



APPLICATION FOR LICENCE TO USE STALL(S) FOR SALE OF GOODS
AT CREDITON FOOD FESTIVAL 2025, CREDITON TOWN SQUARE

Please complete this form in full and return to Jo Davey via email j.davey@crediton.gov.uk

APPLICATION DETAILS			
Full name:			
Address:			
Tel No:			
Email:			
Business name:			
Social media names:			
Contact on day of event: Name and phone number			
Description of goods to be sold:			
Approximate size of stall:			
I would like to hire a gazebo (£20)			Yes/No
If applicable, please describe the van/gazebo you intend to bring:			
You MUST give your power requirements or your application WILL NOT be considered.			
Do you require power at your stall? (£20 fee) The use of generators is not permitted	Yes/No	Bringing any other power sources? (i.e. gas bottle)	Yes/No Give details:
Please give the power requirements of each item that you will plug in (eg. Kettle (2400W)): • • •			
Any other information (“Shade preferred”, “Same pitch as last year requested”):			
Signature:			

Select your stall category (tick all that apply):

CICs and charities	£40	
Business registered within 5 miles of Crediton AND trading for less than 2 years	£50	
Business registered within 5 miles of Crediton with 1 outlet AND fewer than 5 employees	£60	
Business with 1 outlet AND fewer than 5 employees	£75	
Business with multiple outlets OR greater than 5 employees	£85	
Supplements:		
Electricity	£20	
Hot food/drink	£50	
Alcohol	£50	
Total:		

Please note:

- 1) Attached to this form is a copy of the Crediton Town Square Licence Conditions, please ensure you have read and understood them before completing and returning this form.
- 2) When returning this form, please provide a copy of the following:
 - £5m Public Liability Insurance
 - Risk Assessment for stall & operations
 - Any Health & Safety Certificate (including gas safety certificate if applicable)
 - Food Hygiene Certificate (if applicable)
- 3) Once your application has been accepted you will be informed in writing and an invoice will be sent in relation to the appropriate stall charge.
- 4) We advise that you bring your own table covering.

CREDITON FOOD FESTIVAL 2025

TOWN SQUARE EVENT LICENCE CONDITIONS

Conditions to be met by Traders

1. Registration

All traders must complete an 'Application for Licence To Use Stall(s) for Sale of Goods on Crediton Town Square' form, before commencing to trade on the Square and any subsequent changes to the details/information provided must be notified to Crediton Town Council in writing.

2. Necessary Documentation

All Traders are required to have, and provide a copy of, the following:

- a minimum of £5,000,000 Public Liability Insurance.
- Health & Safety Certificate (including gas safety certificate if required)
- Food Hygiene Certificate
- Risk Assessment for stall & operations

3. Services

If an electric source is required, please ensure that this is requested in the booking form at the time of booking. Without prior notice or if the incorrect information is provided, power may not be available. Please note that there is **NO** water supply on the Town Square.

4. Trading Times

Stalls must be operated and open for business by 10am on Saturday, 12th July 2025. Traders must vacate The Square after 4pm. In the event of emergencies or severe weather conditions the Overall Event Manager may at their discretion amend the trading times and the erection of the stalls.

5. Range of Goods

Traders must specify the range of goods they wish to sell prior to commencing trading. The Council have the right to refuse to allow a trader to trade if the goods to be sold are not in the best interests of the event.

6. Attendance

Traders must notify the Overall Event Manager of non-attendance no later than 8.00 am on Saturday, 12th July 2025. In the event of an unavoidable delay due to illness, breakdown or other reasonable cause, the Overall Event Manager may reserve the stall at their discretion upon being notified in advance of the estimated attendance time and the reason for the delay.

7. Un-notified absence

Any trader absent from the event (with the exception of urgent reasons) without notifying either the Overall Event Manager or Crediton Town Council will not receive a refund of the stall charge.

8. Vehicles in the Square

All vehicles entering the Town Square must only use the approved entrances and exits.

- a) No vehicle should exceed 5mph on the Town Square
- b) All vehicles and trailers (that have not been granted permission to remain by Crediton Town Council) must be removed from the Town Square prior to trading hours commencing at 10am and for the duration of the trading hours.
- c) No vehicles will be allowed in the Town Square unless required as an integral and necessary part of trading or as referred to in Clause 3 below. Each application will be considered on its merits and the decision of the Council will be final.

9. Obstruction

At no time should a stall or trading pitch cause an obstruction or block a passageway on the Town Square.

10. Cleaning

Every trader is responsible for clearing the rubbish on and around their pitch. Failure to comply will result in a clearance charge being levied.

11. Compliance

All traders must comply fully with all the rules, regulations and legislation in force at the time and with all Terms and Conditions of any licence agreement when attending the Town Square, they must also comply with all requests of the Overall Event Manager.

12. Disputes & Grievances

Any dispute or grievance should be taken up with the Overall Event Manager.

14. Termination of Licence

The Licensor reserves the right to immediately terminate (by giving written notice to the Licensee) the right to trade of any stallholder if the event is cancelled.

Conditions to be met by the Council

1. Stalls

As referred to in Clause 3 below the Council undertakes to have stalls assembled in time for trading by 10am and dismantled after 4pm.

2. Parked Vehicles

Any vehicle illegally parked on the Square on the morning of the event will be handled by Crediton Town Council; arrangements for its removal will be made by the Police.

3. Adverse Weather

- a) Should there be Adverse Weather Conditions and what constitutes Adverse Weather Conditions is at the discretion of the Overall Event Manager and the Council, the Council reserve the right to cancel the event in its entirety or not to erect the stalls and to operate trading pitches from permitted vehicles only. What constitutes "permitted vehicles" will be at the discretion of the Overall Event Manager and the Council. Each trader will be notified as early as possible by the Overall Event Manager.
- b) The decision of the Overall Event Manager and the Council will be final if the event is cancelled, in its entirety or if it is just trading pitches from permitted vehicles under the Conditions set out in point 3 a) above and if a Licensee continues to operate in those circumstances, they do so at their own risk, and become responsible for any damage or injury caused to any person or property; and
- c) Any Licensee who breaches this Condition when the event is closed in its entirety will be held to be in breach of their Licence and can have their Licence immediately terminated.