



Registration Form

Thank you for your interest in 'A Taste of Chorley'. You could be part of our wonderful food festival by joining us to exhibit or sell at the festival, as part of our outdoor street markets for artisans, producers, street food and community groups. The goal of the event is to showcase Chorley's food and drink culture and we welcome applications from the region.

If you would like to join us please complete the following applications forms. You only need complete those sections which are relevant to your business. Please note that Section E will take you to an additional form to complete, if this applies to you.

Please fully complete this form in BLOCK CAPITALS using additional paper where required.

Once completed, you should return this application, along with your proof of identification, certificate of insurance and other required documents (Please DO NOT send originals) to **A Taste of Chorley Application, Chorley Council, Market Place (Off Cleveland Street), Chorley, PR7 1BH** or via email to: events@chorley.gov.uk

Please note that we are unable to confirm your involvement when you visit the office. Your application will be checked for compliance and a confirmation letter will be sent to you, if you are successful.

Section A – Applicant Information

This section of the form is for information relating to the applicant.

Surname _____

Forename(s) _____

Title Mr / Mrs / Miss / Ms / Other (please state) _____

Address _____

Postcode _____

Contact telephone number _____

Email address _____

Date of birth _____

National Insurance number _____

Section B – Business Information

This section of the form should provide information relating to the business wishing to trade at 'A Taste of Chorley'.

Business name _____

Food Business Operator _____
(if different from applicant)

Company Address _____
(if different from applicant)

Registered Authority _____
(Local Authority business is registered with)

Current Food Hygiene Rating _____

Date of last inspection _____

Type of operation: Community Group Producer
 Street food Artisan

Details of type of food/drink intended for sale _____
and its provenance _____
(If alcohol please see Section E)

Detail of equipment on stall _____

Details of hand washing equipment _____

Details of documentation / food safety management system / food hygiene training

Section C – Supporting Information

Please attach a copy of each required document to your application.

1. Proof of food business registration (e.g. letter from local authority / inspection letter)
2. Proof of food hygiene rating (e.g. picture of sticker / screenshot from website)
3. Public liability insurance



Section D – Community Groups

If you are a community group wanting to sell food products to fundraise for your group then you need not be a registered food business. However, you must still meet basic food hygiene requirement. A guidance document can be found overleaf.

Group Name _____

Group Organiser _____

Details of type of
food/drink intended for sale
(If alcohol please see Section E) _____

Detail of equipment on stall _____

Details of hand washing equipment _____

Details of food hygiene training _____

Section E – Temporary Event Notice

If your business includes the sale of alcohol and your application is successful, you will be required to obtain a Temporary Event Notice (TEN) for this event.

To apply for a Temporary Event Notice, please visit:

<https://www.gov.uk/temporary-events-notice/chorley/apply>

Section F – Fees

Payment for the stall will be taken once your application has been assessed and approved.

	Street Food	Artisan	Producer	Community Group
Chorley Based	£30 plus VAT	£30 plus VAT	£30 plus VAT	Free of Charge
Outside Chorley	£40 plus VAT	£40 plus VAT	£40 plus VAT	Free of Charge
Electricity	£10 plus VAT	£10 plus VAT	£10 plus VAT	-

*Stalls with electricity access is limited to certain stalls

Section G - Terms and Conditions

Company/Organisation name: _____

By signing the application form you are agreeing to the following terms and conditions:

1. INSURANCE – The above organisation has adequate Public Liability Insurance (a copy of this must be support your application)
2. FEES for attendance must be paid in advance and are non-refundable.
3. THE EVENT ORGANISER ACCEPTS NO LIABILITY FOR ANY ACCIDENTS THAT MAY OCCUR AS A RESULT OF YOUR NEGLIGENCE.
4. The area must be left tidy with all rubbish removed before you leave.

Signed: _____

Dated: _____

Section H – Risk Assessment

For your convenience, a risk assessment form and example can be found overleaf. Please complete more than one sheet if necessary.

Responsible person _____

Date assessment undertaken _____

Signature of assessor _____

RISK ASSESSMENT – TASTE OF CHORLEY 2018

Step 1: What are the hazards?	Step 2: Who might be harmed and how?	Step 3: What are you already doing?	Step 4: Do you need to do anything else to manage this risk?	Step 5: Action by whom?
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>Staff keep work areas clear (e.g. no boxes left out of stall), ensure spillages are addressed immediately</i>	<i>Ensure no trailing wires when set up stall.</i>	<i>All staff</i>

It is important you discuss your assessment and proposed actions with staff.

For further information and to view example risk assessments please go to: <http://www.hse.gov.uk/risk/casestudies/>