

# Armed Forces Day – Fair Ground Ride Application Form

## Event Details:

Salisbury City Council is delighted to be hosting Armed Forces Day 2025 with the event taking place in the beautiful Guildhall building, Guildhall Square and Market Place. We are looking for retail stalls to be part of this fun, family orientated event. We will also be having a selection of live music, street performers, children's activities and workshops along with food and drink vendors.

COMPANY/CONTACT DETAILS				
Registered Trade Name				
Contact Name				
Address				
		Post Code		
Telephone Number		Mobile Number		
Email Address				
FULL DESCRIPTION OF RIDE				
Ride 1 – Full description				
Rent offered				
Measurement of the ride	Length		Diameter (top)	
	Depth		Diameter (bottom)	
How do you intend to power the ride?	Own Power		Council Power	32 or 16 amp
Ride charge on the day				
FULL DESCRIPTION OF RIDE				
Ride 2 – Full description				
Rent offered				
Measurement of the ride	Length		Diameter (top)	
	Depth		Diameter (bottom)	
How do you intend to power the ride?	Own Power		Council Power	32 or 16 amp
Ride charge on the day				

REQUIRED DOCUMENTS			
We require the following documents along with your application (please tick once you have enclosed)			
Photos of your products and stall			
Copy of Public Liability Insurance Certificate: Please ensure this includes name of your insurer, policy number limit of indemnity and policy expiry date			
Risk Assessment (There is a template at the end of the form if needed)			
Food & Drinks Stalls only:			
Copy of your Basic Food Hygiene Certificate/Alcohol License/TEN's			
Copy of your Food Hygiene Rating/Certificate issued by your local authority			
Please state the Local Authority your business is registered with:			
DATA PROTECTION			
Salisbury City Council will not sell or rent your personally identifiable information to anyone or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information for as long as necessary for the purposes of contacting you with regards to the event and/or notifying you of any further Events/Markets we may organise.			
I consent to my personal data being held for the purposes listed above (please delete)			Yes/No
I would like to be kept up to date on any future opportunities to trade (please delete) (you can opt out of this at any time by emailing <a href="mailto:events@salisburycitycouncil.gov.uk">events@salisburycitycouncil.gov.uk</a> )			Yes/No
COMPLIANCE STATEMENT			
By submitting and signing this application, it is believed that the Trader has read and understood all of the terms and conditions set out below and hereby agrees to be bound by them			
Signature		Date	
NEXT OF KIN – <i>This is an optional section</i>			
These details are taken for use in emergencies, should you be involved in an accident or taken ill whilst attending our Market/Event we will contact your next of kin.			
Name			
Relationship to you		Mobile Number	
SUBMITTING YOUR APPLICATION			
Forms must be returned to		BUSINESS TEAM, SALISBURY CITY COUNCIL, THE GUILDHALL, SALISBURY, SP1 1JH EMAIL ADDRESS; <a href="mailto:events@salisburycitycouncil.gov.uk">events@salisburycitycouncil.gov.uk</a>	
Please submit completed application by		<b>By COP Friday 09 May 2025</b> Salisbury City Council will acknowledge receipt of your application form <b>Submission of an application does not guarantee a booking</b> The Council will review all applications to ensure suitability	

Please either attach your own risk assessment or Complete 1 & 2 below

### Risk Assessment Form Part 1

A stall is a workplace covered by health and safety legislation. As the stallholder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand. This template is for a simple stall which does not require any structural approval from the organiser.

**Before completing the form and for more information on managing risk, visit**

[www.hse.gov.uk/simple-health-safety/risk](http://www.hse.gov.uk/simple-health-safety/risk)

If you have any questions please do not hesitate to contact us by phone 01722 342860

or email [events@salisburycitycouncil.gov.uk](mailto:events@salisburycitycouncil.gov.uk)

**Does your stall include any of the following?**

**If so you must complete the risk assessment Part 2**

<b>Company Name</b>		
<b>Form Completed by</b>		
<b>Event Name</b>		
<b>Responsibilities</b>	<b>Yes</b>	<b>No</b>
Any manual handling i.e. lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable substances		
Display of sharp objects		
Demonstrations of any kind – i.e. Therapies, massaging		
Food preparation/service of any kind other than sweets, snacks or soft drinks		
Working machinery of any kind even if static		
Using any electrical equipment of fittings		
Any potential fire hazards		
Selling of alcohol		
Using your own gazebo		

## Risk Assessment Form Part 2

Please fill in a section below for each box you have ticked “**yes**” in part one to form your own risk assessment

Below is an example on how to complete your own risk assessment

Before completing the section and for more information on managing risk visit  
[www.hse.gov.uk/simple-health-safety/risk](http://www.hse.gov.uk/simple-health-safety/risk)

EXAMPLE Risk	EXAMPLE Who could be harmed?	EXAMPLE Control measures in place
<i>Slips and trips</i>	<i>Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages</i>	<i>Good housekeeping – work areas kept tidy, goods stored suitably etc.</i>  <i>Kitchen equipment maintained to prevent leaks onto floor</i>  <i>Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry</i>  <i>Suitable cleaning materials available</i>  <i>No trailing cables or obstruction in walkways</i>
Risk	Who could be harmed?	Control measures in place

Risk	Who could be harmed?	Control measures in place

Name ..... Signature ..... Date.....

## **APPLICATION**

When completing your application you must provide all information and documents as requested on the application. We can only consider applications with all required paperwork

When signing your application form you are confirming that you have read and will comply with these terms and conditions, also to observe and abide by such other instructions as may be made from time to time by the Council or their Officers.

No Showman has any rights to attend any Event, however long they may have attended an event. The successful applicant will have no rights to further events either of the same name or similar.

## **SUBLETTING**

Showman **are not permitted** to sublet, sub-contract nor share any part of their allocated site. If you are unable to attend then you must cancel and Salisbury City Council will offer the space to another applicant. Any showman found to sublet will be unable to apply for any future events.

## **PAYMENT**

The fee shall be payable in respect of the ground let and will be required prior to the event as indicated on the invoice provided. If payment is not made by this time then this may result in non-allocation of space. In the event of the ground not being occupied the rent will be forfeited.

## **SET UP AND POSITION**

All rides shall be placed in such a position as allocated by the acting Council Officer (which shall include the Business Manager or any other Council Officer) acting on behalf of the Council.

**Showmen's Guild rights to land do not apply to Salisbury City Council Events.**

Walkways must be a minimum of 1.1 meters wide. Any requests from the Council or Safety Officer to move amusements/stalls for a safety related issue or for any reason the Council deems necessary should be complied with by all Showmen.

Use of the ground shall not be taken before your allocated build time given by the Council Officer on site.

When accessing the site please drive at 5mph with hazard lights on. Please take care when driving on/off site and be aware of staff, pedestrians and members of the public that may also be site during this time.

## **USE OF GROUND**

Any persons obtaining ground in a fictitious name, or for a purpose other than that mentioned in the application will not be allowed to occupy the ground and the rent will be forfeited.

## **PROHIBITED ACTIVITIES**

Animals, birds or fish may not be exposed for sale or offered as prizes in any part of the event.

## **PARKING**

No living vans shall be allowed on the site. All empty cars, vans and trucks must be removed from the ground before the opening of the ride, stall or exhibition and parked off site in accordance with the instructions of the Council.

Large vehicles with generators that are granted permission to remain on site will be issued with a parking permit by the Council.

All other vehicles not permitted to be on site will be issued with parking tickets.

Various locations around the edges of the site must remain clear and accessible to the emergency services at all times for the duration of the event. Parking is strictly not permitted in these areas. Anyone parking in these areas will be issued with a parking ticket. Anyone failing to adhere to the parking restrictions could risk future applications.

## **POWER**

All Showmen using the Council power supply need to ensure that all portable appliances (light fittings, computer tills, scales, music systems, refrigeration equipment etc.) have been Portable Appliance Test (PAT) within the last year, and can provide evidence of such for example as part of your Electrical Test Certificate. The Council cannot guarantee the use of their electrical supply to any Showmen and can refuse allocation of power.

All lighting, power or other cables shall be properly insulated and laid or suspended to the requirements of the Council and Safety Inspector so as not to be dangerous or to cause obstruction. Cables must be suspended a minimum of 2.2 meters off the ground.

The exhaust pipes of all generating engines (which must be silent running) used on the Fair must discharge less than 10ft from ground level and shall be directed away from adjacent buildings. Reasonable care shall be taken to shield the noise of such engines from occupiers and adjacent buildings.

Drip trays with sand must be placed under all generators and vehicles. ONLY SILENT RUNNING GENERATORS WILL BE ALLOCATED SPACES ON SITE

## **DAMAGE**

Any damage during the event to buildings, walls, concrete, tarmac, paving or other roadways, hydrants, meters, water taps and services and electrical supply services etc by the applicant or his/her employees, is to be paid for by the applicant

## **NOISE**

Amplifiers must be at a minimum setting when used for microphones or music systems and loudspeakers must be sited to face inwards and downwards on rides.

## **SECURITY**

Limited general security will be on site for the event. Showmen are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by the Council.

## **FIRST AID**

First aid will be available on site during the opening times of the event who will be located on site if required.

Please report any incident or accident to the duty officer on site so the Council can log and assist further, if required.

## **RIDING MACHINES**

Notices must be displayed in prominent positions clearly visible at all times by persons using or intending to use the ride (the size, number and siting of the notices to be approved by the Event Lead) and must (a) state the maximum number of persons who are allowed to ride in a car at any one time and (b) prohibit standing up.