

CHECKLIST & DECLARATION

Checklist

Please ensure the following are attached to this fully completed application form:

1. **Public Liability Insurance** (All businesses)
2. **LPG Safety Certificate** (Food Businesses Only)
3. **Completed Food Safety Record** (Food Businesses Only)
4. **Completed LPG & Fire Risk Assessment Form** (Food Businesses Only)
5. **Image of unit / stall** (All businesses, if you intend on bringing your own to the event)

Failure to attach/complete any of the above will result in your application form not being considered until all necessary documents are received. Please note this will delay the booking process and could jeopardise your space at the events.

Declaration

I confirm that the information on this application form is correct at the time of signing and dating it.

I confirm that I am responsible to ensure that all insurances, ratings and certificates are in date at the time of applying to attend any Caerphilly County Borough Council events.

I confirm that if any documents go out of date between now and the date of the event(s), they will be renewed; with the new information being forwarded to Caerphilly County Borough Council.

I confirm that I am responsible to inform Caerphilly County Borough Council if the food hygiene rating I have been awarded changes at any time between now and the date of the event(s).

Caerphilly County Borough Council will be in contact should the date of your insurance expire prior to the event date(s) and you will be required to provide a new copy. Without this information you will not be permitted to attend the event.

I confirm that I agree to all of the above information and that I am signing the below to confirm that I will abide by all these terms and conditions, along with all the information included within the Conditions Of Acceptance and Event Safety Management Policy.

Applicant Name:

Applicant Signature:

Date:



For information on how we record and keep personal data please download Caerphilly County Borough Councils GDPR privacy policy which is available at www.visitcaerphilly.com with all other event application information



Caerphilly County Borough Council
Food Safety Record – Food Businesses Only

Company Name: Proprietor Name:.....
Contact Number:

Name of Local Authority you are registered with:
Environmental Health Officer Contact Name & Number:

Description of Business / type of food provided e.g. cheese, ice cream, confectionary

Are products sold open or in sealed containers. If mixed please describe products and how packaged:

Will products be chilled?

YES NO

If yes please describe how:

Back up facilities

Display facilities

Transport facilities

Will you provide tasters?

YES NO

Please describe how they will be offered:

Are foods cooked or kept warm on site?

YES NO

How will temperatures be checked / maintained:

Please describe your intended hand wash facilities:

(Unless you are hiring a portable hand wash unit for the event, you must bring your own hand wash unit, soap and hygienic hand drying materials or as an alternative a bowl and thermos flask)

How many staff will be working on the stall:

How many have level 2 food hygiene certificates:



Caerphilly County Borough Council
LPG & Fire Risk Assessment Form – Food Businesses with LPG Only

Company Name: _____

In order to comply with relevant fire safety legislation you MUST complete an LPG & 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. This signed and completed risk assessment must also be made available for inspection by the Fire & Rescue Service/Event Organiser/Council Officers at all times if requested.

You must be able to answer YES to the following questions.

1. Will your LPG be stored securely inside (Please tick one):

- CCBC stall
- Own stall
- Catering Unit/Trailer

2. Do you have an inspection / gas safety certificate for the appliances and pipe work and are all those connections made with “crimped” fastenings?

Yes

3. Are gas appliances installed and regularly serviced/ maintained by a competent person with the operator being able to safely operate the appliance and have plans in place to deal with problems such as leaks or a fire breakout?

Yes

4. Is the fixed piping made of copper or steel?

Yes

5. Do any flexible hoses meet the appropriate BS and where appropriate provided with mechanical protection to minimise damage?

Yes

6. Is any flexible piping checked regularly for leaks and replaced if damaged or worn?

Yes

7. Are your cylinders fitted with pressure relief valves and an emergency shut off valve?

Yes

8. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?

Yes

9. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?

Yes

10. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?
 Yes
11. Are the LPG cylinders kept in a ventilated area during events, secured in the upright position and out of reach of the general public?
 Yes
12. Are LPG cylinders securely fastened when in transit?
 Yes
13. Do you ensure that only those cylinders in use are kept at your unit/stall?
 Yes
14. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?
 Yes
15. Are the cylinders located away from entrances, emergency exits and circulation areas?
 Yes
16. Will you display a safety notice in the stall/unit on how to connect and disconnect the LPG bottle?
 Yes
17. Is signage fixed to the outside of the bottle compartment to warn of the presence of gas?
 Yes
18. Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?
 Yes
19. Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition?
 Yes
20. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?
 Yes
21. Are the structure, roofing, walls and fittings of your stall / unit flame retardant?
 Yes **If using a CCBC stand please tick here**
22. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?
 Yes
23. Are the exits maintained available, unobstructed, and unlocked at all times when the unit/stall is in use?
 Yes
24. If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit/stall?
 Yes
25. If the normal lighting failed would the occupants be able to make a safe exit?
 Yes
26. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?
 Yes

27. Has the fire-fighting equipment been tested within the last 12 months?
 Yes
28. Have staff been instructed on how to operate the fire-fighting equipment provided?
 Yes
29. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit/stall and the exit locations?
 Yes
30. Are you aware that generators are not permitted on site?
 Yes
31. Have you identified all ignition sources and ensured that they are kept away from combustible materials?
 Yes
32. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard etc. and reduced the risk of them being involved in an incident?
 Yes
33. Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public?
 Yes
34. There will be no persons will be sleeping in the catering unit/stall?
 Yes

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.