

PLANNING

EVENT

Helpful guidance for temporary

MARKETS, CAR BOOT SALES & SPECIALIST FAIRS

For further details on Temporary Markets,
Car Boot Sales and Specialist Fairs,
please contact the Market Office

Tel: 01744 677155

Email: stmarysmarket@sthelens.gov.uk



St. Helens
Council



have you...

- Given St.Helens Council's Markets Section a minimum of 2-3 months' notice?
- Collected and completed an application form in person from the Market Office at St.Mary's Indoor Market?
- Identified the following key personnel?
 - Event Organiser
 - Safety Representative
 - Chief Steward/Stewards (if applicable)
- Collected the appropriate food safety certificates from any onsite catering units?
- Set up a reliable system of communication between key personnel?
- Considered car parking provision and vehicular access to the site?
- Made provision for generators, helium and gas bottles to be securely stored away from the public?
- Identified the entrances and exits to your site?

- Given consideration to the anticipated weather conditions and the effect they will have on both the ground conditions and the event itself?
- Carried out a risk assessment for the event, including any temporary structures? (e.g. stalls, marquees, etc.)
- Notified any local business or organisation in the area that is likely to be affected by the event?
- Considered the charges you intend to use per vehicle/stall?

do you...

- Have permission from the landowner to hold your event in that location?
- Have sufficient Public Liability Insurance in place to cover your event?
- Have sufficient Public Liability Insurance from your stallholders?
- Have sufficient space to accommodate all the people attending your event?
- Have easy access for emergency service vehicles to get on and off site?
- Have adequate welfare facilities on site, e.g. toilets, baby changing and refreshments?