

# APPLICATION FORM

Thank you for your interest in getting involved with this year's Diss Carnival on Sunday 8th June 2025 from 12.30 – 6pm

Please indicate how you would like to be involved below. Try to include as much detail as you can including your contact details.

The theme this year is:

## AROUND OUR WORLD

Please complete and return form to Diss Town Council Offices or email [carnival@diss.gov.uk](mailto:carnival@diss.gov.uk)



### PART 1: Your Information

Name:		Organisation:	
Address:			
Tel:		Email:	

✓	"I'd like to..."	More information:
	<p><b>Have a Stall</b> Please include the size of your stall and what you'll be offering. Standard pitch size is 3m x 3m. <b>Complete Part 2 below.</b></p>	
	<p><b>Enter the Procession</b> Tell us: Walking group? Vehicle? Please use <b>one application form per vehicle</b> and confirm the size of the vehicle. <b>Complete Part 3 on next page.</b></p>	

### PART 2: Stallholders

- There is no electricity supplied for stallholders.
- We can offer use of our contractor's generator for an additional £20 fee, paid to the contractor. Please tick if required

Will your stall/activity produce sound? If yes, please provide details	
Please enclose copies of: <ul style="list-style-type: none"> <li>Public Liability Insurance (to value of £2 million)</li> <li>Food hygiene certificate (food vendors only)</li> </ul>	
Please read through, sign and return our <b>Risk Assessment</b> and <b>Terms &amp; Conditions. (see attached)</b>	
<p><b>Payment:</b> To be made by BACS or via card payment at Diss Town Council Offices. <b>Please await confirmation of your stall before making payment.</b> <b>BACS details:</b> Barclays Bank Plc, Sort Code: 20-26-34, Account: 00361127</p>	

### Stall Fees

Stalls up to 3m x 3m	£120 inc VAT
Stalls over 3m x 3m and up to 5m	£180 inc VAT
Stalls over 5m	£240 inc VAT
Charities & Craft Stalls (3m x 3m)	£60 inc VAT

### Charity Pitches

We have 3 free pitches (3m x 3m) available for locally based small charities & Not for Profit community groups. Please return form by 7<sup>th</sup> March and note your request for a free pitch. You will receive an email from us to confirm if you are successful. Please note: Due to an increase in charity applicants, if you have been given a free pitch before, you may be unsuccessful. A £60 charge will be requested from unsuccessful applicants.

## PART 3: Procession

	Yes /No	
Will your group/vehicle have music or loud noises?		<b>If Yes, provide details:</b>
Is your vehicle taxed, insured and does it have a valid MOT?		<b>Please provide signature as confirmation:</b>

**To create a diverse and exciting procession, we are providing a list of countries for entrants to choose from. Please rank your top five preferences (1 being your favourite), and we will allocate each entrant a country to avoid duplication of floats.**

You can represent your chosen country in many ways, such as through its famous films, TV shows, landmarks, festivals & events, or holiday destinations. Be as creative as you like in bringing your theme to life!

If you would like to represent a country not included in the list, please tick 'Other' and specify your request. We will do our best to accommodate it. We look forward to seeing your fantastic ideas!

• Antarctica	• Madagascar
• Australia	• Mexico
• Brazil	• Nepal
• Canada	• New Zealand
• China	• Nigeria
• Denmark	• Norway
• Egypt	• Peru
• France	• Poland
• Germany	• South Africa
• Greece	• Spain
• Hawaii	• Sri Lanka
• India	• Sweden
• Indonesia	• Turkey
• Italy	• Ukraine
• Jamaica	• United Kingdom
• Japan	• United Nations
• Kenya	• United States
• <b>OTHER (Please state):</b>	

Please return your application form and all required documentation by **Friday 7<sup>th</sup> March 2025**. Only fully completed applications will be considered.

**All applications will be reviewed on 18<sup>th</sup> March** and we will contact you to confirm if you have been successful.

**Address:** C/O Carnival Committee, Diss Town Council, 11-12 Market Hill, Diss, IP22 4JZ

**Telephone:** 01379 643848      **Email:** [carnival@diss.gov.uk](mailto:carnival@diss.gov.uk)

### Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your application for Diss Carnival. However, we may like to contact you with details of future Diss Carnivals and other town events of interest to you. If you consent to us contacting you for this purpose, please tick the box(es) to say how you would like us to contact you.

Email  Telephone / SMS

If you prefer not to be contacted with details of Diss Carnival and other events, then please tick this box.

For further information, please refer to our GDPR Policy at [www.diss.gov.uk](http://www.diss.gov.uk).

**Any questions?** If you have any questions, please get in touch with the Carnival Crew

**Like our Facebook page for event updates:** [www.facebook.com/DissCarnival/](http://www.facebook.com/DissCarnival/)

## EVENT RISK ASSESSMENT FORM – DISS TOWN CARNIVAL 2025

Please add any further risks relevant to your stall in the additional boxes below, then sign and return with your application form.

All hazards relate to everyone in attendance at the event including the public, event organisers and staff.

All control measures will take place on event day. Stallholders will be provided with all relevant event information 1 week before the event.

Hazard	Control Measures	Current Risk Factor	Responsible Person
Vehicles	<p>Vehicles should only be present on Diss Park during set up and dismantling of your stall. Vehicles should park at Fair Green after set up unless authorised to remain on site.</p> <p>Parking marshalls to check that stallholders have been allocated a pitch on the site plan.</p> <p>Vehicles must be supervised at all times by Parking Marshalls.</p> <p>All vehicles must adhere to the entry and exit times included within stallholder information email.</p> <p>Marshalls to wear hi viz jackets to be easily identifiable.</p> <p>An Event Management Plan detailing all event information is available from the OPS tent.</p>	1 x 4 = 4 Low Risk	<p>Stallholder</p> <p>Parking Marshalls</p>
Setting up & dismantling stalls	<p>Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards.</p> <p>All gazebos or tent must be weighted down at each corner to avoid any accidents due to adverse weather.</p> <p>Check all stalls once set up and prior to event including the required weights are attached to their legs.</p>	2 x 2 = 4 Low Risk	<p>Stallholders</p> <p>F&amp;B Manager</p>
Stall Tables	<p>All tables must be in a good condition and constructed of suitable materials.</p> <p>Ensure tables are not overloaded with display items to avoid collapsing.</p> <p>All tables must be placed on a level surface or adjusted as necessary.</p> <p>Check all tables are safe and not overloaded.</p>	2 x 2 = 4 Low Risk	<p>Stallholder</p> <p>F&amp;B Manager</p>



Additional Hazards	Control Measures	Current Risk Factor	Responsible Person

Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Bands	Actions
1 = Most Unlikely	1 = Trivial Injury	1-2 = Minimal Risks	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3-4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6-8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9-12-16 = High Risk	Consider not running the event

I hereby adhere to the above control measures for this event.

Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Risk Assessments will be reviewed by Facilities & Buildings Manager and authorised by the Town Clerk.

## **Event Stallholder Terms & Conditions of Booking**

1. **Payment** – All stalls must be paid for at least six weeks prior to the event. No refunds can be provided for cancellations after this time.
2. **Health & Safety** – Stallholders must prioritise Health and Safety. All boxes, bags, and other items should be cleared away before the event opens to ensure public walkways are unobstructed. Stallholders are required to comply with all applicable health and safety, food, and environmental regulations during the setup, operation, and breakdown of their stand. Diss Town Council will not be held responsible for any accidents caused by stallholder negligence.
3. **Public Liability Insurance** – All stallholders must hold Public Liability Insurance with a minimum cover of £2 million. Stallholders are solely responsible for ensuring adequate insurance coverage for all equipment and personnel brought to the event site. A copy of the insurance policy must be available during the event.
4. **Liability and Indemnification** – Stallholders must take full responsibility for their activities and protect Diss Town Council from any claims, losses, or damages caused by their actions.

**Gazebos & Tables** – Stallholders using their own infrastructure must ensure it is safe and fit for purpose. Diss Town Council will not be liable for damages or injuries caused by stallholders' infrastructure. Gazebos must be securely anchored to the ground and positioned to avoid trip hazards. Tables must be sturdy, properly secured, and appropriate for the intended load.

5. **Generators** – The use of generators must be pre-approved by Diss Town Council. Generators must be operated safely, appropriately placed, and secured to prevent public access. Exhaust fumes must not endanger others, and a suitable fire extinguisher must be provided. Diss Town Council reserves the right to disable any generator that fails to meet these requirements or causes a nuisance.
6. **Event Adjustments** – Diss Town Council retains the right to postpone, cancel, or shorten the event. If such actions are necessary due to circumstances beyond the reasonable control of the event organisers (such as severe weather conditions), the Council will not be held liable for any loss or damage incurred and will not issue refunds for any fees or charges paid.
7. **Exclusivity** – Diss Town Council does not guarantee exclusivity to stallholders at events.
8. **Responsibility** – Stallholders are solely responsible for their stalls and the goods and services they provide.
9. **Trading Standards** – All goods must be clearly priced to comply with Trading Standards Regulations.
10. **Unsuitable Goods** – Diss Town Council reserves the right to request the removal of any goods deemed unsuitable for the event.

11. **Stock Security** – Stallholders are responsible for safeguarding their own stock. Diss Town Council will not be liable for loss or theft.
12. **Income Loss** – Diss Town Council disclaims all responsibility for any loss of income resulting from events outside the control of the event organisers.
13. **Food and Drink Exhibitors** – Stallholders selling food and drink must comply with the Food Law Code of Practice and provide relevant documentation, including Food Safety and Hygiene Rating Certificates. Documents must be available for inspection before and at the event.
14. **Alcohol Sales** – Stallholders selling alcohol are required to sign our premises license at least 1 month prior to the event in the presence of the Designated Premises Supervisor, Town Clerk. Please contact [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk) to make an appointment. Diss Town Council reserves the right to reject any or all proposals. Submission of a proposal does not guarantee selection. Diss Town Council reserves the right to inspect the bar setup and operations during the event.
15. **Vehicles** – Vehicles are prohibited from moving within the event area during event opening hours. When allowed on-site, vehicles must not exceed a speed of 5 mph, must use hazard lights and be supervised by an identifiable parking marshall who will escort you on and off the Park.  
  
Diss Carnival attendees - Only 1 vehicle is permitted on site for set up per stall pitch due to space restrictions. Procession entrants – Throwing objects from vehicles is not allowed. If you have any freebies, sweets, etc, these must be given out by hand. The only collection buckets allowed in the procession are for Diss Carnival. Any other collection buckets are not allowed along the parade route. You are welcome to collect monies on the Park at the Fun Day.
16. **Behaviour & Conduct** – Diss Town Council reserves the right to remove anyone exhibiting inappropriate behaviour from the event without a refund.
17. **Rubbish** – Stallholders must keep their area clean and remove all waste. Leaving rubbish on-site is prohibited, and any disposal costs incurred by Diss Town Council will be charged to the stallholder.
18. **Toilets** – There are 7 public toilets on the Park. Additional facilities may need to be planned depending on expected event footfall.

Acceptance of these terms is a condition of participation.

**By signing below, stallholders agree that these terms and conditions will apply to your event booking with Diss Town Council.**

Stall/Business name: .....  Signature: .....  Print name: .....  Date: .....
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