



Market Trader Risk Assessment Questionnaire

The Application process is managed by Leighton-Linslade Town Council and is designed in line with the Town Councils' policies. The information requested below is necessary to cover our obligation to ensure that traders on our Market are trading safely.

Trading Name:

If providing your own stall, please answer all questions. If LLTC are supplying a gazebo/umbrella, skip to Q.8

| # | Item | Please tick one | | |
|----|--|-----------------|----|-----|
| | | Yes | No | N/A |
| 1 | Is the stall a solid one piece unit (i.e. Pop-Up gazebo)? | | | |
| 2 | Is the stall made of several parts? | | | |
| 3 | Is your self erected stall in good, working condition and fit for purpose? | | | |
| 4 | When erected does the stall form a solid structure and do you have sufficient measures for securing the stall against windy conditions? | | | |
| 5 | If a canopy is used is it in good order and condition? Refer to Market Standards. | | | |
| 6 | When the stall is fully erected does it remain in the boundary/pitch allocated by the council? | | | |
| 7 | If tables/stands etc are to be used in conjunction with the stall are they in good and safe condition? The Market Manager or LLTC's representative may ask you to take down your stall if s/he deems it unsafe. | | | |
| 8 | Does your stall require a fire extinguisher (must be provided)? | | | |
| 9 | Do you require electricity supply to your stall? | | | |
| 10 | Do you use a generator with your stall? If your generator is fuel powered where do you store the fuel? | | | |
| 12 | Are the regulators on your bottles gas supply checked and fit for purpose? | | | |
| 13 | Do you possess a Gas Safe certificate for gas appliances? Certificate required on request. | | | |
| 14 | Are all 240v electrical items PAT tested? Certificate required on request. | | | |
| 15 | If your outlet requires personal food hygiene certificate(s) do all serving staff possess this? All copies to be provided to the Council. | | | |

I certify that the information provided is true and complete to the best of my knowledge and if anything changes I will inform the Market Manager. If this application leads to a market pitch, I understand that any breach in Market Rules and Regulations can result in my licence with Leighton-Linslade Town Council being terminated.

We will store this information electronically and securely for as long as you trade with us and for 3 years thereafter, this is a legal requirement. Should an incident occur, we would keep the documentation on file for 6 years or if a child is involved – until legal date for the opportunity of a claim has passed. The Town Council's Privacy Notice can be viewed on its website.

Signature:

Print Name:

Date: ____/____/____ (dd/mm/yyyy)