



**Derry~Londonderry Halloween 2022**

**Trader Application Form**

Trading Friday 28th to Monday 31st October 2022.

**Please note, this application form is open to:**

* DCSDC registered food businesses that meet the LegenDerry Food principles.
* DCSDC registered craft businesses that specialise in the supply of seasonal/ Halloween themed crafts
* DCSDC registered businesses specialising in the supply of fast selling toys.
* Existing Walled City/ Strabane Market traders (if you are from outside the council area)

Spaces for this event are limited and competition from applicants has increased every year. Please read the application in full before completing. Detail exactly how your product aligns with the specific product criteria.

**Deadline for applications to be submitted is Tuesday 27th September 2022 at 12noon**

**Completed application forms & supporting documentation should be returned to the following** (electronic submissions are preferred):

**Market’s Development Officer**

Post: Derry City & Strabane District Council, 98 Strand Road, Derry. BT48 7NN

Email: [markets@derrystrabane.com](mailto:markets@derrystrabane.com)

**About the Festival**

Celebrating its 36th birthday this October, Derry Halloween has grown from small and unassuming beginnings within the local community, to become an internationally acclaimed event, offering visitors a unique and authentic experience, that draws from the City and District’s rich artistic, historical and cultural heritage and ability to harness the imagination and participation of the entire city and district.

Awakening the Walled City

The festival will feature a range of family friendly illuminated trails featuring installations, sound effects, displays, dressing and animation. The geographical area that trail encompasses, will create a crowd-friendly circuit that can accommodate considerable footfall, social distancing and crowd management while enabling people to enjoy a variety of themed locations and experiences safely and at their leisure.

**Trading Licence**

**Only an individual(s) can apply. Where the goods/business is owned by a company or partnership, an individual must be nominated to apply for the Licence and the Licence will be issued to this individual who will be responsible and accountable for compliance with the terms and conditions of the Licence. In nominating this individual, the Company/Partnership is deemed to have given appropriate irrevocable authority to the individual to sell the products at this event. Derry City and Strabane District Council cannot, after the grant of the Licence, transfer the Licence to another named individual. Careful consideration should be given, therefore, to such a nomination and, if deemed appropriate, a joint application in the names of 2/3 individuals may be considered appropriate.**

Please note that in line with current legislation no trading can take place within a ten metre distance of a public footpath without a Street Trading Licence and that ***No Street Trading Licences*** will be issued for trading independently at this event. ***Businesses must apply to Council in order to trade at this event.***

**Only businesses registered within DCSDC region or regular Walled City Market traders (traded a minimum of 4 times in the last 6 months – from April 2022 to September 2022, excluding the Foyle Maritime Festival) can apply to trade at Council’s Halloween Festival 2022.**

There can be no sub-letting of space however applications are welcome from exhibitors who wish to share a trade stand with another trader. If this is the case, a joint application must be submitted and the Licence will issue jointly to the named individuals.

Council reserves the right to restrict traders/offers/goods in the event of duplication and limitations with space.

**Product suitability at this event**

Our main aim is to deliver a varied product offering whilst complementing existing businesses rather than competing with, therefore each application will be assessed individually whilst taking existing businesses nearby into account. We want to attract a vibrant mix of traders to add to the festive theme of “AWAKENING THE WALLED CITY” and to enhance the shopping experience of visitors to the City. We will be seeking traders who sell food and non-food goods not normally associated with more conventional retail / shopping outlets. Council reserves the right to restrict traders/ offers/ goods being sold and to avoid duplication, you may be asked to remove certain items from your offering. This will be agreed in advance. Goods not included in this application will not be permitted to be sold.

**Food Trader Requirements** *(Street Food, Bakery & Sweet Confections)*

We are seeking registered food businesses who follow the LegenDerry Food principles, therefore are truly passionate about serving quality food which is in keeping with the values of the LegenDerry Food Brand – local produce, seasonal and sustainably produced goods which are of high quality and will add to the overall event experience and be enjoyed by both locals and tourists. Please note all traders must have a 4 / 5 food hygiene rating.

**Please refer to page 9 & 10 on food safety & standards.**

**Craft Trader Requirements** *(seasonal / Halloween themed craft products)*

We are seekingindividuals and businesses interested in trading at this event specialising in the supply of seasonal/ Halloween themed crafts that will add to the overall event experience.

**Please refer to page 10 & 11 on product & consumer safety.**

**Fast Selling Toys Requirements** *(Toys, Balloons, Light-up Toys, Face-Paints)*

We are seeking individuals and businesses interested in trading at this event specialising in the supply of children’s toys (including battery operated light –up toys), balloons, face paints and other fast selling items aimed at children.

As the rules for selling toys in Northern Ireland have changed since Brexit, those wishing to apply must refer to and meet the new guidance from The Office of Product Safety and Standards (OPSS) on the Toys (Safety) Regulations 2011 as they apply to toys being supplied in or into Northern Ireland from 1 January 2021.

**Please refer to page 10 on product & consumer safety.**

**Trading Locations**

Traders will be located in the Guildhall Square. A reserve list will be established in the event further trading locations are identified during the planning of this event.

**Trading Dates & Times**

All traders, without exception, are required to open every day of the operating period and for the whole of the opening times. This will be a condition of the Licence.

|  |  |  |
| --- | --- | --- |
| * **Date** | * **Start** | * **End** |
| * Friday 28th October 2022 | 12 noon | 9.00pm |
| * Saturday 29th October 2022 | 12 noon | 9.00pm |
| * Sunday 30th October 2022 | 12 noon | 9.00pm |
| * Monday 31st October 2022 | 12 noon | 9.00pm |

**Trade Licence Fee**

Costs shown below are for the duration of trading at this event (4 days) for a 3 meter (frontage) x 3 meter trading space. Traders that require a larger trading space will be charged accordingly i.e. a street food stall with a 6m (frontage) x 3m will be charged £960.00 inc VAT for the duration of trading at this event.

|  |  |
| --- | --- |
| **Product** | **Fee per 3m x 3m space** |
| **STREET FOOD**  (anything cooked/fried/baked/prepared at the stall for immediate consumption, including packed as take away for consuming later) | **£480** inc VAT |
| **BAKERY & SWEET CONFECTIONS**  (non-cooked or cold food items that are rich in sugar and carbohydrates, Sweets & Chocolate / Bakery / Cakes / Artisan ice-cream / Hot drinks: Tea, Coffee) | **£440** inc VAT |
| **CRAFT**  (Ceramics / Jewelry / Knitwear / Textiles / Wood / Print / Photography / Glass / Cosmetics / Metal / Miscellaneous) | **£280** inc VAT |
| **FAST SELLING TOYS**  (Toys / Balloons / Light Up Toys / Face-Paints)  **Please note ALL products MUST be CE marked.** | **£480** in VAT |
| **ELECTRIC** (if required to trade)  (1 x twin household socket / blue or red plug) | **£20** inc VAT |

The above costs cover your trading licence, allocated pitch, 24-hour security and stall hire if applicable. Receipt of payment in full will secure your pitch. If selected to trade you will be notified of the payment deadline. If full payment is not received by then your pitch will be allocated to another trader.

**Product Lines**

***You can only display and sell products listed in your trading application****.* Traders cannot add to product lines without agreement from council. Products on sale must comply with relevant legislation, be safe, food products must be within date (“Use By” or “Best Before”) and be fit for purpose. ***Please note that products should not carry political messages.*** Officers will be checking products and price points at the event match those approved in your application form. Council reserves the right to prevent traders selling goods not listed in application forms.

Please note all food traders must have a 4/ 5 food hygiene rating. Please refer to page 14 for additional information and requirements from Council’s Environmental Health Section.

If you make, import, distribute or sell consumer products in the UK, you are responsible for making sure they are safe for consumers to use and follow the legal requirements in relation to labelling.As the rules for selling some products in Northern Ireland have changed since Brexit, those wishing to apply must refer to and meet the guidance from The Office of Product Safety and Standards (OPSS) as they apply to products being supplied in or into Northern Ireland ***You could face action if a product is found to be unsafe or causes harm to consumers, including legal action.***Please refer to page 15 for additional information and requirements from Council’s Consumer Protection Safety and Health & Safety Section.

If you apply for a Licence to sell goods/products owned by a Company/partnership you must as part of this Application confirm in writing that you have the consent of the Company/Partnership to sell their goods/products.

**The following types of products are restricted and not permitted to be sold at this event:**

* Products that do not meet our trading criteria (unless an exception has been made)
* Alcohol, tobacco, drugs, drug paraphernalia, and medical drugs
* Dangerous items: hazardous materials, recalled items, and weapons or imitation weapons
* Hate items: items that promote, support, or glorify hatred
* Illegal items, items promoting illegal activity, and highly regulated items
* Internationally regulated items, Mature content
* Violent items: items that promote, support, or glorify violence

**Alcohol** may not be sold without the submission of all applicable licences and permissions. Food products containing alcohol, such as baked goods are permitted.

**Animal products** Textiles made from legally allowed animal hair and pelts, eg wool and leather, are permitted to be sold. Live animals and products made from endangered or protected animal species are not permitted to be sold. Ivory products are not permitted to be sold.

**Hate items** We do not permit the sale of items that promote, support or glorify hatred towards people or otherwise demean people based upon: race, ethnicity, national origin, religion, gender, gender identity, disability, or sexual orientation. We also prohibit the sale of items that promote paramilitary organisations or contain sectarian, racist, homophobic or otherwise hateful slurs or language.

This list is not exhaustive, we reserve the right to ask traders to remove any items from their stall at any time if they are deemed as inappropriate. Carefully consider if your products could be deemed offensive before application.

**Stock**

Please ensure you have sufficient stock for the duration of this event. All traders will be able to replenish stock between 6am and 10am daily in order to facilitate opening hours of this event and traffic management system. **There will be no opportunity to replenish stock during event times.** No exceptions will be made outside of these hours.

Council cannot guarantee the size of the crowds that the event actually attracts and traders apply at their own risk.

**Sustainability/ Eco-Friendly**

In 2019 Council launched the Be Sustainable brand encouraging people to live in an eco-friendlier way. Council prefers compostable items as they decompose very quickly under the correct conditions, biodegradable products decompose naturally over a long period of time and cannot be broken down using compostable machinery.

Council is seeking traders who are able to demonstrate how their business is environmentally friendly and what sustainable measures are implemented whilst trading E.g. Compostable materials / no single use plastic / reusable packaging.

During the event all traders must commit to sorting packaging, food waste and residual waste into the appropriate labelled waste containers.

**Fairtrade**

As a Fairtrade City and District, Derry City and Strabane District Council is committed to promoting and using products with the Fairtrade Mark.

Fairtrade is a partnership between some of the most disadvantaged farmers and workers in the developing worlds and businesses and consumers here. It ensures a better deal to small producers and their communities in a global market.  It’s **FAIRTRADE Mark** is a guarantee of standards worked out internationally with these producers that add the element of justice and equality to our consumer choices.

Council is seeking traders who are able to demonstrate how their businesses meet the Fairtrade Mark with additional points being awarded for those who supply Fairtrade products.

**Market stalls / Mobile Units**

*Council Owed Stalls* - There is a limited amount of council owned pop-up stalls. Requests for council owned stalls must be made during the application process. If you have been allocated a Council owned pop-up stall we will erect the 3m x 3m stall and 1 x strip light. You must bring everything you need to set up your trading space i.e. tables, chairs and shelves. You will then be allocated a time to set up.

*Trader Owned Stalls or Mobile/Trailer type Units* – Traders must ensure that stalls/ mobile units meet with health & safety requirements and be aesthetically pleasing. Risk Assessments will be required for all structures erected on site. There is limited scope for mobile/ trailer type units. Please provide a scaled footprint/ floor plan of your unit. Fixed Electrical Certificates will be required for ALL mobile units on site. If you are using your own pop-up stall/ mobile unit you will be allocated a time to set up your stall/ position your mobile unit. Your stall/ mobile unit MUST stay in the event zone for the duration of trading at this event. At the end of this event you will be allocated a time to digress from the site.

Traders will be held responsible for any damage caused to the stalls or other property provided to the Applicant during the Event and for any damage caused by the Applicant (it’s employees or assistants) to other stalls or property of other traders during the Event and will be required to indemnify Derry City & Strabane District Council accordingly.

**Electrical Supplies**

All Council owned stalls will be supplied with 1 strip light. If required to trade, electricity will be supplied from generators within the grounds of the event zone. The cost of power supply for lighting, scales, tills and small refrigeration units is £24 (inc VAT) for the 4 days of trading. The supply will consist of mainly 16 amp outlets but a limited supply of 32 amp supplies and 3Phase supplies can be provided. You will need to bring with you an extension cable fitted with the correctly rated socket such as a 16 amp blue and white plug sockets. No Electrical equipment will be supplied although an electrician will be on site to ensure you can connect your equipment safely. Any electrical equipment must comply with current legislation and have a valid Portable Appliance Test (PAT) certificate.

**Water Supply & Waste Disposal**

Council CAN provide water at this event. Council CANNOT provide waste oil and water containers. Please take your waste water and waste oil home. It is the responsibility of the trader to ensure proper disposal of waste, such as oils, fats and batter type mixes. **Under no circumstances is liquid waste to be disposed of down drains, grids or soak ways.** Please note, any illegal disposal of the above mentioned liquids/ oils could result in a financial penalty from Northern Ireland Water. Also, any costs incurred in the cleaning/ repair of drains or soak ways will be passed onto the trader. CCTV will be operational at the event.

Council will provide a water supply on site.

Council will provide general waste (black), recycling (blue) and food (brown) bins on site.

Council will provide street cleansing and waste removal for the duration of this event.

**Security**

There will be 24hr Security on duty during the course of the event including the set up and break down periods. Security and safety is of major importance and it is essential that you follow all instructions quickly and efficiently given by the security and management personnel on duty at all times. CCTV will be in operation at the event *\*****\* Council accepts no responsibility for the security of your belongings.*** Please note, that expensive vehicles and equipment need to be secured at traders own risk.

**Decorating trading space:**

It is vital that the traders display effort with their stand presentation, as a poorly presented stand will ultimately affect the overall image of your product this event. Elements of this event may be broadcast on TV therefore traders are advised to decorate the interior of their stalls in a manner that will enhance the ambience of the event. Traders must take reasonable steps to protect the DCSDC market stalls. ***Under no circumstances should anything be attached to the stalls such as sticky tape.*** Costs incurred in replacing damaged equipment will be recouped from the trader.

**Assessment of Applications**

A panel will assess all applications received for trading at The Halloween Festival, taking the following elements into account;

* Local business/ individual registered at an address within DCSDC Region
* Traded at the Walled City Market a minimum of 4 times in the last 6 months – from April 2022 to September 2022, excluding the Foyle Maritime Festival
* Alignment of offering to product criteria detailed on page 3
* Quality of the product on offer
* Goods created/ sourced locally (within 30-mile radius of Guildhall)
* Product offering not directly competing with existing businesses within the vicinity.
* Unique product offering. How many similar type products have applied?
* Traders that are able to demonstrate how their business is environmentally friendly and sustainable measures implemented whilst trading.
* Pricing range

Due to the high demand for space and need to vary the range of products on offer throughout this event, the location of each trade stand will be decided by the event organisers and cannot be pre-booked. Please note that no traders can request a specific location. Council will allocate trading locations depending on the infrastructure in place and the requirements of each individual trader, (i.e. does the trader require a stall from council / does the trader require an electric supply).

Where possible the event organisers will try to provide each trader with the size of trade stand they have requested.

**Cancellation Policy**

In the event of cancellation by the stall holder, any fee paid will be refunded if cancelled more than 14 days before the event. but the full fee is payable for any cancellations within 14 days of the event.

Where cancellation by the Applicant takes place within 14 days of the Event Council may, refund the Licence Fee (or part of it) on the grounds of the Licence Holder’s compassionate circumstances at the time of cancellation Any such decision shall be entirely and solely at Council’s discretion.

In the event of cancellation by Derry City & Strabane District Council more than one week before the Event 75% of the Stall Fee shall be refunded

In the event of cancellation by Derry City & Strabane Council within one week of the Event 100% of the Stall Fee shall be refunded.

Derry City & Strabane District Council shall adhere to its Adverse Weather Policy in deciding whether to postpone/cancel the Event.

Derry City & Strabane District Council shall not in any circumstances be responsible for any direct or indirect loss as a result of cancellation, postponement or relocation by Council or otherwise.

**Breach of Terms and Conditions**

Traders found to be breaching any of the terms & conditions (except verbal or physical abuse at the Event which is dealt with below) will be issued with a written warning. A second breach of the terms and conditions after the issue of the written warning will result in the immediate removal of the Trader from the Event.

Derry City & Strabane District Council does not tolerate verbal or physical abuse of its agents, employees or representatives. Where Council (at its discretion) decides that any Trader (or its employees, representatives or agents) has physically or verbally abused Council’s agents, employees or representatives, that Trader shall be immediately removed from the Event.

A Trader’s failure to comply with any of the terms and conditions will be considered in any future application to trade and may adversely affect their application and result in same being refused.

Where a Trader has been removed from the Event as a result of a breach of terms and conditions there shall be no refund issued.

**Disclaimer:** Derry City and Strabane District Council, the event organisers, will not be responsible for damage to stock or theft during the event. No responsibility will be accepted by the event organisers for the security of any goods, money or equipment before, during or after the event. Although security will be on site 24 hours a day it is the trader’s responsibility to ensure all transactions made are between the vendors and the purchasers alone, and no responsibility will be accepted by the event organisers for any transactions.

In certain instances, (including but not limited to- Health and Safety requirements, Crowd Management etc.) modifications to event layout, including the repositioning/ relocation of traders before or during an event may be necessary.  In such circumstances, Council will seek to notify the trader on the day prior to the repositioning/ relocation, however Council reserves the right to reposition/ relocate traders during the event. Where a trader is no longer happy with the repositioned/ relocated trading pitch they will be issued a pro rata refund.

Council will not be liable for any direct or indirect loss in any circumstances including cancellation, postponement or relocation of the Event by Council or where there is a dispute between the Licence Holder and the owner of the goods as to the right of the Licence Holder to sell the goods/products

**LEGISLATION**

**PRODUCT & FOOD SAFETY AT DERRY CITY AND STRABANE DISTRICT COUNCIL EVENTS**

Safety at our events is paramount, not just the infrastructure we put in place but also the products on offer by the individuals and businesses involved in helping us to deliver our events. The Information below is a synopsis of the legislation, regulations and guidelines in terms of food and product safety.

If in doubt, please don’t hesitate to contact the relevant departments for clarification

* Food Safety Email: [food@derrystrabane.com](mailto:food@derrystrabane.com)
* Health & Safety Email: [healthandsafety@derrystrabane.com](mailto:healthandsafety@derrystrabane.com)
* Consumer Protection Safety Email: [consumerprotection@derrystrabane.com](mailto:consumerprotection@derrystrabane.com)

**Food Safety & Standards (specific to Food traders):**

***Food Labelling***

From 1 October 2021 the requirements for prepacked for direct sale (PPDS) food labelling will change in Wales, England, and Northern Ireland. The new labelling will help protect your consumers by providing potentially life-saving allergen information on the packaging. Any business that produces PPDS food will be required to label it with the name of the food and a full ingredients list, with allergenic ingredients emphasised within the list.

Businesses need to check if their products require PPDS labelling and what they need to do to comply with the new rules. Further details can be viewed via the following links and attachment below:

<https://www.food.gov.uk/business-guidance/packaging-and-labelling> <https://www.food.gov.uk/topic/labelling>

<https://www.derrystrabane.com/Subsites/Health-Community-Wellbeing/Food-Control-and-Infectious-Disease-Team/Advice-for-Food-Business-Operators/Food-Labelling>



***Food Allergen Information***

**Food allergens can be life threatening** and the only way people can manage a food allergy is to avoid the foods that make them ill. An oversight on your part – such as serving someone a food they are allergic to – can damage the reputation of your business as well as cause serious harm to your customer. Food allergens cannot be removed by cooking. That is why it’s essential to practise good kitchen hygiene, as well as careful separation, storage and labelling of ingredients when preparing food.

**From 13 December 2014, all food businesses will need to provide information about the allergenic ingredients used in food sold or provided by them.** The EU Food Information forConsumers Regulation (No.1169/2011) outlines the new requirements for businesses which areproviding food sold prepacked and non-prepacked (loose) such as food sold in a restaurant ortakeaway.

Further details can be viewed via the following attachments:

   

Additional information and requirements from Council’s Environmental Health Section can be obtained by visiting the links and attachments below:

<https://www.derrystrabane.com/Subsites/Health-Community-Wellbeing/Food-Control-and-Infectious-Disease-Team/Advice-for-Food-Business-Operators>

  

**Product Safety/ Consumer Protection (specific to Craft traders)**

***Toy Safety Regulations 2011***

Under the current Toy Safety Regulations 2011 as amended by the Product Safety and Metrology etc. (Amendment) (Northern Ireland) (EU Exit) Regulations 2020, Northern Ireland stall holders who are purchasing toys from GB and then supplying them to consumers in NI are defined as ‘importers’ and have many obligations, including having their name and address to be marked on each toy or packaging. There are many other obligations of importers listed in the guidance, including using the correct conformity markings on toys, i.e. CE marking, or UKNI & CE marking.

Further details on the guidance from The Office of Product Safety Standards (OPSS) can be viewed via the following link:

<https://www.gov.uk/government/publications/toys-safety-regulations-2011/toys-safety-regulations-2011-northern-ireland>

Stall holders who are purchasing toys from within NI or the EEA and supplying to consumers within NI, will be defined as ‘distributors’, (not ‘importers’) and will be required to comply with their obligations as a distributor. Distributor obligations are detailed in the guidance link above.

The above guidance also applies to toy manufacturers.

***EU Market Surveillance Regulation 2019/1020***

The EU Market Surveillance Regulation 2019/1020 which came into force on 16th July 2021 also impacts on NI toy retailers. For an NI business selling products made by a manufacturer established outside NI or the EU (e.g. GB, China, or other non EU country) and directly selling them to NI consumers, there must be a responsible economic operator established in NI or the EU to fulfil the compliance tasks of Article 4 (should Article 4 apply to your business). <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/993066/guidance-msc-regulation-article-4-businesses.pdf>

Otherwise the product may not be offered for sale to NI/EU end users. The responsible economic operator can be any one of a manufacturer, importer, authorised representative, or a fulfilment service provider but in all cases must be established in the EU (or NI).

***General Product Safety Regulations 2005***

Guidance from the OPSS on the General Product Safety Regulations 2005 (GPSR) as they apply to products being supplied in or into Northern Ireland can be obtained by visiting the following link:

<https://www.gov.uk/government/publications/general-product-safety-regulations-2005?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=ec9c919f-9f0e-4700-aa3c-f9fc9de4c38e&utm_content=immediately>

***EU Regulation 2009/1223 and the Cosmetic Products Enforcement Regulations 2013***

There are rules for cosmetics being supplied in Northern Ireland, of which face paints, bath bombs, body creams etc. would be classed as. Further details on the rules for cosmetics being supplied in NI can be obtained by visiting the following link:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/968604/Guide-to-cosmetic-products-regulations-2013-northern-ireland-tp.pdf>

All cosmetics being sold in NI must be submitted on the EU Cosmetic Product Notification Portal (CPNP) <https://webgate.ec.europa.eu/cas/login>

***Candles and Wax melts***

For stall holders making or supplying candles or wax melts please refer to the following guidance on the HSENI website:

<https://www.hseni.gov.uk/articles/candles-and-clp>

Whilst the guidance specifically names candles, it is also applicable to wax melts.

**Please Note:**

You could face legal action if a product is found to be unsafe or causes harm to consumers.

Additional information on consumer safety, product safety advice for businesses and an A to Z of product safety for businesses can be obtained by visiting the links below:

* <https://www.derrystrabane.com/consumerprotection>
* <https://www.gov.uk/guidance/product-safety-advice-for-businesses>
* <https://www.gov.uk/guidance/product-safety-for-businesses-a-to-z-of-industry-guidance>
* <https://www.nibusinessinfo.co.uk/content/product-safety>

\*\*Applications will be scored **only** on the information provided in your application.\*\*

**Only an individual(s) can apply. Where the goods/business is owned by a company or partnership, an individual must be nominated to apply for the Licence and the Licence will be issued to this individual who will be responsible and accountable for compliance with the terms and conditions of the Licence. In nominating this individual, the Company/Partnership is deemed to have given appropriate irrevocable authority to the individual to sell the products at this event. Derry City and Strabane District Council cannot, after the grant of the Licence, transfer the Licence to another named individual. Careful consideration should be given, therefore, to such a nomination and, if deemed appropriate, a joint application in the names of 2/3 individuals may be considered appropriate.**

***TRADER DETAILS:***

|  |  |
| --- | --- |
| **Name of Applicant** |  |
| **Name of the Owner of the Goods/Products** |  |
| **Applicant’s Address**  (including postcode) |  |
| **Applicant’s Date of Birth** |  |
| **Contact Telephone Numbers**  Landline & Mobile |  |
| **Email Address** |  |
| **Vehicle Registration** |  |

***You are required to enclose with your application:***

* ***2 (two) photographs of the Applicant(s);***
* ***Copy of the Passport or driving licence or electoral identity card of the Applicant***
* ***Proof of address (copy bank statement, rates bill or utility bill in name of applicant dated within last three months)***
* ***Please enclose with your application photographic evidence of your products / services which demonstrates how they are to be presented/ displayed.***

## Please note: Application Evaluation & Scoring

Your application will be scored in 2 stages. Traders who provide with their application the relevant information requested in stage one will receive a pass mark and move on to stage two and their submission will then be evaluated against the criteria detailed on page 17.

**STAGE 1 – SUPPORTING DOCUMENTTION Weighting:** Pass/Fail

***Failure to provide the certificates below will result in your application being unsuccessful.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **ELECTRICAL CERTIFICATE**  Do you require electrical services for trading?  *(****NB.*** *ALL Electrical equipment will require a PAT certificate from an approved electrician which should be renewed on an annual basis and a corresponding label must be placed on the relevant equipment. ALL trailers should have valid Fixed Electrical Certificate, see below).*  **Please note:** There is a charge of £20 (inc VAT) for electric for the 4 days of trading  ***You MUST provide a copy of your PAT Certificate*** | Please circle: YES / NO  Name of approved electrician:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PAT Certificate Expiry Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PAT Certificate Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. No. of Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. List of Equipment & load details:  |  |  | | --- | --- | | Equipment | Load Details | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  1. Any Equipment 3 phase: Yes/ No 2. Supply Plug Required:   13amp household sockets      Yes/ No  16amp single phase (Blue)   Yes/ No  16amp three phase  (Red)    Yes/ No  32amp single phase  (Blue)    Yes/ No  32amp three phase   (Red)   Yes/ No |
| **FIXED ELECTRICAL CERTIFICATE**  Do you require electrical services for your mobile unit?  *(****NB.*** *ALL mobile units requiring an electric supply will require a Fixed Electrical Certificate from an approved electrician which should be renewed on an annual basis. A PAT Certificate will also be required for ALL electrical equipment, see above)*  ***You MUST provide a copy of your Fixed Electrical Certificate*** | Please circle: YES / NO  Name of approved electrician:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fixed Electrical Certificate Expiry Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **GAS CERTIFICATES**  Do you require the use of an LPG appliance?  *(****NB.*** *ALL LPG appliances will require a Gas Safety Certificate from an approved Gas Engineer which should be renewed on an annual basis)*  ***You MUST provide a copy of your Gas Safety Certificate*** | Please circle: YES / NO  Name of approved Gas Engineer:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Gas Safety Certificate Expiry Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **INSURANCE**  Public, Product and Employers Liability Insurance details?  ***You MUST provide a copy of your Insurance Certificate which should specify that it covers trading at events and markets and covers the period of the Event.*** | Name of Insurance Broker:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certificate Expiry Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **FOOD HYGIENE**  Please provide your Food Registration Number and Latest Food Hygiene Rating (must be 4 or above).  ***You MUST provide a copy of your food hygiene rating sticker. Also a copy of your last food hygiene rating notification letter from Environmental Health.*** | Food Registration Number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Food Hygiene Rating:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PRODUCT SAFETY & CONSUMER PROTECTION COMPLIANCE**  As the rules for selling some products in Northern Ireland have changed since Brexit, you are responsible for ensuring that the products you have on sale comply with relevant legislation, be safe and fit for purpose.Where applicable, traders must refer to and meet the guidance from The Office of Product Safety and Standards (OPSS) as they apply to products being supplied in or into Northern Ireland. Traders could face action if a product is found to be unsafe or causes harm to consumers, including legal action.  For example, toys sold in NI must have the CE Marking or both the CE and UKNI marking affixed.  ***Please ensure images are of good quality and not blurry.*** | Please include with this application where applicable:   * **A copy of the EC Declaration of conformity (in English)** for goods such as toys, face paints (if also assessed against Toy Regulations) and children’s costumes. * **A copy of confirmation of UKNI marking and conforming assessment** if products conformity assessment has been carried out by a UK notified body. * **Proof of “responsible person” and proof that all cosmetics being sold at this event are logged on the EU Cosmetic Product Notification Portal (CPNP EU)** for goods such as face paints, soaps, shampoos, body creams, bath bombs etc. * **Confirmation in writing of responsible economic operator established in the NI or the EU if toys are being brought into NI and sold to NI consumers for the first time since 16th July 2021. Article 4 of EU Regulation on Market Surveillance and Compliance of Products (2019/1020) requires that a responsible economic operator must be based in NI (or the EU) to carry out certain compliance tasks in respect of that toy. This can be the manufacturer, an importer, a manufacturer’s authorised representative, or a fulfilment service. They must carry out the compliance tasks in Article 4 and their contact details must be indicated on the product or on its packaging, the parcel or an accompanying document.** * **Include pictures of CE marking or both CE and UKNI marking** * **Include pictures of the importer name & address label affixed to the toy or packaging** * **Include pictures of the Responsible Economic Operator (Article 4) label to be affixed to each toy or packaging where applicable. This can be the manufacturer, an importer, a manufacturer’s authorised representative, or a fulfilment service.** |
| **Ownership of Goods**  **Where the goods/products are owned by a third party please confirm that you have obtained the consent of the owner to sell their goods and products.** |  |

***Please ensure you enclose with your application ALL documentation requested above (where applicable to your application) as Council cannot and will not contact third parties directly to obtain information on the Applicant’s behalf:***

* ***2 x Photographs of the Applicant***
* ***Copy Passport, Driving Licence or Electoral Identity Card of the Applicant***
* ***Copy Bank statement, rates bill or utility bill of the Applicant dated within the last three months***
* ***PAT Certificate(s)***
* ***Fixed Electrical Certificate(s)***
* ***Gas Certificate***
* ***Insurance Certificate for Public, Employers and Product Liability confirming Street Trading is covered***
* ***Food Registration Number and latest Food Hygiene Rating***
* ***Product Safety and Consumer Protection Compliance Documents***

***Please ensure any images are of good quality and not blurry.***

***Failure to attach any of documents required will render your application void.***

***STAGE 2 – PRODUCT QUESTIONS***

The following questions 1 - 4 will be scored out of 100%, therefore please complete with full detail to ensure a maximum score

**Q1: *PRODUCT DESCRIPTION Weighting:*** *60%*

|  |
| --- |
| **Please detail the exact products/ goods you wish to sell at this event clearly outlining what makes your product unique and how it fits with the product criteria listed on page 3.** Ensure you include prices & pictures.   * **FOOD** - We are looking for traders who follow the LegenDerry Food principles, local produce, seasonal and sustainably produced goods. * **CRAFT** – We are looking for traders specializing in the supply of seasonal / Halloween themed crafts * **FAST SELLING** – We are looking for traders who specialize in the supply of children’s toys, specifically light-up toys.   ONLY PRODUCTS DETAILED IN THIS APPLICATION WILL BE PERMITTED TO BE SOLD AT THE EVENT. |
|  |
| (Office use only) Score Allocated % |

***Q2: PRODUCTION OF PRODUCT Weighting:*** *20%*

|  |
| --- |
| **Please specify where you source your products/ ingredients.** Ensure you list suppliers to prove provenance. Include how you will ensure your products meets safety legislation such (but not limited to):   * Food labeling, * Allergen Information, * General Product Safety Regulations 2005 (GPSR), * EU Market Surveillance Regulation 2019/1020**,** Regulation 2009/1223, * Toy Safety Regulations 2011 as amended by the Product Safety and Metrology etc. (Amendment) (Northern Ireland) (EU Exit) Regulations 2020 * Cosmetic Products Enforcement Regulations 2013, Toys (Safety) Regulations 2011 |
|  |
| (Office use only) Score Allocated % |

***Q3: EXPERIENCE OF TRADING Weighting:*** *10%*

|  |
| --- |
| **Please demonstrate your experience of trading at similar sized events in the last 5 years.** |
|  |
| (Office use only) Score Allocated % |

***Q4: SUSTAINABILITY/ECO-FRIENDLY Weighting:*** *10%*

|  |
| --- |
| **Please demonstrate how your business is environmentally friendly and what sustainable measures you will implement at this event** e.g. Compostable materials / no single-use-plastic |
|  |
| (Office use only) Score Allocated % |

***PHYSICAL TRADING REQUIREMENTS***

|  |  |
| --- | --- |
| **Council Stalls:**  There is a limited amount of council owned pop-up stalls, measuring 3m x 3m each.  Please state the number of council owned pop-up stalls you require. | Number of 3m x 3m council owned pop-up stalls required:  \_\_\_\_\_\_\_\_\_\_\_\_  **Note:** If approved, a trader requiring 2 stalls with be provided with a trading space of: frontage = 6 meters / depth = 3 meters and charged accordingly. |
| **Trader Stalls/ Mobile Unit:**  Please provide a scaled footprint/floor plan of your set up (allow for access in and out of your stall/ mobile unit, tow bar, opening of doors & hatches)  ***A recent picture of your unit must be supplied with this application.*** | Type of unit (i.e. stall/ trailer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Pitch frontage required (in meters): \_\_\_\_\_\_\_\_\_\_  Total Pitch depth required (in meters): \_\_\_\_\_\_\_\_\_\_  **Please be as exact as possible. If your stall/ mobile unit does not fit in the space allocated, you will be removed from the event site.** |

## Application Evaluation & Scoring Matrix

Your application will be scored in 2 stages. Traders who provide with their application the relevant information requested in stage one will receive a pass mark and move on to stage two and their submission will then be evaluated against the following criteria.

STAGE 1

**CATEGORY 1:** TECHNICAL SPECIFICATIONS / CAPACITY

**WEIGHTING:** Pass / Fail

|  |  |  |
| --- | --- | --- |
| **Certificates/ Documentation** | **Required by** | **Supplied** |
| 2 x Photographs of applicant | All traders |  |
| Copy Passport, Driving Licence or Electoral Identity Card of the Applicant | All traders |  |
| Copy Bank statement, rates bill or utility bill of the Applicant dated within the last three months | All traders |  |
| Insurance for Public, Employers and Product Liability confirming street trading is covered | All traders |  |
| Portable Appliance Test Certificate | For all appliances requiring the use of electric |  |
| Fixed Electrical Certificate | For all mobile units/ trailers requiring an electrical supply |  |
| Gas Safety Certificate | For all appliances requiring the use of Gas |  |
| Risk Assessment | For all structures erected on site by traders, such as stalls. |  |
| Food Registration Number and latest Food Hygiene Rating  (must be 4\* or above) | For all traders that serve/ supply food directly to the public. |  |
| Product Safety & Consumer Protection Compliance | Product dependant such as, EC Declaration of conformity for toys & face paints; proof products are logged on the EU Cosmetic Product Notification Portal (CPNP EU) for shampoos, body creams bath bombs etc. |  |

**STAGE 2.**

**QUESTION 1:** PRODUCT RANGE

**WEIGHTING:** 60**%**

We primarily want to attract traders who can produce a quality offering selling food and non-food goods not normally associated with more conventional/ shopping outlets. Products should not carry strong political messages. See criteria detailed on page 17.

This will be a key consideration as part of the selection process for all applications received.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 31% - 40% | Excellent detail which outlines suitable and credible products to be sold. Products/produce not normally associated with more conventional/shopping outlets. |
| Good | 21% -30% | Good detail provided which outlines suitable and credible products to be sold. Products/produce not normally associated with more conventional/shopping outlets. |
| Satisfactory | 11% - 20% | Satisfactory detail provided which outlines suitable and credible products to be sold. |
| Poor | 0% - 10% | Limited detail provided which outlines suitable and credible products to be sold. |
| Additional Points available | 0% - 5% | Prices of products included in product description and in line with high-street prices. |
| 0% - 5% | Family friendly offers (I.e. family meal deals / 2 for 1 offers). |
| 0% - 5% | Food: Allergens considered. I.e. gluten free options. Fairtrade products supplied.  Toys: CE and UKNI Certification supplied with application. Returns accepted. |
| 0% - 2.5% | Pictures included with application. |
| 0% - 2.5% | Trader willing to run/contribute towards a competition during event. |

**PLEASE NOTE: Traders are only permitted to sell products that have been declared on their application form.**

# QUESTION 2: PRODUCT PRODUCTION/ SAFETY COMPLIANCE

# WEIGHTING: 20%

Where possible products/ produce must be locally sourced. If products are home/hand-made ingredients/ materials must be locally sourced (within 30-mile radius of Guildhall). All products MUST meet current legislation. It is the responsibility of the trader to ensure they submit the correct certification/ conformity requirements for each item being sold at the event.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 13% - 16% | Excellent detail which outlines suitable and credible sourcing of products and materials. |
| Good | 9% - 12% | Good detail provided which outlines suitable and credible sourcing of products and materials. |
| Satisfactory | 5% - 8% | Satisfactory detail provided which outlines suitable and credible sourcing of products and materials. |
| Poor | 0% - 4% | Limited detail provided which outlines suitable and credible sourcing of products and materials. |
| Additional Points Available | 0% - 4% | Food: Ingredients are home grown  Toys: Recycled materials used during production. |

# QUESTION 3: TRADING EXPERIENCE

# WEIGHTING: 10%

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 6% - 7% | Excellent detail which outlines suitable and credible experience of trading at similar events. |
| Good | 4% – 5% | Good detail provided which outlines suitable and credible experience of trading at similar events. |
| Satisfactory | 2% - 3% | Satisfactory detail provided which outlines suitable and credible experience of trading at similar events. |
| Poor | 0% - 1% | Limited detail provided which outlines suitable and credible experience of trading at similar events. |
| Additional points available | 0% - 3% | International events attended |

# QUESTION 4: SUSTAINABILITY/ ECO-FRIENDLY

# WEIGHTING: 10%

Council prefers compostable items as they decompose very quickly under the correct conditions, biodegradable products decompose naturally over a long period of time and cannot be broken down using compostable machinery.  Preference will be afforded to those traders who are able to demonstrate how their business is environmentally friendly and what sustainable measures are implemented whilst trading E.g. Compostable materials / no single use plastic / reusable packaging

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 7.5% - 10% | Excellent detail which outlines exemplary and relevant standards of sustainability. |
| Good | 5% – 7.5% | Good detail provided which outlines relevant standards of sustainability. |
| Satisfactory | 2.5% - 5% | Satisfactory detail provided which outlines relevant standards of sustainability. |
| Poor | 0% - 2.5% | Limited detail provided which outlines relevant standards of sustainability. |

**SCORING MATRIX SUMMARY**

All applicants will be assessed using the following scoring matrix

|  |  |
| --- | --- |
| **Award Criteria** | **Weighting** |
| * Product * Production / Compliance * Experience * Sustainabiloty/ Eco-Friendly | 60  20  10  10 |
| **TOTAL** | 100 |

**PRODUCT BREAKDOWN**

Due to high-level demand for trading space at this event, we are limiting the types of products as follows:

|  |  |
| --- | --- |
| **Product Type** | **%** |
| Food | 60% |
| Craft | 20% |
| Fast Selling | 20% |

**Privacy Notice – Derry City and Strabane District Council**

**Markets Programme**

In order to administer the Event we need to record some personal data and contact information from our Event participants.

Derry City and Strabane District Council (DCSDC) takes its data protection responsibilities very seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way that complies with the General Data Protection Regulations and the new Data Protection Act 2018.

The introduction of the new GDPR regulations on 25th May 2018 means that the DCSDC Business Team need to ensure that we have your permission to gather, retain and use your personal information for programme delivery, and if you permit us, to notify you from time to time of special events and to protect your information against loss or unauthorised use. If you give us permission to use your information you have the right to tell us at any time to stop contacting you.

The information you supply will principally be processed for the purpose for which it has been provided. If it is being used for any other purpose you will be informed and your explicit consent will be sought if required.

Derry City and Strabane District Council will:

* only use your information to carry out its statutory duties or tasks in the public interest
* only ask for what information is absolutely necessary to allow it to carry out its duties
* only use your information for the purpose that you provided it for (we cannot normally use it for anything else without your permission)
* provide you with sufficient information to make a choice when your consent is required and only use it if you have clearly “opted-in”
* store and maintain your personal information only for as long as it is required
* store and maintain your personal information in a secure manner
* dispose of your information if you ask us to do so (and we no longer need to keep it)

You can find further information on our Privacy Policy on our website <http://www.derrystrabane.com/>

The new Data Protection Act 2018 obliges us to tell you why we need, and what we do with your personal data. This is explained below:

The Markets programme is delivered by Derry City and Strabane District Council focusing on trading opportunities at the monthly Walled City & Strabane Markets, annual Halloween & Christmas Markets, Jazz Festival, Summer Jamm and ad hoc markets such as The Foyle Maritime Festival.

Personal information in relation to your business is required in order to effectively deliver this programme. No Special Category information is required.

The personal information Derry City and Strabane District Council require in order to process your application for the Market programme will include the following: contact name, email address, phone number, full address and postcode. Derry City and Strabane District Council will also require business related information on behalf of the organisation in order to support your application.

The new Data Protection Act 2018 obliges us to tell you the lawful basis we have for processing your data. Under the General Data Protection Regulations the lawful basis we have is a **public task and the** processing is necessary for the purposes of administering the DCSDC Market Programme.

Sometimes we share your personal information with other parties. We must tell you who we share your information with and why we do it. In this case it is because from time to time we may make referrals to other council departments. Referrals will be made only where Derry City and Strabane District Council believe there could be a benefit to your organisation through additional business support, this could include: additional trading opportunities, opportunities to showcase yourself, produce and/or product and relevant business support programmes.

**You should retain this information for your own records**

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

We will only process your personal data if you give us your explicit consent to use it for the above purpose/s.

Data Subject (your name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Having been clearly informed of the need to process my personal data, I consent to my personal data being used for the purposes outlined above and only for these purposes:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MARKETING BRANDING, CUSTOMER SERVICES AND DATA PROTECTION**

|  |  |
| --- | --- |
| **Trading As** |  |
| **Web URL** |  |
| **Facebook URL** |  |
| **Twitter URL** |  |
| **Instagram URL** |  |

|  |  |
| --- | --- |
| I consent to allow my services and contact details to be published on event promotional material and the Derry City and Strabane District Council website | YES / NO |

***DECLARATION and ACCEPTANCE OF TERMS and CONDITIONS***

By signing below, I certify:

1. that I have read and understood this application form and the Terms and Conditions and that all of the above information contained in this application is correct to the best of my knowledge;
2. I and any employees or assistants attending the Event are eligible to work in the United Kingdom;
3. All goods and products to be sold at the Event comply with all local and national laws and legislation including (but not limited to) trading standards, consumer protection standards and food safety;
4. If I am not the Owner of the goods and products to be sold at the Event, I have the necessary consent and authority to the sell them at the Event on the owner’s behalf;
5. If my application is successful I am aware it is subject to my signing an acceptance of the terms and conditions of the Event before the Licence is issued and agreeing to indemnify Derry City & Strabane District Council from and against all claims, costs, injury, damage loss and expenses howsoever arising as a result of your actions or those of your employees and assistants at the Event.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_