



Skipton Town Council

Guidance Notes

Application Procedure

All applications must be received by 5pm on Friday 27th August 2021. Any applications received after this date will be rejected.

All applications will then be considered against our stall/trader criteria.

Applicants will be notified **by Friday 3rd September 2021** as to the success of their application.

Successful applicants will then need to make payment for their stall by Friday 1st October 2021. If payment is not received by Friday 1st October, your pitch will be released and given to someone else. It is your responsibility to ensure payment has been made by the deadline.

Successful stall holders can make payments by bank transfer once their application has been confirmed as successful. We do not have credit card facilities.

Please enclose a Stamped addressed envelope/package for any samples/ photos / supporting documents you would like returning after the application process.

Every stall will be required to send a copy of your Risk Assessment and Public Liability Insurance (£5 million) with the application or before Friday 1st October. This is a legal requirement and will be required by all stalls, including regular Skipton Market traders. If we do not receive copies of these documents, you will not be allowed to trade.

Stalls using electrical equipment must send their latest PAT Certificate with the application or before Friday 1st October.

Stalls using LPG Cooking/Heating Equipment must send their latest Gas Safety Certificate with the application or before Friday 1st October.



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Selection Criteria

The purpose of the event is to offer a wide variety of quality gifts, crafts and speciality foods.

Preference will be given to local goods and/ or traders.

With your stall application you must provide accurate details of all the products you intend to sell on your stall. Skipton Town Council reserves the right to close down any stall found to be selling unauthorised goods, i.e. those not agreed by us. The selection process considers the quality and retail mix of products on offer which plays an important role in the overall feel of the event.

Skipton Town Council will operate a fair and open application procedure and the following criteria will be used to assess each individual application:

Handmade – Products that are handmade locally score more highly than those that are mass produced or handmade abroad unless they are produced under Fair-trade conditions (evidence of this should be provided).

Locality – Stallholders from Skipton and North Yorkshire and then the surrounding area are given priority over those from further away.

Customer Profile – The products of the stallholder appeal to different genders and age ranges.

Quality – Products need to be finished to a high standard and must meet legal manufacturing and trading standards.

Price Range – The products to be sold provide value for money to suit all budgets.

Retail Mix – It is important to the event to ensure that there is a wide range of product types across the whole market. We are always looking for new and innovative products to be sold at the event. Certain product categories such as Jewellery and Food and Drink are always oversubscribed. In this instance, assessments will be made on a stalls uniqueness, exclusivity, quality and locality.

Suitability for Skipton Christmas Market – Skipton has a variety of quality traders located within the town (including the regular market), so stallholders should be able to offer something different and unique to compliment what is already on offer.

Previous performance at Skipton Christmas Market – Whilst carrying out the selection process, consideration will be made for applications from stallholders that have previously operated on a basis contrary to the terms and conditions. Also considered, will be any evidence that can be provided of the product e.g. photographs of other festivals or shows attended.

Supporting Evidence – we welcome any supporting evidence from new stalls or previous stallholders. Photography of your stall set-up are useful when judging suitability.



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Stall set up and break down

As Skipton Christmas Market operates with different trading positions, set up and break down times will vary. You will receive an email approximately 14 days prior to the first event date with all the details you need.

Stallholders are only permitted one vehicle on site per stall (unless agreed otherwise in advance) for the purpose of loading and unloading.

General stallholders should take no longer than 15 minutes to unload their vehicle. If you are selling food and drink to consume on site this increases to a maximum of 30 minutes.

Stallholders MUST NOT break down their stall before 4.30pm. Failure to adhere to these times will result in breaching Skipton Town Council's T&C's and will result in future applications being declined.

All Stallholders must ensure remaining goods are packed away prior to entering the market site with a vehicle to ensure access to the market area is kept clear.

Licensing and the sale of Alcohol

Individual traders and stallholders selling alcohol must apply for a Temporary Event Notice (TEN). These can be completed online at: <http://www.cravenc.gov.uk/article/3488/Temporary-Event-Notice> and for more information please contact the Craven District Council Licensing Department on 01756 706251. We will need to see a copy of the TENS before we can allow you to trade.

Festive Décor and Attire

Skipton Christmas Market is organised and promoted as a Christmas Market and it is important to us that each stall makes a positive effort to decorate their stalls and dress in festive attire.

Litter

Skipton Town Council will endeavour to provide a clean and safe working environment for its staff, the stallholders and for members of the public to enjoy. Please assist us by disposing of any waste generated by you or your stall as responsibly as possible. Each stall will be given at least one green trade waste bag which can be filled and left at the end of each trading day. Please make sure that this is placed in the allocated trade waste area and not just left road side or next to your stall.

Electrical Equipment

Skipton Town Council do not provide power to any of the stalls. All electrical equipment must have an up to date PAT (Portable Appliance Test) Certificate unless you can demonstrate that it is brand new. Stallholders will NOT be allowed to use any untested equipment on their stall or anywhere on site. PAT Certificates or proof of new equipment receipts must be sent to Skipton Town Council by Friday 1st October. Generators are only allowed by prior permission of the Event Manager. If agreed generators must be silent running but must not be refueled on site during the trading day.



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Terms & Conditions:

1. Applications to Trade - All applications must be submitted on a properly completed form where the event, date and year is correctly displayed.
2. Skipton Town Council reserves the right to refuse to accept any application without stating a reason, and its decision shall be final.
3. All stall holders (apart from charity/ community groups) must trade on both Christmas Market Sundays - Prices are the total cost for both days.
4. All traders must provide a risk assessment and evidence of valid, current public & personal liability insurance (of not less than £5,000,000 for any one incident), prior to the event.
5. Commercial purveyors of food and drink must provide evidence of certification under the Food Safety Act 1990 - Food Hygiene Rating certificate and any other relevant certification (Gas Certificate / PAT Certificate)
6. **Please do not send payment with your form.** You will be notified if your application has been successful and then offered payment options. Payment is strictly within 14 days of confirmation. Failure to pay within this time may void your application.
7. Skipton Town Council will endeavour to confirm whether your application has been successful within the timescales set out in the 'Application Procedure', but this may not always be possible.
8. Cancellation - In the unlikely circumstance that the event is cancelled by Skipton Town Council, all traders will be entitled to a full refund.
9. In the event of cancellation by the trader within 6 weeks of the event or non-attendance on the day, a refund is not possible.
10. Event Day - All traders must:
 - Provide their own chair(s) & accessories. They must also arrange their own electricity supply, if required.
 - Ensure the general cleanliness of their area during the event and **remove all rubbish from their pitch at the end of the event.**
 - NOT sublet their pitch under any circumstances.
 - NOT smoke on any stall or within the immediate vicinity.



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- NOT use any public-address system or other amplification equipment.
 - Be responsible for the setting up and removal of their own structures; and for any losses, damage or injury arising or resulting from its use.
 - Set up on their allocated pitch as instructed by Skipton Town Centre Management staff. No changes of position will be permitted unless authorised by Skipton Town Council.
11. Skipton Town Council accepts no liability for any loss, damage or injury incurred in connection with the event. In applying for a space, you indemnify the Council against any such claims.
 12. No on-site parking is allowed. Parking is available in any of Craven District Council's Skipton Car Parks at a charge. Details can be found here: www.cravenc.gov.uk/skiptonparking