



---

## Certificates & Document Requirements For New/Casual Traders

All new traders must provide the following information before commencing trading:

### General Trader

- Public Liability Certificate or Card
- Completed Trader Application Form
- PAT Certificate (Portable Appliance Test) for any equipment plugged into electric supply

### Catering Trader

- As per General Trader Requirements
- To be Food Registered. All food traders **must legally be register with their local authority 28 days before they can start to trade**
- Level 2 Training For Caterers. CIEH (Chartered Institute of Environmental Health) is preferred or equivalent when a trader is cooking/preparing food
- Food Safety Management System Document. Food safety management systems are not only a legal requirement but are vitally important in protecting public health. The Trader must have in place a system based on food safety practices that are in line with general hazard analysis and critical procedures principles, (HACCP). The level of documentation required will depend on the nature and size of your business. Safer food, better business (SFBB), is a national food safety management system aimed at helping smaller food businesses to put in place food safety management procedures and comply with food hygiene regulations.
- Basic Food Hygiene Training Certificate

### Mobile Catering Units

- As per General Trader Requirements
- Gas Safety Certificate (Legal requirement)
- Electrical Installation Safety Certificate

### Fairground Rides

- As per General Trader Requirements
- Declaration of Operational Compliance: DOC (Legal requirement)
- Risk Assessment

## **Charitable Stalls**

- As per General Trader Requirements
- Fill in a Charity Trader Application Form. On this they need to provide their Registered Charity Number

Please ensure all names and dates are checked on all documentation provided.

**Note:** All Traders need to adhere to current Health & Safety Legislation  
Traders need to ensure that if they plug into the electrical supply columns all wires need be a minimum of 7ft from the ground or covered by safety matting or channelling.

**Please note:** Current copies of all certificates/documentation will kept on BFSTC Market Data Base.

### **All Traders should receive the following Information:**

- Conditions Relating to Trade
- Pitch Charges
- Temp Parking Permit

## **Useful Contacts**

### **Bletchley & Fenny Stratford Town Council**

**Main Office:** 01908 649469

### **MK Council**

**Main No:** 01908 691691 **Out of Office No:** 01908 226699

**Trading Standard:** 01908 252804

**Environmental Health:** 01908 252398

**Parking Permits:** 01908 254871

**Parking Fines:** 0845 230 8855

**Police Non-emergency:** 101

---

Bletchley and Fenny Stratford Town Council, Bletchley Library, Bletchley, Milton Keynes. MK2 2RA Tel:  
(01908) 633789

Email: [info@bletchleyfennystratford-tc.gov.uk](mailto:info@bletchleyfennystratford-tc.gov.uk) Website: [www.bletchleyfennystratford-tc.gov.uk](http://www.bletchleyfennystratford-tc.gov.uk)