**Chinese New Year 2016 Year of the Monkey**

**Market Stall Application Pack**

**Table of Contents**

|  |  |
| --- | --- |
| CNY 2016 Guidelines for all Market Stall Applicants | **Page 1** |
| CNY 2016 Market Stall Application Form | **Page 4** |
| Notes | **Page 7** |
| Terms and Conditions for Market Stall at Chinese New Year 2016 | **Page 8** |

**Guidelines for all Market Stall Applicants**

Dear Applicant,

Thank you for your interest to hire a market stall at our Chinese New Year celebrations. To maximise your chances of getting a stall approved, please ensure that you complete the following in full and submit to the LCCA office as soon as possible:

1. CNY 2016 Market Stalls Application Form (see the guide below for further advice on filling this out).
2. One full-face passport-size photograph of the applicant, taken within the last 12 months and signed on the reverse. The applicant must be the person who will be present managing the stall on the day of the event.
3. Payment in full.

NB: Stall locations will be assigned subject to availability on a first-come-first-served basis. LCCA can only ensure you will be allocated a stall in your chosen area but cannot guarantee the exact location until your application has been approved by Westminster City Council. For such reason, we are unable to “reserve” a particular stall location in advance while your application is being processed.

The closing date for applications is **Friday 18th December 2015 6pm**; applications received after this date will be considered under the discretion of Westminster City Council.

**GUIDE TO FILLING OUT THE MARKET STALLS APPLICATION FORM**

Section 1: Applicant Details

* Fill in the details of the applicant; once again this should be the person who will be present managing the stall on the day of the event. Licenses are issued on the basis of one per stall (except in the circumstances outlined here\*).
* Ensure that the applicant’s National Insurance Number is filled out correctly.
* If you intend to use a vehicle during the event please ensure that you include the vehicle’s registration number.

Section 2: Set Up Times\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Trader Access Time | Vehicles Removed By | Trading Starts | Trading Ceases |
| Newport Place | 07:00hrs | 09:30hrs | 10:00hrs | 18:00hrs |
| Gerrard Place | 07:00hrs | 09:30hrs | 10:00hrs | 18:00hrs |
| Trafalgar Square | 07:00hrs | 09:30hrs | 10:00hrs | 18:00hrs |
| Leicester Square | 08:00hrs | 09:30hrs | 10:00hrs | 18:00hrs |
| Wardour Street | 08:45hrs | 09:30hrs | 10:00hrs | 17:30hrs |
| Shaftesbury Avenue | 09:30hrs | 09:55hrs | 10:00hrs | 17:30hrs |

\* Timings subject to local authority confirmation

* With the exception of Shaftesbury Avenue, all vehicles must be removed from site no later than 09:30hrs. Vehicles will be towed if causing an obstruction to the parade, or pedestrian flow.
* Trading ceases as per schedule (check this against the umbrella licences to confirm timings).
* Vehicles will be allowed access as soon as they do not pose a safety threat to visitors. All stalls must be vacated within 60 minutes of trade cease time.

Section 3: Commodities

* This must be a very detailed list of all the items you wish to sell or services you wish to provide from your stall. Accuracy is very important as your application will be accepted or refused on the basis of this list.
* Please note that all goods must be in compliance with EU legislation - CE Marking and documentation will be required when necessary.

Section 4: Insurance

* If you hold valid Public Liability Insurance please circle ‘Y’ and enclose a copy together with the completed application forms.
* If you do not hold valid Public Liability Insurance, LCCA can provide cover for a fee of £40 per stall.

Section 5: Fees & Payment

* Under the quantity required column, mark the item(s) you will need and units needed according to the description.
* All charges are subject to VAT in addition to the quoted price.
* Please add up the total costs of the service(s) required and complete the total section. This will be the amount you will be required to pay plus VAT upon submission of your application before it can be processed.

If you have any queries, please do not hesitate to contact us. Please arrange an appointment beforehand; our office hours are Monday to Friday 10am to 6pm.

Yours Faithfully,

**Andy Lau & Kay Man**

**Chinese New Year 2016 Stall Managers**

|  |  |  |
| --- | --- | --- |
| C:\Users\ktang\Desktop\New folder\LCCA office\Office Docs\LCCA-CNY-logo.jpgPremises Management | | |
| CNY 2016 MARKET STALL APPLICATION FORM | | |
| **IMPORTANT:** (i) This form should be completed in **BLOCK CAPITALS**     1. One full-face passport-size photograph of the applicant, taken within the last 12 months and signed on the reverse must be submitted      1. This form must be returned by Friday 18th December 2015     **Please note that this form must be completed in English ONLY**  **(unless else specified)** | | |
|  | | |
| **1.** | **Applicant Details** | |
| Surname | | Forenames |
| Company Name | | Chinese Name (if applicable) 請用中文填寫 |
| Address | |  |
|  | | Post Code |
| Contact Number | | Email |

|  |  |
| --- | --- |
| **OFFICE USE ONLY** |  |
| Received application & full payment on DD / MM / YYYY | |
| Payment £ | □Cash □Cheque □ Bank Transfer |
| Stall Allocated: | Stall Number: |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2.** | **Event Details** | | | | | | | | |
|  | | | | | | | | | |
| Event Name | | **Chinese New Year** | | | Event Location | * **Trafalgar Square** * **Chinatown** * **Shaftesbury Avenue** | | |  |
|  | |  | | |
| Date of Event | | **Sunday 14 February 2016** | | |
|  | | | | | |  |
| Proposed Trading Times | | **10:00am until 5:30pm** | | |  |  | | |  |
|  | | | | | | | | | |
| Estimated Set Up Time | |  | Mins | Estimated Break Down Time | | |  | Mins | |
|  | | | | | | | | | |

|  |  |
| --- | --- |
| **3.** | **Commodities** |
| Please list the items on sale or the service to be provided. (Please note that all goods must be in compliance with EU legislation and CE Marking and documentation will be required when necessary.) | |

|  |  |
| --- | --- |
| **4.** | **Insurance** |
| Do you hold valid Public Liability Insurance?  Y / N Copy Enclosed? Y / N | |

|  |  |  |  |
| --- | --- | --- | --- |
| **5.** | **Fees & Payment** | | |
| Item 項目： | | Fee 費用 | Quantity Required 需求數量 |
| Trafalgar Square Stall 廣場攤位 | | £480 + VAT |  |
| Shaftesbury Avenue Stall 莎士比利道攤位 | | £310 + VAT |  |
| Other Area Standard Stall 其他區域標準攤位 | | £360 + VAT |  |
| Street Trading Licence 攤位牌照 | | £60 + VAT |  |
| Public Liability Insurance\* 公共責任保險\* | | £40 + VAT |  |
| **Total 合計:** | | **£** **+ VAT = £** | |

\*If you have your own valid public liability insurance and hence do not require our cover, please provide copies with the completed application.

\*如果你持有有效公共責任保險，請將副本連同填妥後的申請表一同寄上。

**PAYMENT 付款方法**

**Cash/Cheque 付現金/付支票:**

Please make all cheques payable to 支票臺頭請寫**:** **London Chinatown Chinese Association**

**Bank Transfer 銀行轉賬:**

Bank of East Asia, London Branch, 75 Shaftesbury Avenue, London W1D 5BB

|  |  |
| --- | --- |
| Account Name 賬戶名: | London Chinatown Chinese Association |
| Sort Code 銀行代碼: | 30-00-98 |
| Account Number 賬戶號碼: | 1591 5001 |

**APPLICANT’S AGREEMENT 申請人協議**

I wish to apply for CNY2016 Market Stall(s) and confirm that the information given by me on this form is correct. I realise that giving false information could lead to prosecution.

I have read and agree to the terms and conditions set out in ‘Terms and Conditions for Market Stall at Chinese New Year 2016’ and understand that I will not be issued any stalls unless I have submitted payment as well as all the relevant documents by **Friday 18th December 2015**.

Signature 簽名**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name 姓名**:**

Date 申請日期**:**

### NOTES

1. **REGISTRATION**

The Food Safety Act 1990 requires that under the Food Premises (Registration) Regulations 1991 the Premises where the “relevant moveable premises” (i.e. vehicle, stall, trailer or other mobile unit) is normally kept should to be registered with the Local Authority in whose area this premises is located. It will save the City Council considerable time and allow the approval of persons and organisations wishing to operate at the event if evidence of registration is provided before the unit arrives on site.

**TRAINING**

Proprietors of food businesses are required to ensure that their employees who handle food are supervised and instructed and/or trained in food hygiene matters sufficient for the work activities they undertake. It is strongly recommended therefore that all food handlers are trained and hold a certificate of competence in basic food hygiene from a recognised and approved training body.

1. **ANY LICENCE GRANTED IS SUBJECT TO THE FOLLOWING CONDITIONS**
2. That the licensee trades solely in the articles, and at the place, and on the days(s) specified on the licence.
3. That the licence is granted subject to any Conditions made by the City Council under section 21 (2)(b) of the City of Westminster Act 1999.
4. That the licence is granted subject to compliance with any other statutory enactment which is currently in force.
5. That trading is dependent upon production of the licence, in person.
6. That the licence is clearly displayed at all times.
7. Licenses must ensure that all goods, materials, refuse, etc., do not spread beyond the licensed pitch area.
8. **IMPORTANT NOTE**

This application form is open to inspection by the public.

***Data Protection Act 1998: This information will only be used for the purposes stated above. Please address any data protection enquiries to the Data Protection Officer, Information Services, 16th Floor, Westminster City Hall, 64 Victoria Street, London SW1E 6QP.***

lock

Terms and Conditions for Market Stall at Chinese New Year 2016 Year of the Monkey

The London Chinatown Chinese Association (LCCA) warmly welcomes you as a stallholder to the Chinese New Year Celebrations; we hope that you find this manual a useful tool in assisting you with your preparation for the event. We are subjected to strict regulations and monitoring from Westminster City Council and therefore ask you to read the information enclosed carefully and return all relevant documents as soon as possible.

LCCA is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety and Welfare at all our events. We ask that you to carefully read the Health and Safety section contained in this manual.

It is intended that by imposing such measures, the celebrations will be held in a safe and enjoyable environment for all.

Please note: Failure to adhere to the Terms and Conditions as set out below may result in any persons and stall being suspended from the event without refund.

Should you require any guidance or support with the contents of this document, you are advised to make contact with the event organisers, details of whom can be found at the end of this document.

CONTENTS

General Terms and Conditions Page 9

Health and Safety Page 10

Fire Safety Page 11

Public Liability Insurance Page 11

Checklist of Required Documents Page 12

Contact Information Page 12

1. General Terms and Conditions
2. Stallholders are only permitted to sell goods specified in their Temporary Application. Any changes to the application must be made in writing to the London Chinese Chinatown Association (LCCA) office before Friday 22nd January 2016 subject to the further discussion and approval from the Westminster City Council.
3. Adjoining stalls in this case the stallholder may complete one application for the two adjoining stalls (which must be accompanied with the fee for two stalls).
4. **Successful named applicant must be in attendance on the event day at all times.**
5. Payment by way of cleared funds for stalls must be made before Friday 18th December 2015 to:

London Chinatown Chinese Association

3rd Floor 45 Gerrard Street

London W1D 5QQ

**Cash/ Cheque:**

Please make all cheques payable to: **London Chinatown Chinese Association**

**Bank Transfer:**

Bank of East Asia - London Branch, 75 Shaftesbury Avenue, London W1D 5BB

Account Name: London Chinatown Chinese Association

Sort Code: 30-00-98

Account Number: 1591 5001

1. The LCCA reserves the right to allocate stalls and make any alterations where necessary prior to the event.
2. Sub-contracting stalls or a part of stalls by stallholders is not permitted.
3. Trading is only permitted within the designated trading area.
4. No rebates will be given to stallholders as a result of adverse weather conditions, nor as a result of the cancellation of all or part of the event. The LCCA will not accept responsibility for the level of trading during the celebrations.
5. The LCCA is not liable for any loss, damage etc. unless it was directly caused by negligence of themselves or their employees.
6. Road closure will be enforced for vehicle throughout the day. Stallholders will require a "Trader Vehicle Access" Permit for vehicle access. The permit will allow stallholders to enter the event footprint to set up at designated time. Stallholders must ensure that their vehicle is clear from the site by the end of the access time. Access time for different locations will be indicated on the "Trader Vehicle Access" Permit.
7. Set up times is as per above schedule. With the exception of Shaftesbury Avenue, all vehicles must be removed from site no later than 09:30hrs. Vehicles will be towed if causing an obstruction to the parade, or pedestrian flow. Vehicles will be allowed access as soon as they do not pose a safety threat to visitors. All stalls must be vacated within 60 minutes of trade cease time.
8. All stallholders must start dismantling their stalls by 17:00hrs, or when requested to do so by WCC and/or the organiser. Stallholders must then be clear off the site by 18:30hrs to enable the reopening of local roads. Vehicles access/exit permitted until 17:00hrs after road closure is re-opened.

Please note that Vehicle Access Permits are non-transferable and will be issued for the vehicle details submitted in the ‘CNY 2016 Market Stall Application Form’.

1. The LCCA will not accept responsibility for any claims for loss or damage to vehicles from delivery drivers or Companies.

Please Note: Trafalgar Square is a paved area with various tree’s and structures of national importance. Under no circumstances are vehicles permitted to enter the square if they are of a condition that may damage or affect the condition of the site. Please be aware of the size and weight restrictions for vehicles entering the Trafalgar Square site. Any damage to tree roots or grass due to inconsiderate driving will result in compensation costs to the driver concerned. No vehicle is permitted to drive on the paved area to the North of Trafalgar Square or on the pavement in Pall Mall East.

1. Stallholders will be held responsible for any damage or loss caused to the event site, equipment or materials supplied by the LCCA.
2. Prices of goods being sold must be clearly displayed.
3. Posters, banners and advertising material - All Posters, banners and advertising material must be of a suitable size so it will fit within the stall footprint. For safety reasons, no free standing or oversized displays will be permitted.
4. Under no circumstances are children under the age of 16 allowed into the event footprint during build up and breakdown. (Health and Safety at Work Act 1974).
5. It is unlawful to discriminate against a disabled person by providing a service of lower standard, or in a worse manner. Stallholders are advised to take this into consideration when planning the layout of their stall. (Disability Discrimination Act 1999).
6. Stallholders are required to co-operate fully with all official organisations at the event, including:

The Production Company, LCCA, Metropolitan Police, London Fire Brigade Officers, Security, HM Customs and Excise Officers, Westminster City Council representatives including Environmental Health Officers, and Trading Standards.

1. **Health and Safety**
2. There is no power available for Market Stalls in the event footprint. Stallholders are not permitted to bring their own generators on-site.
3. Rubbish containers will be provided by the event organisers. However, stallholders are responsible for ensuring that all waste is kept away from their unit in sufficient suitable receptacles and is properly disposed of regularly throughout the day and at the end of the event. All cardboard boxes must be broken down before disposal.
4. Stallholders are not permitted to bring any of the following on-site:

* Weapons or anything that could be construed as a weapon;
* Alcohol and Alcoholic containers, even small containers of alcohol for personal consumption;
* Glass;
* Generators;
* Lasers;
* Fireworks (anyone discharging fireworks will be removed from the event).

1. Animals are not permitted anywhere within the event footprint with the exception of working animals.
2. Stalls or merchandise must not be overloaded or insecure; they must not cause a hazard in any way to members of the public.
3. Stalls or merchandise must not cause an obstruction of the highway or any access or egress route to a building.
4. Do not overload trolleys – Not only does this damage your exhibits, but will make it difficult to move through crowed areas and may cause injury to you, your staff and members of the public.
5. Helium cylinders – Any helium cylinders must be secured in an upright position in a suitable stand to ensure that it cannot be knocked over. Vehicles conveying such cylinders should display on the rear of the vehicle a class 2.2 green diamond hazard label/placard (non-flammable, non-toxic compressed gas).
6. **Fire Safety**

All stallholders must adhere to the following rules and requirements regarding fire safety:

1. Combustible Materials and Ignition Sources
2. All ignition sources must be identified and kept away from combustible materials.
3. All combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. must be identified and the risk of them being involved in an incident must be minimised.
4. Open fires are not permitted at the event.
5. Emergencies and Exits
6. Stallholders and their staff must be aware of what to do should an incident occur; how to raise the alarm, evacuate the unit and the location of all exits.
7. All exits routes must be kept unobstructed at all times when the unit is in use.
8. Where necessary, there must be sufficient directional signs indicating the appropriate escape route, these signs must comply with current regulations.
9. In case of emergency, make immediate contact with a local steward.
10. Fire-fighting Equipment
11. Stall holders are responsible for their own fire safety equipment including fire extinguishers and fire blankets if deemed necessary by the event organiser / local authorities
12. Any fire-fighting equipment must have been tested within the last 12 months.
13. Staff must be instructed on how to operate any fire-fighting equipment provided.
14. **Public Liability Insurance**

Public liability insurance for cover up to £1,000,000 is required by all traders at the event. All stall holders must return a copy of their public liability insurance with their application. If this is not submitted with your application, this may result in your application being delayed or not processed. Risk assessments may be required following the submission of the application.

1. **Checklist of Required Documents**

The following documents are to be returned to the organising office as soon as possible:

* Completed Application Form
* One full-face passport-size photograph of the applicant, taken within the last 12 months and signed on the reverse
* Copy of your Public Liability Insurance (if you do not require our cover)
* Payment paid in full

1. **Contact Information**

London Chinatown Chinese Association

3rd Floor 45 Gerrard Street

London W1D 5QQ

Telephone:  +44 (0)20 7851 6686 | +44 (0)20 7437 6888

Fax: +44 (0)20 7851 7427

Email: trading@lccauk.com

Website: www.lccauk.com