

MARKET ON THE CROFT @ LEITH LINKS

OUTDOOR MARKET

John's Place, Leith, Edinburgh

APPLICATION FOR STALL

ALL RELEVANT SECTIONS MUST BE COMPLETED

The Market will operate from 10am-5pm. If you wish to apply for a stall space or trailer site, please complete all relevant sections of this form. (You must have valid insurance certificates and health & safety documents which will be requested prior to trading).

Trading / Company Name:			
Contact:			
Address:			
Postcode:			
Telephone Number(s):			
Email:			
Website:			
Facebook:			
Twitter:			
Other(s):			
Please provide us with the registration number of your vehicle(s):			
Stall Size Applied For			
Full 3 m x 3 m gazebo (includes 2 tables) £70			Yes /No
Half (shared) 3 m x 3 m gazebo (includes 1 table) £35			Yes /No
Trailer Site (Specify size:) £75			Yes /No
Please Note: Registered charities - please contact us for stall rates			
If your application is successful, please indicate when and how often you require a stall:			
Weekly	Monthly	Occasionally	One of date
Please specify anticipated state date(s):			
Please Note: 3 days written notice is required to cancel a stall booking			
Please provide us with your business bio:			

Please provide us details of all the specific products you would like to sell (if your products are not listed here you may not be allowed to sell them at the market):

Product	Loose / Pre-packed	Source / Place of Production

Are you products:

Organic	Yes / No	Certified / Non-Certified
Fairtrade	Yes / No	Certified / Non-Certified
Ethical	Yes / No	Certified / Non-Certified

Please list certification details:

Are your products handmade? Yes / No

If not please provide details of the producer:

Do you have a basic or intermediate food hygiene certificate? Yes / No

Which environmental health authority are you registered with?

Do you require electricity for your stall? Yes / No

Are all your electrical equipment PAT tested & have certificates / labels? Yes / No

Please list the electrical equipment you will use on the stall

Electrical Equipment (e.g. Kettle)	Kilowatts (e.g. 2.5kw)	Plug Type (e.g. 16amp)	PAT Tested Yes / No

Will you be using LPG on your stall?	Yes / No
Do you have a gas safety certificate?	Yes / No

Please confirm you have the following documents (which will be requested prior to trading).	
A copy of your public liability insurance	Yes / No / N/a
A copy of your Food hygiene certificate	Yes / No / N/a
A copy of any PAT certificates (or receipts if less than 12 months old) for all of your electrical equipment	Yes / No / N/a
A copy of your Gas Safety Certificate	Yes / No / N/a

Notes
For all new businesses, you must register with the Inland Revenue within 3 months of starting self-employment.
You must adhere to customer legislation such as “The Consumer Protection from Unfair Trading Regulations 2008” and the “Sale of Goods Act”. Individual traders are responsible to ensure they comply with all legislation applicable to their business.
If you are selling food, particularly perishable food, you must comply with food hygiene legislation - “Food Safety Act 1990” and the “Food Safety (General Food Hygiene) Regulations 1995.
You will also need to ensure you have adequate insurance cover for your stall, stock, fixtures and fittings.

Declaration
I declare that:
I agree to abide by the terms and conditions of the market regulations as set out in the “Terms and Conditions”
I have read “Hygiene and Safety Rules” (attached to the Terms and Conditions) and I understand the requirements and will comply in all respects
I agree to either pay cash on the day or I agree to pay the market stall / site fee in advance.
I have the right to work in the United Kingdom
The information given in this application is true to the best of my knowledge

Name	
Date	
Signature	

This form can either be posted or a scanned version emailed to:

HoneyComb Leith (Leith Community Crops in Pots)
46A Constitution Street,
Edinburgh
EH6 6RS
(email: LCCIP.honeycomb@gmail.com)

Once the application has been received and assessed, we will send you an invoice.