

Type of item (please tick):

Mobile/ open out vehicle

Inflatable

Please indicate how you will accept payments

Cash Only

Card and Cash

Tokens

Please provide the following details in relation to each item;	
Total width in metres to include space for tow bars/supports and opening doors.	
Total depth in metres to include space for storage. (NOTE: No vans are permitted to remain onsite, behind items)	
Frontage in metres	
Time taken to set up (from arrival onsite to commencement)	
Time taken to de-rig (from last service to departure from site)	
Total Fee Proposed to Belfast City Council for Autumn Fair	£



Certification

Failure to submit the mandatory certifications will invalidate your application. Your certification must be valid and in date on the day of submission. We reserve the right to check and verify all documents submitted. This is inclusive of insurance and safety information.

Please ensure you have included copies of the following documentation:

PLEASE
TICK

Public and Employers' Liability Insurance	Please provide a copy of your current insurance certificates for Public and Employers' Liability	<input type="checkbox"/>
ACCESS NI	Please confirm staff operating the activities are ACCESS NI checked	<input type="checkbox"/>
Electrical Installation certification (where applicable)	You must supply certification relating to any piece of electrical equipment installed	<input type="checkbox"/>
ADiPs	Please copies of ADiPs where applicable	<input type="checkbox"/>
PAT Test certificates	PAT Test certificates for all electrical equipment	<input type="checkbox"/>
Showmans Guild (or equivalent)	Please provide proof of membership	<input type="checkbox"/>
Risk Assessment	Please include a sample risk assessment for each item proposed	<input type="checkbox"/>

Please supply the names and contact details of two referees for whom you have supplied a similar service for events of a similar size and nature:

Contact name: Organisation: Tel no: Email:	Details of event the service supplied at:
Contact name: Organisation: Tel no: Email:	Details of event the service supplied at:

Please supply details of the Contract Manager who shall have overall responsibility for the delivery and management of the contract, including their relevant experience, contact details and what their responsibilities shall include:

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Privacy Notice-

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of sending information on trading at events. The Council accepts that you are providing your personal data on the basis of consent and are positively agreeing for the Council to hold and further use it.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the BCC to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data or wish to withdraw your consent to the processing of it, please contact Brian McKinley at parksevents@belfastcity.gov.uk

If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk

Please submit your printed application no later than 12 noon on 4 July 2019 to;

Procurement Officer (Parks),
City and Neighbourhood Services Department,
5th Floor,
Cecil Ward Building,
4-10 Linenhall Street,
Belfast,
BT2 8BP

FOR OFFICE USE ONLY:					
APPROVED		DECLINED		FOLLOW-UP	
Reason for declination/nature of follow-up:					



Belfast
City Council