



Southend Air Festival 2012

Saturday 26th and Sunday 27th May 2012
Catering Space Application Form
 (PLEASE COMPLETE ONE FORM PER CATERING UNIT)

FOR OFFICE USE ONLY:

Site Ref. No.

DOCUMENTATION REC'D

- a) Insurance
- b) Photographs
- c) Plan
- d) Menu & Price
- e) LA registration
- f) H & S docs
- g) Power required

SECTION ONE Applicant Details

1.1	Full Name of Company:	
1.2	Contact Name:	
1.3	Address:	
1.4	Telephone Number:	Work: Home: Mobile: Fax: e-mail: Website:
1.5	Name of Person who would be responsible for your site at the event:	
1.6	Contact Details (if different from above):	

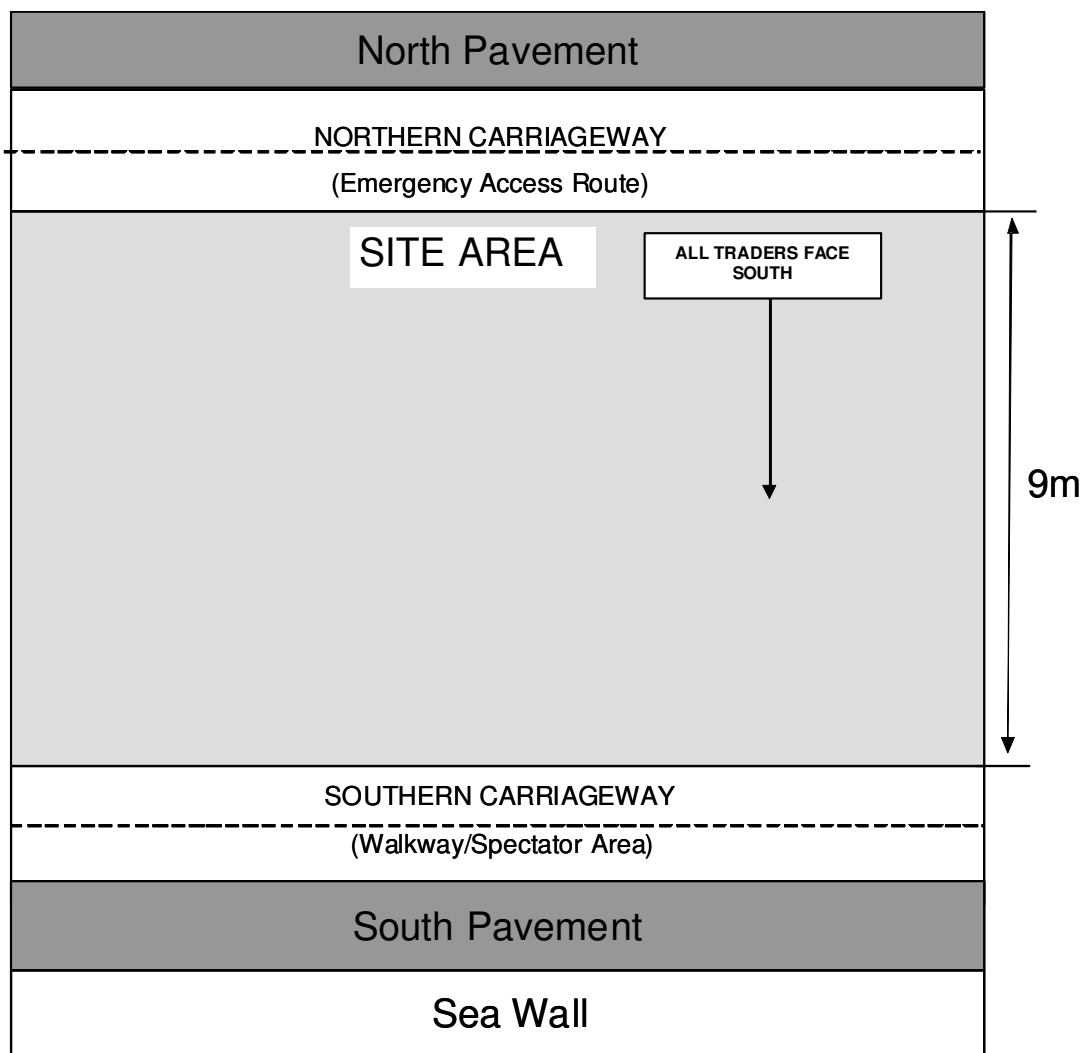
1.7	Name & Address of your Insurance Company:	
1.8	Public Liability Insurance Policy Number:	
1.9	Level of Public Liability Insurance Cover (minimum £5m):	
1.10	Expiry date of Policy:	
1.11	Name & Address of Local Authority Environmental Health Department your Company is registered with:	
1.12	NCASS Membership No: (if applicable)	
1.13	Expiry date of Membership:	

<u>SECTION TWO</u> Site Details

2.1	What size site do you require?:	<p>..... metres (frontage) x metres (depth)</p> <p><u>Please note:-</u> As depth of the site is limited, we restrict Catering Pitches to be a maximum depth of 9m.</p>
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2.2	Brief description of unit – trailer / marquee etc. (Please attach photos)	
2.3	What type of catering/food will you be serving? (Please ensure you enclose a menu of the food & prices to be charged at the Festival):	

2.5	<p>Please provide a sketch of your proposed layout for your required area, on the plan below within the shaded 'site area' - (Ensure you include your unit, generators, awnings, towbars, opening doors, furniture etc.)</p> <p>Please include dimensions in METRES (please refer to conversion sheet)</p>
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SECTION THREE Electrical Power Details

Please note power connections will not be available at the Southend Air Festival. It is therefore recommended that you bring your own generator (diesel only allowed).

3.1	Will you be bringing a diesel generator to the site for your power? (Silent diesel generators <u>only</u> , petrol generators are not permitted)	<input type="checkbox"/> YES <input type="checkbox"/> NO
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NOTE:-

Please ensure you have enclosed the following documentation with your application, as failure to do so may result in your application being delayed or refused:

Check List

I have enclosed the following (please tick):-

- a) Proof of current Public Liability Insurance Certificate (minimum £5million cover)
- b) Photographs of catering unit
- c) Plan of your proposed site layout
- d) Menu with prices

For non-NCASS members you MUST provide:-

- e) Details of registration of your food business with a Local Authority.
- f) Your documented food safety management system (to comply with Regulation (EC) 852/2004 Article 5). If you use the Food Standards Agency's "Safer Food – Better Business" simply state "using SF BB".
- g) Your Health and Safety at Work Policy Statement and your Health and Safety Risk Assessments.

Please return completed form together with any supporting documentation to the following address:

**James Holmes
Southend Air Festival
Southend-on-Sea Borough Council,
Tourism & Events Team,
Civic Centre, Victoria Avenue
Southend on Sea, Essex SS2 6ER**

Signed:	
Name:	
Date:	