



# HELSTON TOWN COUNCIL

*Konsel an Dre Hellys*

THE GUILDHALL • HELSTON • CORNWALL • TR13 8ST

Email: [townclerk@helston-tc.gov.uk](mailto:townclerk@helston-tc.gov.uk) Website: [www.helston-tc.gov.uk](http://www.helston-tc.gov.uk)

Tel: (01326) 572063

Pamela Lavelle Town Clerk



February 2024

Dear Sir/Madam

## **Flora Day Street Market – Wednesday 8<sup>th</sup> May 2024**

Please find attached the application pack for a Street Stall at Helston Flora Day 2024. The application pack contains the following:

- Flora Day Street Stall Information Sheet.
- Static Stall Application Form (Form A).
- **Flora Street Market Plastic Free Policy**
- Fire Risk Assessment Form.
- Data Protection Declarations (Form B) – **only to be completed if not attending this year and you wish to remain on the trader database.**

**Please read the information sheet carefully as it contains amendments from previous years. I would particularly draw your attention to the Flora Street Market Plastic Free Policy.**

You should let us know if you require either a Mobile Sellers Application Form or a Street Collection Permit Application Form so we can forward this to you. All completed forms need to be returned to Helston Town Council at the address above or by email to [info@helston-tc.gov.uk](mailto:info@helston-tc.gov.uk)

Please note that the pitches will be allocated in order of receipt. **Application forms sent in without payment will be treated as incomplete and will not be processed until payment has been received.**

Whilst we will try to accommodate location requests, we cannot guarantee that this will be possible.

Please note that pitch allocation is undertaken by the Market Superintendent who is self-employed and does not work for the Town Council. As soon as we are given the pitch allocation will contact you to confirm your pitch, please ensure that we have your correct contact details in the application. Please do not contact the office repeatedly about pitch allocation.

The closing date for completed application forms is Monday 8<sup>th</sup> April 2024.

Yours faithfully

Pamela Lavelle  
Town Clerk



## **Flora Day Street Stall Information – Wednesday 8<sup>th</sup> May 2024**

### **Street Stall Application**

Your completed application must include:

- Street Stall Application Form
- Street Collection Permit (if you require one)
- Copy of your Public Liability Insurance Certificate (for a minimum cover of £5,000,000)
- Fire Risk Assessment
- Payment (a cheque or postal order or confirmation of the date you made a bank payment)

**Incomplete applications will be returned which could jeopardise your chance of obtaining a stall space.**

Any applications received after the 8<sup>th</sup> April 2023 for pitches in Coinagehall Street will not be able to have electricity supplied by the Council.

### **Street Collection Licence**

Charity stalls selling items or raising funds for charitable purposes will require a Street Collection Permit. There is no charge for this.

**Any charity stall selling food will be charged the food rate and not the charity rate.**

Please contact us if you require a Street Collection Permit Application Form or alternatively the form can be downloaded from our website – [www.helston-tc.gov.uk](http://www.helston-tc.gov.uk).

All Street Collection Permit Application Forms must be returned to Helston Town Council.

### **Insurance**

You must have Public Liability Insurance for the event and a copy of your Insurance Certificate showing a minimum cover of £5,000,000 must be enclosed with your application.

### **Fire Risk Assessment**

Cornwall Council requires us to obtain additional information with reference to fire risk as part of the application process. We have enclosed a tick box fire risk assessment questionnaire for you to complete or you can provide your own fire risk assessment if you have one.

### **Payment**

Our bank account details are:

Helston Town Council Sort Code: 60 83 01

Account: 20472016

Please put Flora Stall as a reference and let us know you have sent payment.

Cheques should be made payable to 'Helston Town Council' and enclosed with the completed application form. Please do not send cash through the post.

### **Cancellation**

Fees will not be reimbursed for cancellations received after 1<sup>st</sup> April 2024.

The Town Council would not be liable for any costs incurred by the trader in the event that the Market be cancelled due to an event of national significance.

### **Street Stalls**

Whilst every effort will be made to accommodate requests it might not be possible to allocate specific pitch locations. Please note that only one stall covering a maximum of 3 pitches (9m frontage) will be allowed per food-selling trader on Coinagehall Street.

**In consultation with the Police, the sale or distribution of alcohol from street stalls is prohibited and would be in contravention of the Street Market License.**

### **Setting up times**

Stalls allocated in Coinagehall Street, Monument Road and Porthleven Road must set up between 5.30am and 6.30am only, on 8<sup>th</sup> May. The police will require all vehicles to be removed by 6.30am on 8<sup>th</sup> May, to allow the Street Closure Order to take effect.

**It is imperative that you do not attempt to leave your pitch whilst the Road Closure Order is in place as this would endanger members of the public.** Please note that this means you cannot leave your pitches on the evening of the 8<sup>th</sup> May until 7pm for Coinagehall Street and Monument Road and 10pm for the Porthleven Road. In Coinagehall Street and Monument Road you will be permitted to bring vehicles into the street between 7pm and 8pm to clear your stall before normal traffic resumes at 8pm. **Any stall holder who attempts to leave before the Road Closure Order ends will be refused a pitch in future years.**

### **Pitch Size**

Pitches are available in multiples of 3m frontage. The maximum depth available is 3m.

A stall space cannot be divided therefore, for example, if you require 5m frontage you must request 2 x 3m pitches. Please ensure that you include any tow hitches in your size calculations. Should you have miscalculated and not booked enough pitches the Market Superintendent may require you to cease trading.

All items displayed for sale must remain within the confines of your pitch.

It is very important that an accurate indication of your stall's depth is included on the application form as the Police have indicated that stalls protruding too far into the road will be removed.

### **Generators & Electric Hook-ups**

Generators or motors will not be permitted in Coinagehall Street however electric hook-ups will be available at a cost of £15.00 if required. This policy was introduced as in the past the dancers have had difficulty hearing the town band in this street due to the noise of the generators. **Please note it will not be possible to supply electric hook-ups to traders who have not returned their application forms by 8<sup>th</sup> April 2024.** If you require an electrical hook-up we would suggest that you apply in good time as these will be allocated on a first come first served basis.

The Town Council reserves the right to withdraw the power supply if the responsible Council officer considers the conditions to be too wet for the safe working of the electric hook-ups.

The use of 'silent' (low level noise) generators is permitted in Monument Road and Porthleven Road.

### **Cost of a pitch**

The charges for 2024 will be as follows:

Stalls for charity or non-profit organisations (not selling food) and mobile sellers	£27.50 per 3m frontage (including hitches)
Craft, non-food stalls	£55.00 per 3m frontage (including hitches)
Food stalls	£110.00 per 3m frontage (including hitches)
Coinagehall Street electric hook-up (if required)	£15.00 (including VAT)

**Those 2023 stallholders who received a certificate in recognition of their support for the Town Council's 'Plastic Free' initiative last year, will be entitled to a discounted charge for 2024. Please confirm your entitlement by emailing [info@helston-tc.gov.uk](mailto:info@helston-tc.gov.uk) prior to making payment.**

Please contact us if you are uncertain of the cost category for your stall. In the event of a dispute the Town Clerk's decision will be final.

### **Waste**

All food stall holders must provide litter bins for their stall-generated trade waste and must keep their immediate area clean. **You must remove all your waste and recycling at the end of the event and dispose of it through your existing methods.**

### **Use of Plastics**

Helston Town Council continues to work towards a 'Plastic Free' Helston. Please refer to the appended Flora Street Market Plastic Free Policy in the Application Pack for more information and guidance.

**The sale or distribution of balloons, including biodegradable alternatives, will not be permitted at this event.**

### **Data Protection**

Due to the introduction of the Data Protection Act 2018 we are required to obtain your permission to keep your contact details on file. Please complete the relevant declarations on either Form A or Form B to receive information about future markets.

**HELSTON FLORA DAY MARKET**

**Wednesday 8<sup>th</sup> May 2024**

Please complete separate application forms if you have more than one stall location.

Please use BLOCK CAPITALS.

Name: .....

Trading Name: .....

Address: .....

.....

.....

..... Post Code: .....

Telephone: .....

Email: .....

Vehicle Registration: .....

Number of pitches required (per 3m frontage **including hitches**): .....

Dimensions: ..... metres (frontage) x ..... metres (depth – maximum 3 metres)

Previous site (if known): .....

Trading activity: .....

**CHARGES DUE:**

£

<u>Stall Type:</u> Please tick the relevant option:	
Charity or non-profit stall (NO FOOD) <input type="checkbox"/> No. of 3m pitches ..... @ £27.50 each	
Craft, non-food stalls <input type="checkbox"/> No. of 3m pitches ..... @ £55.00 each	
Food stalls <input type="checkbox"/> No. of 3m pitches ..... @ £110.00 each	
<u>Electric Hook-up</u> if required - £15.00      16 Amp <input type="checkbox"/> (Coinagehall Street Only)                      32 Amp <input type="checkbox"/> My kW usage is .....	

**TOTAL**

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**Payment by BACS to the following account:**

Helston Town Council - Sort Code: 60 83 01 - Account: 20472016 – Ref: Flora Stall

**Cheques should be made payable to Helston Town Council.**

(Please do not send cash through the post).

**P.T.O.**

I confirm that I have read and understood the Flora Day Street Stall Information supplied and enclose the following documents with my application for a Street Stall on Flora Day.

**Tick**

- Copy of your Public Liability Insurance
- Completed Fire Risk Assessment Form
- Street Collection Permit (If required)
- I confirm I have read and will wholly comply with the Flora Street Market Plastic Free Policy; I understand failure to adhere to this policy will result in a one-year Flora Street Market trading ban
- Payment Enclosed (Cheque or Postal Order payable to 'Helston Town Council')
- or
- I have paid by BACS on [Date] .....

Helston Town Council - Sort Code: 60 83 01 - Account: 20472016  
Please put 'Flora Stall' as a reference and let us know you have sent payment.

Signed:

**DATA PROTECTION DECLARATIONS**

Please sign if you agree with the following statements:

I agree that my name, postal address, e-mail address and trading activity will be retained on file so that information can be sent to me for the following year's Flora Day Street Market. I understand that my information will not be passed to outside bodies, and I will not be sent details of other events without my prior approval.

Signed: .....

In addition to the above I request that Helston Town Council send me details of any other potential market events held by them during the forthcoming year.

Signed: .....

Please return your completed application to:

Helston Town Council  
The Guildhall  
Helston  
Cornwall  
TR13 8ST

**CLOSING DATE FOR APPLICATIONS: 8<sup>th</sup> APRIL 2024**



## **Flora Street Market Plastic Free Policy**

Please note that failure to comply with this policy will result in a ban from all Town Council Markets for one year. Continued noncompliance with this policy will result in a permanent ban.

Helston has made a real stance at becoming a more environmentally sustainable town and Helston Town Council is working with Plastic Free Helston to forward sustainable initiatives for the Street Market. We therefore ask traders to comply with this policy and to support this initiative.

We will not support applications from traders selling or giving away plastic goods.

The use of plastic bags and/or plastic labels or plastic packaging is prohibited.

We ask caterers to use paper and wood consumables that are recyclable or compostable instead of plastic.

We are open to suggestions and feedback and hope we can work closely with our traders to improve the environmental impact of the Street Market.

### **1. Serve-Ware**

#### **Permissible serve-ware:**

- Wooden/Vegware cutlery – spoons, forks and knives.
- Compostable paper and cardboard cups.
- Compostable paper plates and bowls.
- Wooden Stirrers and compostable straws.
- Cornstarch/bioplastic cups.
- Aluminium foil packaging.

#### **Banned serve-ware types:**

- No expanded polystyrene.
- No plastic cutlery or straws.
- No single sachet servings of salt, pepper, sugar or sauces. Refillable containers only.
- No plastics of any type including PET, rPET or HPDE including single use plastic drink bottles.
- No single-use plastic bags (paper bags only).

If you have any questions about whether you are using the correct materials contact your supplier and check that what you are buying conforms to the 'EN13432' standard.

### **2. Packaging**

Packaging should be kept to a minimum and consist of only compostable materials or the following approved recyclable materials:

- Uncoated \* cards and bioplastics (\*starch based compostable coatings are permissible)

### **3. Food Sourcing Guidance**

We would encourage you to consider responsible food sourcing such as reducing travel miles, environmental impacts, maintaining welfare standards, and managing your operations sustainably. We recognise that sourcing decisions affect margins, but we hope you will make every effort to source sustainability.

- Try to base menus on seasonable British and local produce where possible. Ideally, required items not available locally should be grown within Europe.
- Preferably all tea, coffee, hot chocolate, sugar and bananas certified Fair Trade.
- All cleaning products must be non-toxic, and biodegradable or environmentally friendly wherever possible within food hygiene guidelines.



## FIRE RISK ASSESSMENT – TRADERS AND MARKET STALLS INCLUDING FOOD CONCESSIONS

<b>Name of Unit/Stall</b>	
<b>Contact No. at site</b>	
<b>Location on site</b>	

**In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk. You must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.**

**This signed and completed form must be returned to the Event Organiser. You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances.**

**You do not need to use this form, and may use another method if you wish; however, this form is considered to be suitable for most standard market stalls and units**

- |     |  |   |     |    |
|-----|--|---|-----|----|
| 1   | Are adequate exits provided for the numbers of persons within the unit or stall? (Are your staff and customers able to evacuate easily if the normal exit is blocked?)                                     | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 2   | Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 3   | Are the exits always available, unobstructed, and unlocked at all times the premises are in use?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 4   | If the normal lighting failed, would the occupants be able to make a safe exit? ( <i>Consider back up lighting</i> )   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 5   | If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 6   | Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 7   | Has the fire-fighting equipment been tested within the last 12 months? Note: a certificate of compliance will normally be required   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 8   | Have your staff been instructed on how to operate the fire-fighting equipment provided?  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 9   | Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 10  | Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 11  | Have you identified all ignition sources and ensured that they are kept away from all flammable materials?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |
| 12  | Are the structure, roofing, walls and fittings of your stall or unit flame retardant? Note: certificates of compliance will normally be required   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="padding: 2px 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No   |   |     |    |

- 13 If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? Note: Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.  Yes  No
- 14 Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?  Yes  No
- 15 Do you have sufficient bins for refuse?  Yes  No

### **If you use LPG**

- 16 Do you have an inspection / gas safety certificate for the appliances and pipe-work (copy to be available for inspection) and are all hose connections made with “crimped” fastenings?  Yes  No
- 17 Are the cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?  Yes  No
- 18 Are the cylinders located away from entrances, emergency exits and circulation areas?  Yes  No
- 19 Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?  Yes  No
- 20 Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance, when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?  Yes  No
- 21 Do you ensure that only those cylinders in use are kept at your unit/stall? (*Spare should be kept to a minimum and in line with any specific conditions for the event*)  Yes  No
- 22 Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides, providing an effective barrier of at least 600mm between the heat source and combustible material?  Yes  No
- 23 Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?  Yes  No

**If the answer to any of the above questions is “NO”, please detail the actions you have taken to remedy the situation in the box, or use a separate sheet if necessary**

**Stallholder / Responsible Person :** \_\_\_\_\_  
Signature Print Name Date

**Designation:** \_\_\_\_\_

**Company :** \_\_\_\_\_

**PLEASE NOTE**

THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL FROM THE SITE BY THE ORGANISERS SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS

PLEASE ONLY COMPLETE AND RETURN THIS FORM IF YOU ARE NOT COMING TO THE MARKET THIS YEAR BUT WOULD LIKE TO RECEIVE INFORMATION ON FUTURE MARKETS.

FORM B

Please use BLOCK CAPITALS.

Name: .....

Trading Name: .....

Address: .....

.....

.....

..... Post Code: .....

Telephone: .....

E-mail: .....

Trading activity: .....

**DATA PROTECTION DECLARATIONS**

Please sign if you agree with the following statements:

I agree that my name, postal address, e-mail address and trading activity will be retained on file so that information can be sent to me for the following year's Flora Day Street Market. I understand that my information will not be passed to outside bodies and I will not be sent details of other events without my prior approval.

Signed: .....

In addition to the above I request that Helston Town Council send me details of any other potential market events held by them during the forthcoming year.

Signed: .....

Please return your completed form to:

Helston Town Council  
The Guildhall  
Helston  
Cornwall  
TR13 8ST

or by email to:

info@helston-tc.gov.uk