



# Traders Application Form

## TO TRADE WITH US .....

- Organic* – producers of organically produced products.  
*Speciality* – a distinctive product whether foodstuff or craft that is significantly different and therefore not readily available in that form from other retail outlets in Coleraine Town.

*You will need to sell either majority over 50% - Organic or Speciality Goods.  
Most of the produce must be from primary source therefore greater than 50% and thus not secondary produce.*

- Produce must be either:
  - ✓ Grown, reared or caught by the stall holder.
  - ✓ Brewed, pickled, baked, smoked, or cooked by the stall holder using at least one ingredient that is grown, reared or caught by the stall holder.
  - ✓ Made, created or *enhanced* in significant part by the stallholder this applies to craft, organic and speciality goods.
  - ✓ Most of the produce must be from primary source and thus not secondary produce.
  - ✓ These criteria may be enhanced to ensure that the original market objectives are attained.

## Legal Requirements

Comply on an ongoing basis with all applicable legal requirements. (Some of these will be identified in the Trader's Manual. It is your responsibility to be legally compliant whether or not advice is provided by the Market.)

- Provide a first aid box equipped to deal with foreseeable accidents that could arise at your stall.
- Hold valid Public & Product Liability Insurance.
- If selling prepared food or preparing food, hold evidence of competence in food hygiene. Hot food is not allowed to be prepared and sold at the Market.
- You or anyone working at your stall is not allowed to smoke at the stall. (Smokers can smoke away from the stall.)
- You are required to pay rent in advance for your stall by direct debit or cheque.
- You are required to remove all waste, including both rubbish and wastewater, generated from the site.

Please note that some goods are at saturation with current traders at the Market and although you may achieve all our requirements, your application may be placed on a holding list pending a vacancy.

CSM provide a 3m x 3m gazebo along with a 6ft table per trader – this is to maintain uniformity in the Market. No trailer or other mobile units are permitted.

## CAUSEWAY SPECIALITY MARKET APPLICATION FORM

<b>Name of Applicant</b>	
<b>Company Name</b>	
<b>Company Status</b> e.g. Sole Trader, Partnership, Limited Company	
<b>How long have you been trading?</b>	
<b>Address of applicant</b> (including postcode)	
<b>Contact telephone nos</b> Landline Mobile	
<b>E-mail address</b>	
<b>Web Address</b>	
<b>Facebook Address</b>	
<b>Twitter Address</b>	

**Please give a description of the speciality goods that you intend to trade at the market.**

**Please demonstrate your experience of trading at other markets &/or events.**

**Please demonstrate how your business is environmentally friendly and what sustainable measures you will implement at the Market eg compostable materials / no single use plastic.**

I consent to allow my services and contact details to be published on the Causeway Coast & Glens Borough Council website.	<b>Yes</b>	<b>No</b>
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If unsuccessful, I consent that my data is retained and I am placed on the waiting list for stalls.	<b>Yes</b>	<b>No</b>
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Would you be selling at the market all year round?	<b>Yes</b>	<b>No</b>
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*If no, what months would you want to sell at the market? (Tick)*

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

Do you require an Electricity supply for your stall?	<b>Yes</b>	<b>No</b>
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*If yes, what for? (Continue on separate page if necessary)*

Equipment:			
Number of:			
Power in kW:			
Voltage:			
Current in Amps:			

Do you have a current PAT Certificate for all your electrical equipment and are these labelled as such?	<b>Yes</b>	<b>No</b>
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Would you want to use equipment of your own?	<b>Yes</b>	<b>No</b>
<i>If yes, what equipment?</i>		

Are you proposing to sell food or drinks that you will have prepared?	<b>Yes</b>	<b>No</b>
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Are you registered as a food business?	<b>Yes</b>	<b>No</b>
If Yes;		
<b>Name of Local Authority</b>	.....	
<b>Food Registration Number</b>	.....	
<b>latest Food Hygiene Rating</b>	.....	
<i>Please provide copies of relevant registration documents &amp;/or certificates.</i>		

Are you or anyone who may work for you, registered as disabled? If so, detail requirements for access	<b>Yes</b>	<b>No</b>
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**Declaration**

I certify that I have read and understood this application form and that all the information contained in this application is correct to the best of my knowledge.

I undertake to read, complete and comply with:

- ✓ The Application of a Street Trading Licence Form.
- ✓ The Trader's Manual.
- ✓ All applicable legislation including food safety legislation.
- ✓ Stallholder Requirements specified in this application form.
- ✓ Any other guidance documents that may be provided.
- ✓ The selection of traders at the Causeway Speciality Market will be at the sole discretion of Causeway Coast & Glens Borough Council.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return completed application form & supporting documentation to;**  
**CSM Market Manager**  
**Causeway Coast & Glens Borough Council**  
**Cloonavin**  
**61 Portstewart Road**  
**Coleraine BT52 1EY**

**Or email: [csm@causewaycoastandglens.gov.uk](mailto:csm@causewaycoastandglens.gov.uk)**

**Please enclose with your application, photographic evidence of your goods.**

**Please ensure you provide all the information requested (incorrectly or partially completed forms will result in delays or may not be reviewed at all)**