**Application form for Seafront Trading during Sidmouth Folk Festival**

Applications must be submitted in full by 9am on Wednesday 24 April 2024. Successful applicants will be notified by 11am on Thursday 16 May 2024.

Applications must include:

* Completion of this form emailed to [sfftraders@eastdevon.gov.uk](mailto:sfftraders@eastdevon.gov.uk)
* A comprehensive risk assessment emailed to [sfftraders@eastdevon.gov.uk](mailto:sfftraders@eastdevon.gov.uk)
* Photograph(s) of stall structure
* A copy of your public liability insurance (£5m minimum cover) emailed to [sfftraders@eastdevon.gov.uk](mailto:sfftraders@eastdevon.gov.uk)
* Payment to be made by 9am on Monday 22 July.

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| **I CONFIRM I HAVE READ AND WILL COMPLY WITH THE IMPORTANT INFORMATION AT THE END OF THIS FORM** | | Please tick |
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| **PERSONAL DETAILS** | | |
| **Surname** | **All Forenames** | |
| Mr/Mrs/Miss/Other  Date of Birth:   |  |  |  | | --- | --- | --- | | dd | mm | yyyy | |  | |
| **Address** | | |
| Post Code: Mobile No:  E-mail: | | |

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| **COMPANY / ORGANISATION DETAILS** | | | | |
| **Trading Name** | | | **Registered Number** | |
|  | | |  | |
| **Contact Address** | | | | |
| Post Code: Mobile No:  E-mail: | | | | |
| **STALL DETAILS**  **(Please provide a colour photograph – this must clearly show the structure of the stall and any gazebo being used but does not have to include stock)** | | | | |
| **Description (including colour)** | **Dimensions in metres** | | | |
|  | Length | Depth | | Height |
| **Pitches are 2.5 m long and 2 m deep** | | | |
| **The stall and all stock must be kept within the marked pitch area. Stock must not be placed on the Esplanade wall or over the wall on the road.** | | | | |
| **Means of Disposal of Waste** | | | | |
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| **TRADING DETAILS** | | | | |
| **Please state your pitch number preference:**  **Is there a trader you wish to be next to:** | | | | |
| **Details of items you will be trading / offering for sale and services you will be providing:** | | | | |
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| **GAZEBO/STRUCTURE ASSESSMENT**  **(only to be completed if a gazebo or stall covering is being used)**  **All traders wishing to use a gazebo/stall covering must ensure it is of commercial standard and must meet the following criteria below** | |
| **All gazebos/stall coverings must be white in colour**  Please tick yes or no to confirm whether your gazebo meets this requirement: | **YES NO** |
| **All gazebos/stall coverings must be British Fire Rated BS 5438 and/or BS 8737**  Please tick yes or no to confirm whether your gazebo meets this requirement: | **YES NO** |
| **All gazebos/stall coverings must be secured using leg weights**  Please tick yes or no to confirm whether your gazebo meets this requirement: | **YES NO** |
| **All gazebos/stall coverings must be of commercial standard and must not use interlocking poles**  Please tick yes or no to confirm whether your gazebo meets this requirement: | **YES NO** |

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| **Staff Details** include yourself **(All staff must be aged over 17 years)** | | | | |
| **Full Name** | | **Date of Birth**  dd mm yyyy | | |
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| **Declaration** |
| I declare that the information given in this application is true to the best of my knowledge and belief and I understand that any information given which is subsequently found to be incorrect may result in the revocation or refusal of any Consent.  I confirm that I will pay the fee by 9am 22 July 2024  **Signature of Applicant/s**:  Signature of Applicant 1.  Date  Signature of Applicant 2.  Date  Signature of Applicant 3.  Date |

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| **Application Check List:** | |
|  | **Please tick:** |
| **Completed Application Form** |  |
| **Completed Risk Assessment** |  |
| **Photograph(s) of stall structure** |  |
| **Copy of Valid Third Public Liability Insurance Certificate**  [minimum of five million pounds (£5,000,000)] |  |

**Data Protection Notice**

Any personal information which you provide will be held and used by East Devon District Council for the purpose of the Licensing Service to process your street trading application and administer any consent which is granted. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed online at <http://eastdevon.gov.uk/privacy>