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LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982


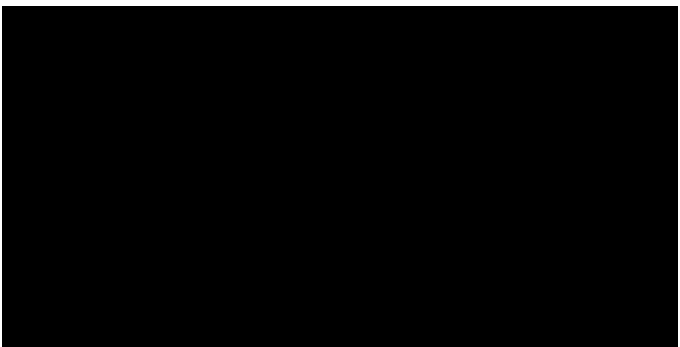
APPLICATION FOR STREET TRADING CONSENT

To: Head of Environmental Health and Community Safety, Waverley Borough Council,
The Burys, Godalming, Surrey, GU7 1HR


I hereby make application under the provisions of section 3 and schedule 4 of the above Act for consent to sell or offer or expose for sale the articles stated below, in the open air within the area of Waverley Borough Council.

This application is for (please tick)	New Application		Renewal	x
If a renewal application please provide the number on the current consent				
The type of consent being applied for (please tick)	Sole Trader		Special/Community Events	x
If special/community events please state the number of stalls/traders to be present	50 plus			

I submit the following particulars for consideration:

1.	Applicant Full name	Melanie Jill Odell	Date of Birth	
2.	Trading as	Haslemere Events		
3.	Home Address (inc. postcode) (for sole traders)			
4.	Address of organiser (if a community/special event)			
5.	Daytime telephone number			
6.	E-mail			
7.	Address where articles are stored (if applicable)	N/A		
8.	Proposed trading location/address*	West Street and High Street, Haslemere		

*** For special/community event applications please provide the details of all of the traders separately as part of your application.**

9.	Type of vehicle(s) to be used. If a sole trader please also give accurate dimensions of each vehicle (in metres)	
10.	Registration no. or identification mark	
11.	Full details of articles to be sold. Also include size of any receptacles to be used, e.g. baskets, kiosk, tables, etc.	
12.	Proposed times of trading (please include frequency, times of day, days per week, months of the year)	<p>Farmers' Market 1st Sat of Month Aug 25-July 26 9-3</p> <p>Haslemere Christmas Market 1st Sunday 2025 Dec 9-5</p> <p>Haslemere Charter Fair May Bank Holiday 2026 9-5</p>
13.	Insurance Company and Policy No.	
14.	If a food business please provide the name of the local authority you are registered with	

I enclose:

1. A passport style photograph of myself (sole traders only)
2. Photographs showing the sides, back and front of each vehicle (sole traders only). If you are an existing trader please provide a photo of the vehicle(s) in the trading location.
3. A plan/map image showing all locations that I have applied to trade in, which shows sufficient details to identify the location of the proposed site.
4. A copy of valid public liability insurance for trading/the event providing cover to a minimum amount of 5 million pounds. The person applying for street trading consent

is responsible for providing this insurance, individual applicants (sole traders), or the organiser (special/community events).

5. If a food trader(s) - a copy of correspondence showing that I am/they are registered with a local authority as a food business and/or have achieved a minimum FSA food hygiene rating score of level 3 or above.
6. An event management plan(s) (special/community events only) detailing how the event(s) will be run safely and without causing nuisance to the area. Please note:

The Government has published its [plan for living with COVID](#)

COVID is still present in the community. As the organiser of an event(s) you must take all reasonable steps to protect the safety of those working or attending the event. As such you are required to include COVID in your risk assessment under general Health & Safety requirements. HSE Guidance is available on how to [assess COVID related risks](#) and there is also a [risk assessment template](#).

You should continue to follow the guidance to keep yourself and others safe. [Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

If you require any COVID advice, please do not hesitate to get in contact with Environmental Health on 01483 523393 or send an email to Environmentalhealth@waverley.gov.uk

7. Confirmation that if trading from privately owned land that the land owner has given permission for me to trade/the event to go ahead there.

I confirm that:

- I will pay the required fee within 48hours of submitting this application. I am aware that failure to provide the required fee will result in my application not being processed.
- I am aware that the required fee is payable per trading site.
- I will display a notice at the proposed trading location(s) notifying local residents and businesses of my intention to trade there if a consent is granted. I will provide a photo of this being displayed at the location within 48hrs of submitting this application to environmentalhealth@waverley.gov.uk. (not required for itinerant street traders such as ice cream vans who do not trade from any specific locations)
- I am aware that if valid objections are received to my application, the application will need to be considered and determined by Waverley Borough Council's Licensing Sub-Committee. This may delay a street trading consent being granted.

Signed

MELANIE ODELL

Print Name..... Date

Notes:

Fees are reviewed annually. They are published on the Council's website, or please contact Environmental Health

Making a deliberately false statement in connection with any application is an offence punishable on summary conviction by fine of up to £400.

M section Museum

Stallholder
Parking 5

Stallholder
Parking 3

Stallholder
Parking 4

G section

W section

T section

Stallholder
Parking 2

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Property and Development

Waverley Borough Council
The Bury, Godalming, Surrey, GU7 1HR
Telephone: 01483 523333
Fax No: 01483 523118 DX No: 58303



Haslemere Christmas Market 2021

Code for location

Yellow: Tier 1 Zone Dark Green: Tier 2 Zone

Orange Tier 3 Zone

T = Town Hall end of High Street from West Street

G = High Street towards Georgian & Museum



NORTH

1:1250

23/11/2007

MAP SHEET: SU9032NW



Trading from parking bays, not on highway

Haslemere Christmas Market

Sunday 1st December 2024

Event Management Plan

INTRODUCTION

The following report is prepared for:

1. The organising committee and
2. The Waverley Safety Advisory Group

HISTORY

The Haslemere Christmas Market is organised by Haslemere Events. It is an annual event held on the first Sunday in December and is now in its 23rd year. The event has always gone off without incident and the organisers have always ensured that the event has been organised in conjunction with all the appropriate authorities with Health & Safety being of paramount importance.

The Committee remains committed to ensuring that high standards in respect of Health & Safety are maintained as evidenced by the details set out in this report.

The organisers follow where appropriate the advice in “ Organising Safe Events in Waverley – Guidance Notes”, guidance provided by Waverley Borough Council.

ORGANISATION TEAM

The organisation team involves the Haslemere Events Committee (part of the Haslemere Festival).

The organising team is supplemented on the day by a wide range of volunteers drawn from the local community.

The various elements of the event are shared between volunteers and organisational representatives (eg Haslemere Events, Haslemere Museum, etc)

On the day the main management is undertaken by around two Haslemere Events volunteers and approximately 20 additional volunteers with support from four staff employed for the day (CSP).

It has always been recognised by the Committee that the professional aspects of Health & Safety and some aspects of the market are best dealt with having sought advice from or employed professionals or competent staff and/or reference to guidance offered by various bodies. To this end the Committee works closely with a number of parties as annotated below.

Overall Guidance	Waverley Safety Advisory Group
Traffic Management/Diversion	Professional Traffic Management (CSP)
Crowd Control/safety	Police
Medical	St John Ambulance
Park & Ride	Hoppa

Litter	Chambers
Fairground	John Davis
Safety Notices	Health & Safety Guidance

The Organisers identify an overall Accountable Event Organiser/Safety Adviser who will make decisions on the day and be the first point of contact for emergency responders in the event that a safety issue arise on the day. In 2024, this role is held by Melanie Odell, Iain Lynch and Kay Topping for the Haslemere Museum. An information point is based at the Town Council marquee with radio contact to stewards and organisers.

COMMUNICATIONS

Local businesses and residents in the area affected by the closure are initially informed of the proposed date of the closure and nearer the time receive letters setting out how the closure and market will operate.

Communications for the event are supported by 18 two way radios issued to principal stewards, the road closure points, St John Ambulance, and the information point. The issue and use of radios is kept to a minimum to ensure clear channels in the event of an emergency. Mobile telephones are also used and numbers of the key staff on the day are included on briefing notes handed out to Stewards.

Liaison with the local police and fire service is co-ordinated by Melanie Odell, and any issues arising from previous events are discussed and acted upon. Advice notes are sent out in advance to all stewards and form part of the briefing on the day.

BRIEFING NOTES

Set out at **Appendix C** are example copies of the briefing notices that are provided to Stewards

WEBSITE

Timings and details of the event are published on the website www.haslemere.com/christmasmarket

SITE PLAN

Attached at **Appendix A** is a site plan illustrating the location of the Stalls and the control point

INSURANCE

A separate Insurance policy covers the event with £10m public liability. In addition each stallholder is made aware of their responsibilities at the event and asked to

provide a copy of their insurance policy. The fairground contractors provide insurance certificates and inspection certificates for the large rides. Anyone dealing with food is asked to provide Food Hygiene Certificates.

PERMISSIONS ACQUIRED FOR THE EVENT

The organisers arrange for the road closure order from Waverley Borough Council (under Section 21 of the Town Police Clauses Act 1847), a TENS from Waverley Borough Council and a premises licence for entertainment held by the Haslemere Town Council) of the event.

Road Closure

To ensure safety at the event a road closure order is obtained and the principle roads closed and a traffic diversion put in place. The diversion is signed and managed by professional traffic management company CSP.

A copy of the road closure notice is attached (see **Appendix C**).

Advance signage is put in two weeks ahead of the event advising people of closure and diversion, supplemented by additional signage on the day.

Stewarding of the event is closely organised. All stewards can be recognised with hi-vis jackets.

Briefings are given to Stewards – see earlier Communications section.

Stewards are in contact with each other, the police and St John Ambulance by use of two way radio.

FIRST AID AND MEDICAL PROVISION

St John Ambulance provide sufficient staffing and a vehicle located on the near the junction of the High Street and West Street. Two way radios are provided to maintain communication between St John, organisers and stewards.

LOST AND FOUND CHILDREN

The base point is located at the Town Marquee and is used as a meeting point for any lost children.

EVACUATION AND PLACES OF SAFETY

In the event of the need to evacuate the area places of safety have been identified at Haslemere Museum and its garden. A further place of safety is available in Town Meadow accessible from West Street.

RENDEZVOUS POINTS FOR EMERGENCY SERVICES

Haslemere Town Hall, with a view down the High Street is available as a control point. Haslemere Fire Station is located at the end of West Street. The Georgian Hotel is accessible from the Guildford (North) end of the High Street.

TRAFFIC MANAGEMENT

The road closure is effective from 5am until 9pm. The road closure will be implemented and the diversion route will be coned with no waiting cones on one side of the roads where needed to allow for free flow of traffic.

The three main closure points (High Street by Three Gates Lane, West Street by Police Station and High Street by Town Hall) will be staffed by stewards whilst the closure is in operation.

The reopening of the road concentrates on the High Street first and this is normally reopened by 7pm, followed by West Street shortly after.

Access by anybody other than authorised vehicles between the closure hours is prohibited. Access to private dwellings and businesses, other than an emergency basis, is prohibited once the principal part of the event commences. Any vehicles allowed through the barriers once the market is set up would be escorted by Stewards or police to ensure the safety of the public. Emergency vehicle access can be achieved to Collingwood Batchellor from the southerly end of the High Street and to the Georgian Hotel from the Northern end of the High Street.

A park and ride system is operated by Hoppa running from Wey Hill to the Central Car Park exit, via the railway Station.

TOILETS AND RUBBISH REMOVAL

Toilets are available from the local restaurants, cafes and pubs with the Museum and Town Hall also being open for public use. Public toilets are available in the main car park. Rubbish is monitored through the day by volunteers and removed by Chambers.

MARQUEES AND TENTS

Some Haslemere Events mini marquees are erected by trained staff and some other stallholders bring their own coverings and stalls. All stallholders are advised that the event may be cancelled in cases of high winds or that side sheets which create a sail effect cannot be used if there are strong gusts. Organisers use Met office and www.xcweather.com to advise on conditions.

SERVICES

Water, for the purposes of hygiene on the individual stalls, is sought from local businesses

DISABLED ACCESS

The layout of the market takes account of the space needed by double buggies and wheelchairs.

RISK ASSESSMENT

See **Appendix D** for risk assessment and summary of risks.

CONCLUSION

We believe that in organising this event we take into consideration all areas of potential concern and danger covered within the Health & Safety guidelines and all other guidelines provided by the local police, fire brigade, ambulance service and local authority.

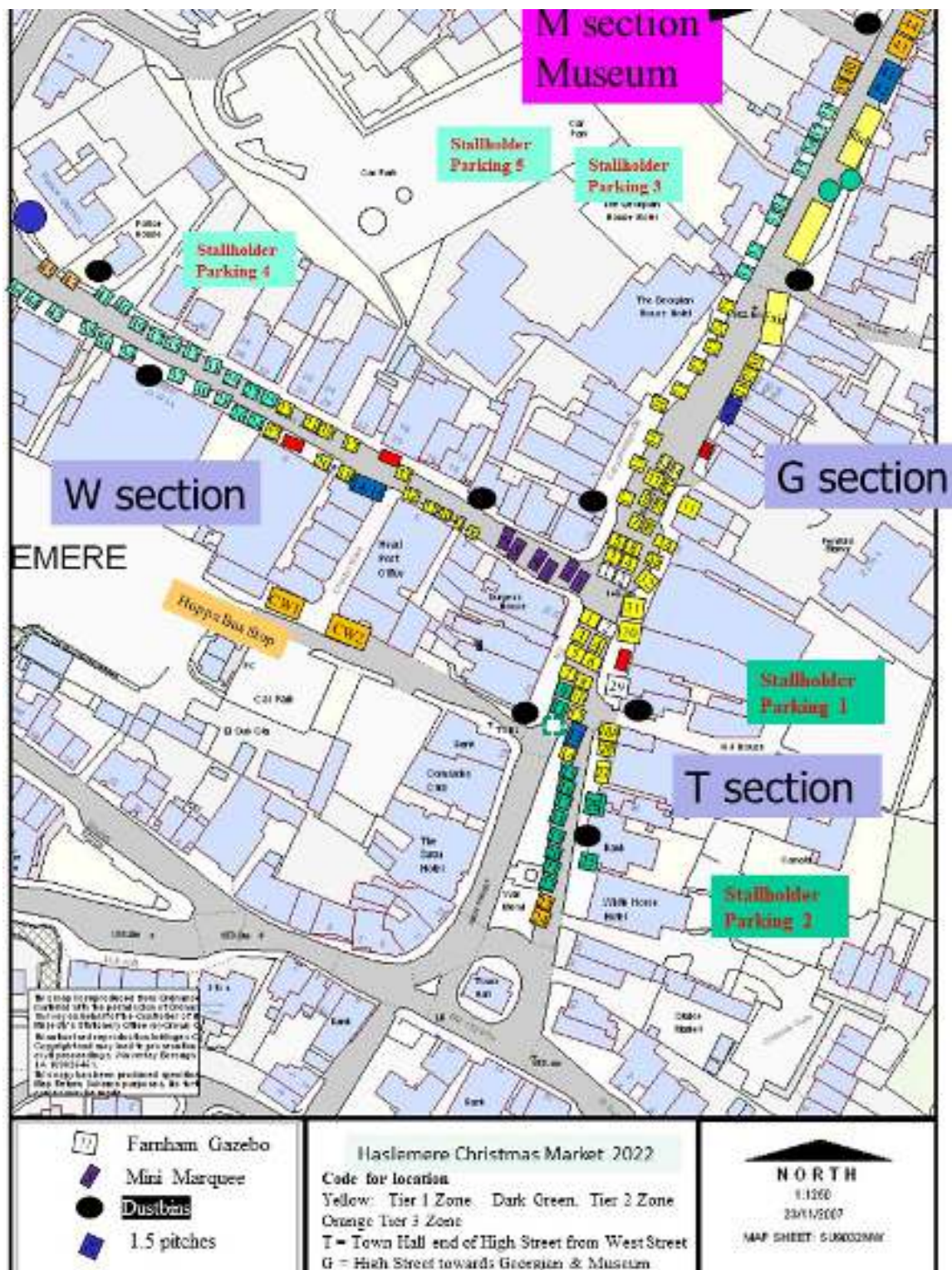
We are proud of the success of our event over the years.

However, should the Borough Council or any other advisory body feel that there are areas where we can improve on our attention to detail then the organising committee would be only too pleased to hear of these and act accordingly.

On behalf of the Christmas Market organising committee
Haslemere Events
April 2022

Appendix A

Indicative Copy of Market Layout Plan



Please note that the markings are not to scale.
Changes may have to be made on the day if there are any
emergency works in place

Appendix B

SAMPLE

Reason: Haslemere Christmas Market

Dated: 19th October 2022

Richard Homewood, Head of Environmental & Regulatory Services for and on behalf of:

Waverley Borough Council

The Burys

GODALMING

GU7 1HR

Street(s)

Time

Date

Applicant

The High Street, from Three Gates Lane to the White Horse Hotel on the eastern side of the road; and from Three Gates Lane to the car park entrance on the western side of the road.

From:

05:00

Sunday 4th

December

Haslemere Events

To:

21:00

2022

West Street, from the High Street to the Police House (No. 44 West Street).

NOTICE IS HEREBY GIVEN THAT WAVERLEY BOROUGH COUNCIL HAS MADE AN ORDER UNDER SECTION 21 OF THE TOWN POLICE CLAUSES ACT 1847 to close temporarily to all vehicular traffic, including pedal cycles, part or all of a street (or streets).

The time, date and other details of the closure are set out in full in the Schedule, below.

Road closures will only be operative whilst appropriate signage is in place.

Nothing in this Order shall prevent vehicles from proceeding in the said lengths of road when being used in connection with the event stated below.

Appendix C

HASLEMERE CHRISTMAS MARKET 2022

INSTRUCTIONS FOR STEWARDS

Thank you for your help today! Please report to your area of duty a few minutes before you are due to start.

Equipment

As you take over your stewarding duties you should be provided with the following:

- Hi visibility Jacket
- List of Stallholders
- Map and diversion instructions
- Walkie Talkie Set to CHANNEL 1
- Refreshment Vouchers (tea/coffee)

Please pass these over to the next person when your relief arrives. In the event that your relief does not arrive please use the walkie talkie to contact Pat Blades for assistance.

Please note:

Stewards engaged either directly, or indirectly, for duties associated with the event should:

- Remain calm and be courteous towards all those with whom they have contact;
- Remain at their point of allocated duty (except when dealing with any public safety incident);
- Be physically able to carry out the work;
- Not be under the influence of alcohol/drugs;
- Co-operate in full with any legal requirements of the Emergency Services or Council Officials;
- Stewards are to assist in guiding motorists at the closure points and answering general queries. However they are not expected or required to direct traffic.
- It is suggested that stewards stand back from the stewarding point to avoid every vehicle feeling they have to stop and ask a question, but assist if there appears to be confusion.
- The diversion route is marked on the leaflet

- If any members of the public are causing a nuisance please avoid confrontation and remain calm but advise the information point and organisers as soon as possible. If police support is needed please specify.

Emergencies/Problems

In the event of any emergency, please contact either Melanie Odell or Iain Lynch on the walkie talkie system or call Melanie's mobile on the mobile number 07771 922 873.

Evacuation

In case of need to evacuate the centre, places of Safety have been identified at Haslemere Museum and Town Meadow. If evacuation is needed, this will be co-ordinated by the main organisers until the emergency services arrive and information will be passed over the radio.

Toilets

Toilets are available in the main car park, Haslemere Town Hall and the Haslemere Educational Museum.

Information & First Aid

The information centre is in the Town Council Marquee. Please contact St John Ambulance staff in case of emergencies or First aid assistance over the walkie talkie system.

Lost children or property

Lost children, parents and property should be taken to the Information Centre at the Town Council Marquee where they will be looked after and reunited with their lost parents or children. If you receive information about any accident or lost person please record the information you are given in writing and call for immediate advice and assistance from the organisers.

Traffic

You should not attempt to control the traffic. Our role is to provide courteous assistance to any who may be lost or confused (diversion maps available to help with this) and to help safeguard pedestrians and of course be vigilant regarding excitable children.

NO VEHICLES except emergency vehicles, have prior permission to enter the road closure area and in the event of a dispute, please contact Melanie Odell, Vicky Hughes or a police officer on the above numbers.

All vehicles should leave the closed area by 12 noon.

If any vehicle is allowed to enter the area once set up is complete and before the end of the market, they MUST be escorted to and from their destination at walking pace by a steward to protect pedestrians.

Park & Ride

The buses leave from outside the Police Station, collect from Shottermill Working Men's Club, Lion Green, St Christopher's Green, Weydown Road, and the Railway Station.

Road Closure

The closure is enforced and approved by Surrey County Council, and is effective from 5.00 am until 9.00 pm, although we will try to open the road before this time. If any local resident requests permission to enter or leave the area please seek assistance/advice.

Refreshments

We are very grateful for your support and would like to give you some small tokens of our support in the guise of tea/coffee vouchers. You can have as many as you need so if you do not have any please ask!

This is a non-profit making event for the benefit of the community.

**IF YOU HAVE ANY PROBLEMS, PLEASE
DO NOT HESITATE TO RADIO IN!!**

Walkie Talkies needed

- 1) Melanie Odell
- 2) Iain Lynch
- 3) Robert Fox
- 4) Tony Harrould
- 5) Steward at West Street
- 6) Steward at Town Hall
- 7) Steward at Three Gates Lane
- 8) Steward 4
- 9) Haslemere Museum
- 10) St John Ambulance
- 11) St John Ambulance
- 12) Information Point