



APPLICATION for TASTE OF THE SOUTH



Dear Trader

Here is our application form for the new Taste of the South markets.

Join us now and sign up for a minimum of four markets and we will give you an introductory loyalty discount for becoming a founder member of the trading team.

Price List

DESCRIPTION	SINGLE PITCH	DOUBLE PITCH
COLD FOOD TRADER		
A 3m x 3m pitch for a casual/ad-hoc trader	£50.00	£90.00
A 3m x 3m pitch for a trader who is signed on for a regular pitch	£40.00	£70.00
A 3m x 3m pitch with introductory offer for the first 4 markets	£35.00	£65.00
HOT FOOD TO GO		
A 3m x 3m pitch for a casual/ad-hoc trader	£60.00	£110.00
A 3m x 3m pitch for a trader who is signed on for a regular pitch	£50.00	£90.00
A 3m x 3m pitch with introductory offer for the first 4 markets	£45.00	£85.00

Please complete the attached application form and send it to us with the supporting documents for checking and we will call you for payment when your application is approved.

VENUES FOR 2018

Please indicate which markets you would like to attend

ENTER YES OR NO

	Cosham High Street every Friday from 06 th April 2018
	Palmerston Road Southsea 2nd Saturday of each month from April 2018
	Palmerston Road Southsea 2nd Sunday of each month from April 2018
	Palmerston Road Southsea 4th Sunday of each month from April 2018
	High Street Hythe Village 1st Saturday of each month from June 2018





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If you would like to trade at any Southern Market Traders Taste of the South events, you will need to complete this form and submit supporting documentation.

Once your application and supporting documentation have been received and reviewed, if satisfactory your business will be included on the Approved Trader list and you will be invited to trade at one or more of our markets.

Your Details	
Name	
Address	
Email Address	
Telephone Number	
Business Name	
If my application is approved I agree to abide by the Rules and Terms and Conditions of acceptance	
Signature of applicant -	
PRINT Name of Applicant	
Please supply details of the produce/products that you wish to sell – this cannot be changed at a later date, without written consent from the management.	

All traders are required to submit a copy of their Public Liability Insurance Certificate and the associated schedule.

Please use the check list overleaf, to indicate the supporting documentation that you are including with your application.

All Traders – Please supply photograph of your stall or vehicle from which you trade.





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	Safety Documentation - Checklist	Y	N	N/A
1	Copy of Public Liability Insurance Certificate and Schedule, (Minimum cover £5,000,000)			
2	Copy of current Gas Safety certificate for LPG appliances			
3	Fire Risk Assessment			
4	Trader Risk Assessment			
5	A copy of your food registration form or letter/email from your Home Authority confirming that your business is registered			
6	A copy of the most recent food hygiene inspection report			
OR 6	A letter/email from your Home Authority confirming that your business is low risk and subject to interventions, other than inspection.			
7	Copy of Food Hygiene Level 2 Certificate, or equivalent, for yourself and each member of staff if you intend to sell high risk food			
8	Fire Extinguisher Certificate of Compliance			
9	A copy of your menu and price list			
10	PAT Certificate for any electrical appliances to be used			

Do you cook with LPG	Do you need any electricity?	Do you have a quiet generator?
<p>PAYMENT - You must pay one week rent in advance as a deposit to secure your pitch. Telephone 07515 797 878 to pay the deposit by debit or credit card over the phone. Subsequent rent will be collected in cash weekly by the market manager on the day. You will have one week in hand when you terminate your agreement with us. There are terms and conditions regarding pitch allocation and notification and payment for any no show.</p>		
NAME (Print)		
SIGNATURE		
DATE		
APPROVAL DATE		
APPROVED BY (Print)		
Signature		





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Terms and Conditions of Acceptance

PLEASE NOTE: It is a condition of our contract that any trader in breach of the conditions receives a written warning and any trader receiving two written warnings within 4 weeks, will be required to leave the market. Any trader required to leave the market on instruction direct from the SMT or host management must do so immediately.

Traders are offered a pitch on the following conditions:

Set up and break down

- Trading Hours are 9.00am until 3.30pm, unless otherwise specified. There will be no breaking down before 3.30pm.
- Traders may arrive on site from 07.30am
- All vehicles must be removed to a Car Park before 08.30am – no vehicle can remain onsite during trading hours.
- No vehicle can be returned to the trading site before close of business.
- If agreed in advance, SMT will provide a 3m x 3m gazebo and side sheets
- All traders must bring their own weights.
- All traders will provide suitable “flash”/ advertising to decorate the stall and inform customers of the type of food/product on offer.
- All traders must provide suitable floor covering on their pitch to prevent staining of the flag stones or damage to the grass.
- Every effort must be made to ensure that there is no damage caused by traders or their staff, to SMT or Council/Host property during trading.
- Any fine incurred by the trader for breach of parking or driving regulations is the sole responsibility of the trader.

Health and Hygiene

- All traders and their staff must be clean, tidy and well presented and wear suitable uniform/workwear
- There will be no smoking adjacent to the trader trading area.
- All units must be registered with their local authority
- All food traders must have a current Food Hygiene Rating of at least 4, displayed in their unit during trading.
- All food traders and each member of their staff must have Food Safety Certificate Level 2 as a minimum.
- All electrical equipment must have a current PAT Certificate or a receipt if less than one year old.
- All LPG equipment must have a current Gas Safe Certificate
- All units must have Fire Extinguisher and Fire Blanket
- All traders must have a completed Fire Risk Assessment
- All units must have an adequately stocked First Aid Kit
- All food units must have hand wash facilities of a standard acceptable to Environmental Health Officials.
- All businesses must have Public Liability Insurance Cover to a minimum of £5m cover.
- Copies of all documents must be on site in a folder during every trading day for inspection.





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Pitch Availability and Payment

- Every trader must complete an application form and sign these Terms and Conditions before being accepted for a pitch
- A deposit of one day pitch fee is payable in advance. A typical 3m x 3m pitch is £40.00 per day for a regular trader.
- The pitch fee for a 3m x 3m space to a casual trader is £50.00 per day. Space cannot be guaranteed on a casual basis.
- The pitch fee must be paid in cash to the market manager on the day when requested or paid by debit or credit card in advance over the phone.

Permanent Pitch Availability and Payment

A trader can request a permanent pitch at any Market. This will be agreed only under the following conditions

- The trader pays one day's full rent as a deposit.
- The trader attends the Market for business every day when the market is active.
- If the trader requires leave of absence from the market, he must provide at least 4 weeks' notice to the market operator and provide cover for the pitch by another trader – OR – continue to pay the pitch fee for the duration of the absence to secure the pitch for their return.
- If the trader recruits cover for their pitch, SMT must receive the necessary documentation from the replacement in advance.
- The trader must give 4 weeks' notice of vacating the pitch or forfeit the deposit
- If 4 weeks' notice is received, the final day will be rent free, in return of the deposit

Menu

- Each trader must supply a detailed menu with their application form
- The menu must be agreed/accepted before trading commences
- Menu items may only be changed with prior written consent from SMT management.

Waste and Litter

- Waste and litter must be stored securely in a safe area, out of sight of customers, during trading and removed from site by the trader at the end of each trading day.
- All cardboard waste must be broken down and stored safely and removed at the end of the trading day.
- Where applicable, at the end of the trading day all tightly tied sacks must be placed in the authorised area
- STRICTLY NO liquid waste can be disposed of on site. No emptying liquid waste into the drains.
- All trade and liquid waste must be removed from site by the trader.
- No unsightly/untidy waste can be stored in customer view during trading
- No flammable waste stored close to any source of ignition.

Electricity Supply

Electricity supply is not always available. Where there is a supply it is strictly limited and will be subject to an additional charge per day.

- Power is only available on agreement with the Market Manager it is NOT a right.
- Traders should make every effort to limit the amount of power that they require.
- A permanent pitch is more likely to be offered to a trader who uses only LPG





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Issues and Grievances

- Any issues, problems or grievances must be raised in the first instance with the Market Manager on site.
- If the problem cannot be resolved on site, write to SMT Head Office at Unit 5 The Oakwood Centre, Downley Road, Havant, Hants, PO9 2NP
- The Host/Council will not be involved in, nor responsible for, the resolution of any trader issue unless they have specific issue with any individual trader on their site. SMT is the holder of the Trading Consent for the market.

Declaration

I have read and understand the terms and conditions in this document and agree to abide by them whilst trading at any Southern Market Traders event.

TRADER
(Print Name)

SIGNATURE

DATE

FOR SMT
Print Name

SIGNATURE

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AN OVERVIEW OF THE RULES

These are the rules for application and trading Taste of the South Markets with SMT. If you do not comply, you will not be permitted to trade. Any trader in breach of the rules will be instructed to leave the venue immediately.

ALL TRADERS must provide an information pack that includes:

- Your completed Application Form
- Copy of your current public liability insurance to £5m cover

FOOD TRADERS must also provide:

- Copy of your most recent Food Hygiene Rating. *Any rating lower than 4 will be rejected.*
- Copies of Level 2 Certificate of Food Safety and Hygiene for Catering for each member of staff.
- Completed Fire Risk Assessment for Food Concession
- A complete list of your catering equipment
- PAT Certificate for any electrical item out of guarantee
- Gas Safe Certificate
- Evidence that your fire extinguisher has been checked and serviced
- Copy of the menu for your unit

N.B. - Hard copy of this information pack must always be available for inspection at any SMT event.

- You must have floor covering to prevent spillage/staining of the floor/paving/grass surfaces.
- You must have pumped hand wash facility
- You must store all waste in a suitable container during the day and remove it from site at close of business.
- Absolutely NO waste liquid to be poured into the drains. All liquid waste must be taken off site at the close of business.
- All trader vehicles must be removed to the designated Car Park before 08.30am.
- Trader vehicles can only return to the market site after the close of trade.

Availability of a pitch on any SMT market venue is NOT guaranteed unless you abide by the terms and conditions of the market.

If you have any questions, please call Southern Market Traders

Marie on 07515 797878 or Sam on 07860 641679 or Dawn on 07585 123583

We will be happy to help.

