



Certificates & Document Requirements For New/Casual Traders

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

General / All Traders

- Completed Trader Application Form
- Completed/signed Terms and Conditions
- Current Public Liability Certificate or Card
- Proof of ID – Driving licence, passport etc
- PAT Certificate (Portable Appliance Test) for any equipment plugged into electric supply

Catering Traders

As per General Trader Requirements, plus:

- 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 and Catering, plus

- Gas Safety Certificate (Legal requirement)
- Electrical Installation Safety Certificate

Fairground Rides

As per General Trader Requirements, plus

- Declaration of Operational Compliance: DOC (Legal requirement)
- Risk Assessment

Charitable Stalls

As per General Trader Requirements, plus

- 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: 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

Milton Keynes City Council

Main No: 01908 691691

Trading Standards: 0808 223 1133 (freephone)

Environmental Health: 01908 252398

MKCC Parking Team: 01908 254871

Police Non-emergency: 101

Bletchley and Fenny Stratford Town Council, Sycamore House, Drayton Road, Bletchley,
Milton Keynes, MK2 3RR Tel: (01908) 649469
Email: info@bletchleyfennystratford-tc.gov.uk Website: www.bletchleyfennystratford-tc.gov.uk