
11. You must act to eliminate or minimise all workplace risks to the safety of staff and others. If your organisation employs more than five people, the important points from your risk assessment must be recorded.

Food stalls and mobile food vehicles self-assessment checklist

This checklist and advice sheet has been provided by Medway Council’s Trading Standards in order to supply details of what you may be assessed on should they do an inspection during the event. Before completing this form, please read the advice notes overleaf.

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| Checklist | Yes | Notes |
| Have you registered your food business with your borough or district council? |  | all food businesses are legally required to register with the council in whose area they normally trade or in which the vehicle is normally kept |
| If your business has received a food hygiene inspection – is the stall / vehicle displaying the most recent hygiene rating? |  | Not all councils currently issue a food hygiene rating – but all results of an inspection can be requested by any member of the public by a freedom of information request. If your food operation has been inspected and issued with a hygiene rating, this should be displayed in a prominent position whilst trading |
| Do you have a documented food safety management system (to comply with Regulation (EC) No. 852/2004, Article 5) |  | It is a legal requirement to have a documented food hygiene management system and this must be available for examination by an authorised officer wherever you trade. |
| Do you have someone managing the stall or vehicle who is responsible for the proper operation of your food safety management system? |  | Make sure this person understands your management systems and knows what checks are required and what information needs to be recorded. |
| Has the person managing the stall or vehicle been trained in food hygiene to an appropriate level? All other persons (without certificated training) working or helping on the stall must be instructed or supervised |  | Evidence of training relating to the individuals working or helping must be available for examination whenever you trade. |
| Does your food operation require refrigeration of foods – if so, do you have suitable facilities?  How will the temperature of high risk foods be checked?  Do you have thermometers and sanitising wipes? |  | (high risk foods not on display must be at a temperature below 8°C) |
| Does your business involve cooking. If so, how are cooking temperatures monitored? |  | Foods need to be reach at least 72 degrees for 2 minutes to kill harmful bacteria. If re-heating, previously cooked foods, a temperature of 80 degrees should be reached |
| What facilities will be provided to protect foods on display to the public from contamination? |  | Have you got ‘sneeze screens’ to protect food? |
| How will you protect foods not on display from contamination? |  | Is this off the floor and under cover? |
| What facilities will be provided for washing of food or equipment? |  | Separate hand-washing and equipment washing facilities are required. Raw salads and vegetables should be washed before chopping or peeling |
| What hand washing facilities will be provided at the stall? If you rely upon flasks of hot water or teal units – what capacity are they? |  | You must not stint on facilities for hand-washing. If you do not have any present when inspected, you will be advised to stop trading |
| What protective over-clothing do food handlers wear? |  | Persons handling open food should wear appropriate over-clothing e.g. full aprons or coats and, if necessary head covering. |
| Have you carried out a Health & Safety risk assessment (covering such things as hot surfaces and liquids, use of gas and electricity, tripping hazards, use of knives etc.) |  |  |

I fully understand and agree to the above terms and conditions

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_