



Application Form for Neath Food and Drink Festival 2019

If you need more space to answer any question please use additional paper in your submission. This is your opportunity to explain why we should choose you over any other supplier.

Business Name: _____

Contact Name: _____

Business Address: _____

Postcode: _____

Email: _____

Website: _____

Telephone Number: _____

Mobile Number: _____

Facebook Page: _____

Twitter Name: _____

Please briefly describe your business, provide a full list the products you wish to sell and note any awards that your products have won.

Are you a Welsh Food / Drink Producer?

Yes

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

No

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Are you a new / start up business i.e. trading less than 2 years?

Yes

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

No

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Do you produce the items you will be selling?

Yes

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

No

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Will you be offering samples?

Yes

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

No

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Do you sell uncovered products?

Yes

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

No

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Are they stored / displayed chilled?

Yes

<input type="checkbox"/>

No

<input type="checkbox"/>

Stall Costs

The following are the costs for a pitch at the festival for 3 days. Wooden Cabin Stalls are provided or you may bring along your own vehicle/gazebo/stall upon consent by the festival organiser.

NB: Tables and chairs are **NOT** provided.

Please tick your preferred option.

Wooden Cabin Stalls (please tick preference)

Standard Pitch **£281.25**

Drop Down Counter

Hot Food Zone **£312.50**

Open Double Doors

If you wish to trade from your own gazebo/stall or catering vehicle, consent must be given by the festival organisers. Please complete the following and submit the requested information for assessment.

Standard Pitch

Single Pitch **£250.00** (max 2.5m wide x 2.5m deep)

Double Pitch **£375.00** (5m wide x 2.5m deep)

Hot Food Zone

Single Pitch **£281.25** (max 2.5m wide x 2.5m deep)

Double Pitch **£437.50** (5m wide x 2.5m deep)

If cooking, please state method of cooking: _____

If you require a pitch outside the measurements above please provide measurements/photographs/risk assessments for approval

_____m X _____m

Photographs

Risk assessment

NB: pitch costs will be calculated based on the area of the pitch required.

Pitch Location

If you have a preferred location or other requirements for your pitch, please state below. **NB:** As per the Terms & Conditions, we cannot guarantee to be able to accommodate these.

Electricity requirements

There is a charge for electricity to cover installation and usage. The basic cost will be **£52.50** for low consumption and **£105** for high usage.

NB: To connect to the mains and use your household equipment, you will need to bring a C-Form socket adapter with sufficient sockets for the number of items of equipment you will be using.

Do you need electricity? Yes

No

Please list below the items of electrical equipment that you will use and their power output.

_____ Wattage _____
_____ Wattage _____
_____ Wattage _____
_____ Wattage _____
_____ Wattage _____

NB: All electrical items must have up to date PAT test certificates at the time of the festival. Any appliances found without a valid test certificate or not included in the list above will be removed.

Insurance, Environmental Health & Food Standards

Valid **Public Liability Insurance** with a **minimum cover of £5m** must be held and a copy of the insurance certificate submitted with your application. If your insurance expires prior to, or during the Festival the renewal certificate must be provided. Failure to do so will result in you being unable to trade.

Date insurance expires _____ Insurance certificate enclosed/attached (please tick)

Neath Port Talbot Council's Environmental Health & Trading Standards teams carry out inspections to ensure that the regulations around food safety, hygiene, labelling, etc. are adhered to. Where a breach is identified, enforcement action may be taken by either team. The Event Organisers reserve the right to close down any stall not complying with the relevant standards and to dispose of the affected food products.

A valid copy of the following documents must be held on site for inspection by these officials – (1) Public Liability Insurance certificate (minimum £5m cover); (2) Valid Food Hygiene Rating Sticker displayed in accordance with the Regulations and last Food Hygiene inspection report where appropriate (3) hygiene training certificates for food handlers.

All traders handling high risk foods will be asked to provide their HACCP for inspection, or evidence that they have a Safer Food Better Business Pack, or other acceptable food safety management system. Further information is available from the Food Standards Agency at www.food.gov.uk

Please state which local authority your business is registered with: _____

What is trading name under which your business is registered? _____

What is your score on the National Food Hygiene Rating Scheme (or equivalent)?

Are the items you are selling produced at the application address? Yes No

Payment

Successful applicants will be informed by Friday 29th March and confirmation of the cost will be provided. Payment in full must be made by Friday 12th July. **Failure to provide payment by this date may result in your pitch being reallocated.** Please tick the relevant box below confirming how you wish to make the payment.

Cheque Debit/Credit card

Will you require a receipt for your payment? Yes No

Confirmation

The information provided may be shared with third parties to assist the organisers in assessing applications and allocating pitches.

We can also share your contact details with organisers of other events that may be of interest to you. If you would prefer that we do not do this, please tick

I/we confirm that the information I/we have provided is correct and that I/we can comply with the requirements stated above. I/we have enclosed the copy documentation requested.

I understand that my data will be processed in line with the Neath Port Talbot CBC – [Economic Development Services Privacy Notice](#), a hard copy of which is available on request.

Signed Print Name:

Completed Application Forms must be returned by Friday 15th March 2019 to the address below:

**Jo Hillier-Raikes, Regeneration and Economic Development,
Neath Port Talbot Borough Council, The Quays, Brunel Way, Neath, SA11 2GG
business@npt.gov.uk**