



REGULATIONS CAR BOOT SALES DISS PARK

Bookings

1. Up to eight car boot sales are permitted on the Park per year on specific dates set by Diss Town Council currently the first and third Sundays of June, July, August and September. One additional car boot sale is permitted for the Town Mayor on the first Sunday of May should he / she wish to have one.
2. Individual organisations may only book one car boot sale per year in the first instance. Subject to availability beyond 31 March, a second sale may be booked on a first come first served basis.
3. A completed booking form is required to secure your sale.
4. A risk assessment form (attached to the booking form) must be completed and returned to the Council Offices before any event takes place. The Town Council will not be held liable for any accident or incident that occurs.
5. All users are totally responsible for their own insurance cover; evidence of Public Liability Insurance to a minimum of £2,000,000 must be provided four weeks prior to the event.
6. A charge of £50.00 per event will be levied.
7. Inspections may be carried out by Town Council staff during car boot sales to ensure these regulations are being adhered to.
8. In the event of heavy rainfall that results in the Park being too wet for vehicular movements, the Town Council reserves the right to cancel the car boot at short notice. Should any damage occur to the Park because of the car boot sale, please report this to the Town Council immediately.

Set Up & Close Down

9. It is the responsibility of the organisers of the car boot sale to provide vehicular access to the Park via a ramp from the Park Road car park into the Park, which is clearly defined and visible to 'car booters' as they arrive. Two ramps are available for use by organisers and an access key must be collected in advance from the Town Council Offices.
10. Only cars belonging to 'car booters' are permitted on the Park. Parking Marshals will be required to patrol the area to ensure that parking by unauthorised vehicles on the Park does not occur including along the road. Parking cones are also available for use by organisers for this purpose. Ramps and cones must be returned to the Park toilet cupboard for use by the next event organiser.
11. Parking marshals must be provided to direct vehicles to where they should be parked and to be responsible for vehicular movements at the beginning and end of the car boot.
12. A minimum space of three metres should be left between cars including their 'stalls' to allow access by emergency vehicles (see proposed site layout plan attached).

13. Any vehicles wishing to leave the sale before the designated end time should seek out a Parking Marshal to escort them from the Park. It is the responsibility of the organisers to advise car booters of this.
14. There must be a designated time for the end of the car boot sale. Parking marshals must supervise the vehicles leaving the Park at the end of the sale as per clauses 9 & 10 above.
15. Diss Town Council will not be held responsible for any accidents or injuries caused either directly or indirectly because of the actions of the organisers or any vehicular movements in the Park for the purposes of the car boot. Please report any such accidents to the Town Council immediately.

Toilets & Waste

16. For toilet facilities to be available as early as possible in the day, it is the responsibility of the organisers to notify the Town Council at least a week in advance of the time that the sale is to start.
17. Waste bins should be provided by the organiser. It is the responsibility of the organisers of the car boot to clear the used area of rubbish and dispose of it responsibly after the car boot.
18. A minimum charge of £50.00 will be made if additional cleaning by Town Council staff is required.

Sale of Goods

19. Responsibility for ensuring that no illegal or counterfeit goods are sold by car booters lies solely with the organiser.
20. Sale of livestock at car boots held on Diss Park is prohibited; responsibility for ensuring this lies solely with the organiser.
21. Any sale of refreshments must be approved in advance by the Town Council to avoid duplication of items sold by the Park Pavilion kiosk. Organisers are required to liaise with the Park Pavilion Kiosk franchise holder at least four weeks in advance of the event.
22. Any licensable activities (including live or recorded music, dance or sale of alcohol) will require prior permission of the Town Clerk, with at least four weeks' notice. There may be an additional cost levied to cover the cost of the music licence.

Reviewed & approved by the Community Engagement committee on 28th March 2018.

NOT TO SCALE

DISS PARK

