

2022 Official Traders Entry Form

Please complete this form clearly and as fully as possible
Underlined sections MUST be completed

About Your Stall	
<u>Trade or Autojumble</u>	<u>Name of Trader</u>
<u>Trading As</u>	ALL PITCHES 25' X 25'
<u>Description of Goods</u> PLEASE NOTE: NO CATERING OUTLETS ON TRADE PITCHES INCLUDING DRINKS OF ANY KIND	

Choose Size & Make Payment		
<u>Number of Pitches at £120.00</u>	<u>Number of Extra Feet at £5.00 per Foot</u>	
<u>Total Amount Pitches</u> £	<u>Total Amount Extra Feet</u> £	<u>Total Enclosed</u> £
Please make all cheques payable to: Abbey Hill Steam Rally Ltd.		

Support Vehicles & Camping	
<u>Support Vehicle Reg No</u>	If you require further passes you must ask your section steward explaining your needs - they will issue them at their discretion
<u>Support Vehicle Reg No</u>	Number of Caravans/Motorhomes
Number of Tents	<u>Do you Require Space in the Low-Loader/Trailer Park?</u>

Declaration			
I/We declare that during the whole period of the rally my entry will be covered by a Public Liability Insurance Policy having a limit of indemnity of not less than £5,000,000 and that I will produce documentary evidence of such insurance before participating in the rally. I further declare that I have completed the risk assessment form accompanying this entry form and that I have read and understood the instructions on side 2 of this form. I confirm that the driver or drivers of any vehicle entering the Showground holds and is not disqualified from holding a licence to drive a vehicle of the appropriate class. The Rally Committee and organisers cannot be held responsible for injury, damage or loss to persons or property, howsoever caused, during your visit to this event.			
At Abbey Hill Steam Rally Ltd we take care of your personal data seriously. If you want us to keep your personal information to send you an invite in future years please put a cross in the box. <input type="checkbox"/>			
<u>Print Name</u>	<u>Signed</u>		
Telephone	e-mail		
<u>Address</u>			
Please tick the boxes to show which days you are able to attend the rally			
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday

Abbey Hill Steam Rally Limited

General enquiries to: The Secretary • Melbury • West Hill • WINCANTON • Somerset • BA9 9BT

Tel: 01935 808095

E-mail: secretary@abbeyhillrally.co.uk

Website: www.abbeyhillrally.co.uk • Facebook: www.facebook.com/abbeyhillsteam

You are invited to submit an entry for our annual rally to be held at Yeovil Showground between Friday 29th April and Monday 2nd May 2022. **The closing date for entries is 20th March.** We value your support for the rally's continued success.

Entry to the site will be refused to all vehicles not displaying an official entry pass in the windscreen – no exceptions will be made. No entry to the site before Wednesday 27th April. Please note you will only be able to book in between 8am and 8pm, if you arrive outside these times you will have to wait in the holding area.

You are required to submit the registration numbers of all vehicles on this form. You must inform your section steward of any changes. All normal road laws apply to the rally field.

The sale of alcoholic drink is restricted. If you intend to sell alcohol you must contact the trade steward before applying.

All food business operators must register food establishments with their local Environmental Health Departments. Food establishments include: market stalls selling sweets, cakes etc; all catering units; delivery vehicles and other moveable structures selling food / drinks. When attending the rally please have with you the following, if applicable: SFBB booklet, registration certificate, electrical certificates and gas safe certificates.

Support vehicles will be allowed into the rally area for the purpose of unloading, setting out and reloading only. Under no circumstances will any vehicles, other than authorised vehicles and emergency vehicles, be permitted to move within the rally site.

There will be no reduction in price for anyone not wishing to attend all days.

If accepted, you will receive an official pass via email before the rally.

Please include a photocopy of your insurance certificate(s) with your entry.

Please forward your completed form with a stamped addressed envelope to your steward below. **There is no longer a need for a stamped address envelope. Passes will be sent via e-mail prior to the rally, please ensure your email address on this form is correct in order for this to be sent successfully.**

Emma Callow
22 Orchardleigh
East Chinnock
YEOVIL
Somerset
BA22 9EN

Telephone 01935 863751
Mobile 07732 426844
Email emma.callow@abbeyhillrally.co.uk



Name of Unit / Stall

Contact No. on site

Which Local Authority
are you registered with?

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit.

The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

- | | | | | |
|-----|--|-----|----|-----|
| 1. | Are adequate exits provided for the numbers of persons within the unit or stall?
<i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i> | Yes | No | |
| 2. | Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? | Yes | No | N/A |
| 3. | Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use. | Yes | No | |
| 4. | If the normal lighting failed would the occupants be able to make a safe exit?
<i>(Consider back up lighting such as torches)</i> | Yes | No | |
| 5. | Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? | Yes | No | |
| 6. | Has the fire-fighting equipment been tested within the last 12 months?
<i>Note: a certificate of compliance will normally be required</i> | Yes | No | |
| 7. | Have your staff been instructed on how to operate the fire-fighting equipment provided? | Yes | No | |
| 8. | Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations? | Yes | No | |
| 9. | Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident? | Yes | No | |
| 10. | Have you identified all ignition sources and ensured that they are kept away from all flammable materials? | Yes | No | |
| 11. | Are the structure, roofing, walls and fittings of your stall or unit flame retardant?
<i>Note: certificates of compliance will normally be required.</i> | Yes | No | |
| 12. | If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note: Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i> | Yes | No | N/A |
| 13. | Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc? | Yes | No | |
| 14. | Do you have sufficient bins for refuse as public bins are not to be used for trade waste? Is all refuse kept away from your unit? | Yes | No | |

If You Use LPG

15.	Do you have an inspection / gas safety certificate for the appliances and pipe work (<i>copy to be available for inspection</i>) and are all hose connections made with 'crimped' fastenings?	Yes	No	N/A
16.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
17.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
18.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
19.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	N/A
20.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No	N/A
21.	Do you ensure that only those cylinders in use are kept at your unit/stall? <i>Any spares should be kept to a minimum and in line with any specific conditions for the event</i>	Yes	No	N/A
22.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit/stall at all times?	Yes	No	N/A

**If the answer to any of the above questions is 'NO',
Please detail the actions you have taken to remedy the situation.**

Declaration

Sign

Print

Date

Official Use Only

Checked & Accepted Yes

Yes With Alterations

No

Sign Print

Comments

PLEASE NOTE

This document does not preclude you from possible prosecution or removal from the site by the organisers, should a subsequent inspection reveal unsatisfactory standards.

Abbey Hill Steam Rally 2022

DO YOU SELL FOOD OR DRINK?

If so please fill out this form and return with your entry form
(Please note this includes packets of sweets and bottles of drink/water)

Trading Name:

Contact Number of FBO:

Council Registered With:

Date of Last Inspection:.....

Hygiene Rating Score Achieved: