

## 1 General Information

Page 1 - Application for a Road Space at the Deepings Raft Race - **CLOSING DATE 20th July 2018.**  
Please note pitch positions frequently sell out well before the closing date.  
If you have any questions or need any assistance completing this form, please contact  
David on 07437 012 788

## 2 Applicant Details

Page 2 - Please provide details about yourself and your organization.

## 3 Pitch Details

Page 3 - Please provide details of the size and type of pitch you are applying for.

## 4 Payment

Page 4 - Details of how you should make payment.

## 5 Rules

Page 5 - Please read thoroughly

## 6 Fire Risk Assessment

Pages 6 - 8 - Please complete and sign

## 7 Fire Safety Information

Page 9 - Reference documentation sources for Fire Safety information



## 2 Applicant details

I am/ we are a (select one only):

Charity or Youth Group (Max 10' x 10' – 3m x 3m):

Non Food Trader :

Food/Drinks Trader:

Other : \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Land Line Tel No: \_\_\_\_\_

Your Mobile No: \_\_\_\_\_

Your Trading address if different from above: \_\_\_\_\_

Nature of your business: \_\_\_\_\_

Your email address: \_\_\_\_\_

If a Registered Charity your Reg No: \_\_\_\_\_

If you are unregistered Charity please provide the Treasurers Name & Tel No:

\_\_\_\_\_

(NB; In order to protect the Community we serve please don't be offended if we need to contact you, or in the case of charities the Treasurer, for further information)



## 3 Pitch details

What size pitch would you like, all measurements are in metres?

\*Charity/Youth Group (Max 3m x 3m £20)

Food/Catering/Drinks Pitch: 3m x 4.5m (£50 + 20%)

All other Pitches:

3m x 3m £40:

3m x 4.5m £50:

3m x 6m £60:

3m x 7.6m £70:

Facepainting £25

\*Charities will be sent a separate 'Partnership Offer' document – please refer to that before completing the above section.

(Scroll down)



**\*\*Payment should be made direct to our Bank Account:**

**Barclays Bank Sort Code: 20-45-45                      Account: The Deepings Raft Race: 60750379**

**Payment Reference: Should be your TRADING name.**

**BEFORE SIGNING PLEASE CHECK EACH OF THE FOLLOWING BEFORE SUBMITTING:**

**I have attached my current Public Liability Insurance as a separate Document and if due for renewal prior to the event I will produce Public Liability insurance on the day of the event.**

**\*\*I have made payment by Bank Transfer using my Trading Name as a Reference**

**I hold a current Risk Assessment relative to my business and my presence at the Raft Race.**

**I have read the Rules (see below) before submitting this application.**

**Where applicable I am authorised to act on behalf of any Charity named in this application.**

**Where Applicable: As a Food/Drinks Trader I have attached as separate documents, my Health & Safety/Hygiene Certificates.**

**YOUR SIGNATURE AGREEING TO THE ABOVE: \_\_\_\_\_**

**Date: \_\_\_\_\_**  
**(You may sign electronically).**

**Once completed please attach to an email and send to:**  
**[tradestands@deepingsrafttrace.co.uk](mailto:tradestands@deepingsrafttrace.co.uk)**

**\*\*If you would rather pay by cheque then please submit this form electronically and send your cheque to: The Deepings Raft Race, C/O The Spar Shop, 88 Godsey Lane, Market Deeping, PE6 8HY.**

**If you can only submit a hand written application please send to Deepings Raft Race, 19 Lindsey Avenue, Market Deeping, PE6 8DZ.**

**We do not send receipts unless specifically requested. Your Entry Permit will be sent to you after 20<sup>th</sup> July.**

### Our Rules:

1. The Organisers of the event are The Deepings Raft Race Committee and you agree to work with them to the mutual safety and security of the event
2. The Raft Race will go ahead in all weathers, subject to safety requirements or Major Incident.
3. Other than you cancelling your attendance by the closing date for applications, we will not refund ANY monies under any circumstances.
4. The closing date for Road Space applications shall be the 20<sup>th</sup> July in any year and payment must be made by that date.
5. You are responsible for the safety and security of your own stall and products, including safe anchorage and protection of any gazebos, tents or other shelters.
6. You **MUST** supply a copy of your current Public Liability Insurance with your application AND where that insurance is due for renewal, you sign to say you will have valid Insurance on the day of the event, a copy of which you will be required to supply on entry to the event.
7. If you do not have Public Liability Insurance then you understand that your attendance is entirely at your own risk in all respects and you will be required to Indemnify the Organisers from any liability arising from your presence at the event, for which purpose you will be asked to sign that Indemnity.
8. You or anyone acting on your behalf, can be asked to leave the event or, at the discretion of the Organisers or their representative, may not be admitted to the event in the interest of Public Safety or any breach of our rules.
9. Your application is for a 'road space' only. We do not supply Electricity, Gas, Water, Stalls or Gazebos.
10. Road spaces are allocated to the person making the application and may not be transferred to another person or Trader without prior consent of the Organisers.
11. The Organisers cannot accept responsibility for any loss or damage to you or those assisting you or to your property, including vehicles, during the event.
12. If you pay by cheque then you agree to reimburse the Organisers for any Bank charges arising as a result of that cheque being returned 'Unpaid'.
13. **YOU** are responsible for the removal and disposal of your own rubbish and litter. The organisers may supply skips or bins for this purpose where practical.

### Lincolnshire County Council & Lincolnshire Fire & Rescue Rules

1. If you are using ANY heating equipment in any form, including Gas, Electric, Wood Burning, then you **MUST** complete the below Fire & Rescue Risk Assessment. (We have pre populated some areas in red to assist you)
2. The road closure is limited by time and as a condition of Lincolnshire County Council granting the licence, the road has to open to traffic at times specified to the organisers, normally 6.30pm.

Thank you for your time. Have a great day at the Deepings Raft Race.

## Fire Risk Assessment – Traders and Market Stalls

**TO BE COMPLETED FOR EACH UNIT/STALL IN LINE WITH NATIONALLY RECOGNISED FIRE RISK ASSESSMENT GUIDES**

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your 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 may result in your unit being prohibited from use. 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 each 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 market stalls and traders units.

EVENT	The Deepings Raft Race 2018			
UNIT NAME AND LOCATION	As per application, High Street Market Deeping or Bridge Street Deeping St James			
DATE/TIME	START	5 <sup>th</sup> August 2018 06.30hrs	FINISH	5 <sup>th</sup> August 2018 18.30hrs
UNIT DETAILS	PERSON IN CHARGE	_____		
	TYPE AND USE OF UNIT	_____		
	SIZE (m2)	_____		
	MAXIMUM OCCUPANCY	STAFF	_____	
PUBLIC		NA	TOTAL	_____
		ACTION/COMMENT		
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?	N/A	N/A		
3. Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	YES NO	_____		
4. If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?	N/A	_____		
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 N/A	_____		
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 N/A	_____		

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>	N/A	N/A
13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, tobacco, lit candles.	YES NO	-----
14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	YES NO	-----
15. Are you aware that petrol generators must be of a specified type and hold less than the specified amount of petrol?	YES/NO	Your Insurance MUST cover you for such use. -----
		ACTION/COMMENT
<b>Do You use LPG?</b> (If 'No' ignore questions 16-25)	YES NO	-----
16. Do you have an inspection / gas safety certificate for the appliances and pipework ( <i>copy to be available for inspection</i> ) and are all hose connections made with "crimped" fastenings?	YES NO	-----
17. Are all LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	YES NO	-----
18. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES NO	-----
19. Are the cylinders located away from entrances, emergency exits and circulation areas?	YES NO	-----
20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES NO	-----
21. 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	-----
24. Do you ensure that only those cylinders in use are kept at your unit/stall? ( <i>Spare should be kept to a minimum and in line with any specific conditions for the event</i> )	YES NO	-----
25. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	YES NO	-----
<b>If answer to any question is "NO", please detail below actions taken to remedy the situation.</b>		

Name of Responsible Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(You may sign electronically)

Designation \_\_\_\_\_

Company or Trading Name \_\_\_\_\_

*PLEASE NOTE: This document does not preclude you from prosecution, Civil action or removal from the site should a subsequent inspection by a competent authority reveal unsatisfactory standards.*



## Fire Safety Guidance

Fire Risk Assessment Guidance for Open Air Events and Venues.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14891/fsra-open-air.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf)

Guidance on Temporary Structures, Large Tents and Marquees.

<http://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf>

Code of Practice 24: Part 4 - Use of LPG Cylinders: The Use of LPG for Catering at Outdoor Functions (March 1999)

<http://www.uklpg.org/shop/codes-of-practice/use-of-lpg-cylinders-the-use-of-lpg-for-catering-at-outdoor-functions-march-1999/>