

2017 CAERPHILLY COUNTY BOROUGH COUNCIL EVENTS

This form must be completed just once and all documents requested to support your application form must be attached. This form will then be applied against all other event application forms that we receive for this business in 2017.

Booking Name:
Company Name (Please include registered company number, if applicable):
List of all products/services to be sold/displayed at the 2017 events:
If you intend on selling or promoting a different product/service at any one particular event please state above.
Address:
Postcode
Contact Number:
Email Address:
Website:
Facebook:
Twitter:

If the person completing the application form is not the proprietor of the business, please complete the below.

Proprietor Name:
Company Name:
Address:
Postcode
Contact Number
Email Address:

Checklist

Please ensure the following are attached to this application form:

1. Copy of your **Public Liability Insurance** (Employers Liability not required)
(Please provide even if the expiry date is prior to the start of the event)
2. **Food Safety Record Completed** (Food Businesses Only)
3. **Evidence of your food hygiene rating - 3 or above.** E.g. your sticker/inspection report (Food Businesses Only) No businesses without a rating of 3 or above will be accepted into CCBC events.
4. **Fire Risk Assessment Form Completed** (Catering Units Only)
5. **Gas Safety Certificate** (Catering Units Only)

Failure to attach/complete any of the above will result in your application form not being considered until all necessary documents are received. Please note this will delay the booking process and could jeopardise your space at the events.

If you are a food related business please complete the form below.



Caerphilly County Borough Council
Food Safety Record

Name of registered food business operator (FBO):

Name of Local Authority you are registered with:

Home Local Authority Environmental Health Contact details (if known):

Food Hygiene Rating (Please circle): 3 4 5

Date Food Hygiene rating awarded:- _____

Please note that a minimum grade 3 is required to trade at Caerphilly County Borough Council events and evidence of your food hygiene rating must be submitted with your application.

Description of Business, For Example, caterer/fruiterer/confectioner/butcher/other (please specify)

Packaging
Will products be open or wrapped e.g. bags, jars, wrapped trays. (If mixed please describe products and how packaged)

Will products be chilled? Please Describe:

Storage

Display

Transport

Will you be providing tasters? YES/NO

(Please note cocktail sticks should not be used preferably. If they are used please ensure that there are deposit boxes which are well signed to avoid the public dropping these on the floor)

Please describe nature, hot/cold, how prepared on site. How will temperatures be checked /maintained:

What hand washing facilities will you be arranging for on site. (e.g. teal unit, bowl and flask, shared facility)

Please note hand sanitiser alone will not be accepted if you are handling open foods.

When and where is the last time you were inspected by a Caerphilly CBC Environmental Health at an event:

How many staff will be working on the stall:

How many have Level 2 food hygiene certificates:

Please note that should inadequate facilities be found on the day of the event, you may be required to stop trading until such issues are satisfactorily addressed.

If you are a catering unit with LPG stored within the unit please complete the form below. (Noone other than catering units are permitted to bring LPG to CCBC events)



Caerphilly County Borough Council
Fire Risk Assessment Form – Catering Units

Name of Unit _____

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. This signed and completed form must be maintained available for inspection by the Fire & Rescue Service/Event Organiser/Council Officers at all times.

You must be able to answer YES to the following questions.

1. Do you have an inspection / gas safety certificate for the appliances and pipe work and are all those connections made with “crimped” fastenings? **Yes / No**
2. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides? **Yes / No**
3. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material? **Yes / No**
4. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus? **Yes / No**
5. Are the LPG cylinders kept within a specific ventilated unit, secured in the upright position and out of reach of the general public? **Yes / No**
6. Do you ensure that only those cylinders in use are kept at your unit? **Yes / No**
7. Are the Gas cylinders readily accessible to enable easy isolation in case of an emergency? **Yes / No**
8. Are the cylinders located away from entrances, emergency exits and circulation areas? **Yes / No**
9. Do you ensure that gas supplied is 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**
10. Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition? **Yes / No**
11. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times? **Yes / No**
12. Are the structure, roofing, walls and fittings of your unit flame retardant? **Yes / No**
13. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? **Yes / No**

