Littlehampton Town Council
Event stallholder policy

Littlehampton Town Council

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1. Introduction

This policy sets out Littlehampton Town Council's approach to selecting, managing, and operating stalls, in relation to contractors, providers, charities, and community organisations at council-run events. It also outlines the terms and conditions for participation, including fees, safety requirements, and operational procedures.

Littlehampton Town Council aims to:

- Support local independent traders, crafters, artists, charities, and community groups.
- Ensure events are safe, diverse, inclusive, and well-managed.
- Select stallholders whose products and conduct align with event themes and council values.

2. Community Stallholder Eligibility

Criteria for community organisations and charities (referred to as community stallholder throughout the policy)

Free pitches are available to organisations providing services to Littlehampton residents, including:

- Charities
- Voluntary and community groups
- Sports clubs
- Local organisations and individuals representing these organisations

Community stallholders must:

- Have a written constitution.
- Adhere to Health and Safety guidance and instructions.
- Align with the event theme. The event theme will be provided directly to stallholders in the email invitation issued by the Events Team. This invitation will include the key details of the event plan, enabling applicants to ensure their products, activities, and presentation align appropriately with the planned theme and overall objectives of the event.
- Hold safeguarding policies where working with children/vulnerable people (Disclosure and Barring Service (DBS) where appropriate).
- Refrain from petitions and political campaigning.
- Demonstrate climate-conscious practice.

If suitability is unclear, stallholders may be asked to provide evidence of their direct link to Littlehampton.

The following are not permitted:

- Individuals raising funds for personal charity challenges or overseas volunteer projects
- Political parties or groups

Use of Pitch

Stallholders must:

- Use their pitch to raise awareness of the services their organisation provides.
- Keep activities family-friendly and consistent with the community focus of the event.
- Fundraising is permitted where appropriate.

2.1. Exemptions

The Town Mayor and their chosen charity are exempt from this policy.

Additional exceptions may be granted by the Town Clerk in consultation with the Chair of the Community Resources Committee, ensuring fairness and consistency.

2.2. Stallholder Responsibilities

All stallholders must:

- Use their pitch primarily to raise awareness of their organisation's services
- Follow instructions of Littlehampton Town Council officers and their contractors.
- Conduct themselves courteously.
- Ensure all content, sales, and activities are appropriate, relevant, and in line with land covenants
- Provide displays and activities that are inclusive and accessible

2.3. Collections

Fundraising by stallholders is permitted; however, charities may only raise funds through static methods, such as selling goods, holding raffles, or offering activities at their stall. Person-to-person approaches, including bucket shaking or moving through the event to solicit donations, is not allowed. All fundraising must remain stall-based, respectful, and in keeping with the family-friendly environment of the event.

Alcohol may be offered as a prize in raffles, tombola's, or other static fundraising activities run from a stall. However, the following conditions apply to ensure compliance with event safety standards and licensing expectations:

- Alcohol prizes must not be consumed on the event site.
- Winners may only collect their alcohol prize at the end of the event and must remove it from the grounds before opening it. This helps maintain a family-friendly environment and prevents unlicensed on-site consumption.

Alcohol prizes must not be given to anyone under 18. Stallholders are responsible for checking age identification and ensuring no alcohol is supplied to minors under any circumstances.

Please note the official collection licence for Armed Forces, Families and Veterans Day is held exclusively by the Royal British Legion charity.

2.3.1. Street Collection Permit

Any charity wishing to collect money at a Town Council run event, by using a collection bucket or moving throughout the event site to raise funds, must first seek permission to do so from the Town Council Events Team in the first instance. If approved, then the charity must apply for a Street Collection Permit which is issued by Arun District Council (ADC) and is required for any public charitable collection taking place during the event.

Applicants should carefully follow ADC's criteria when applying for a Street Collection Permit, which typically includes:

- Providing details of the charity and the purpose of the collection
- Submitting the proposed collection date and location
- Ensuring compliance with collection regulations (e.g., sealed containers, no aggressive fundraising)
- Submitting any post-collection returns required by ADC

Stallholders should refer to Arun District Council's website for the most up-to-date application information and requirements.

3. Commercial Pitches

Commercial businesses are eligible to apply for outdoor pitches only. However, for specific events where indoor space is available, such as the Town Show Community Marquee, a commercial provider may be allocated an indoor pitch at the discretion of the Events Team. Indoor allocations are strictly event dependent, and if offered, the stallholder will be required to pay the applicable pitch fee. All allocations will be based on event needs, available space, and maintaining an appropriate balance of stall types.

3.1 Criteria for selecting commercial and catering stallholders

Providers will be assessed on:

- Locality, preference for local businesses where possible.
- Allocation of pitches will operate on a first-come, first-served basis.
- Pitch selection will be event-specific and site-specific, taking into account location-based restrictions such as land covenants and proximity to existing businesses.
- Allocations will be made to ensure a balanced mix and variety of stall types at each event, supporting diversity and enhancing the overall visitor experience.
- Space limitations mean not all applicants can be accepted. The council's decision is final.
- Relevance to the event theme..
- Proven good track record.
- Positive contribution to the event's quality and experience.
- Commitment to climate-conscious practices.

Catering stalls must:

- Comply with food safety laws and trading standards.
- Have at least one Basic Food Hygiene Certificate holder.
- Be registered with their local authority and hold a hygiene rating of 4 or above.
- Provide LPG, generator and electrical safety certificates where applicable.
- Only use silent diesel generators.

4. Armed Forces, Families and Veterans Day

In addition to the above, the following sets out the eligibility criteria, expectations, and operating conditions for stallholders participating in the annual Armed Forces, Families and Veterans Day event.

The aim is to create an inclusive and engaging Information fair on East Green that supports military-related causes, veteran support and wellbeing, and public enjoyment.

4.1. Eligibility Criteria

To qualify for a pitch, stallholders must represent an organisation or individual that meets one or more of the following core criteria:

- Uniformed Groups (e.g. cadets, scouts)

- Military charities
- Voluntary organisations providing services that support veterans (e.g., working dog units)
- Individuals or organisations fundraising for a military charity

Up to three pitches are reserved for Community or Commercial Stallholders that do not meet the core criteria.

Evidence of a direct link to uniformed or military-support organisations may be requested if eligibility is unclear.

4.2. Allocations

Allocation strictly first comes, first served.

Groups or individuals outside the core criteria may be considered if they offer something relevant and beneficial to the event.

5. Pitch Sizes and additional items

Community and commercial stallholders pitch options:

- Small – 3 metres x 3 metres
- Medium – 3 metres x 6 metres (frontage)
- Large – 3 metres x 9 metres (frontage)
- Larger stalls must pay for multiple pitches.

5.1. Additional items available for hire for commercial and catering stallholders

(Subject to availability, must be pre-booked)

- Trestle table
- Electricity: generator or mains powered – Site and event dependent

Electricity requests must be stated clearly in advance; no extra power will be supplied on the day.

6. Sustainability

All community and commercial stallholders are encouraged to:

- Reduce single-use plastics
- Use sustainable materials where possible
- Offer digital engagement options such as QR codes.

7. Regulatory Compliance

All community and commercial stallholders (see Paragraph 3 for additional conditions) must comply with:

- Current health and safety regulations
- Relevant licensing requirements
- Appropriate insurance and risk assessment standards
- Data protection laws when collecting personal information

8. Goods and Product Rules for all stallholders

Stallholders may only sell goods listed in their application.

Products must align with the event theme.

Restricted/prohibited items include

- Bladed articles and other offensive weapons (e.g. knuckle dusters, nunchucks)
- All types of corrosive products
- Tobacco and tobacco related products
- Vaping products
- Items associated with drug use or could be perceived glamourize drug use
- Sex articles as defined in Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982
- Secondhand jewellery
- Plastic single use bottles
- Real fur items or items from endangered animals
- Plastic bags that are not compostable
- Any other item that is considered unsuitable in terms of public safety or that may cause offence or may undermine the objectives of this policy
- No live animals may be sold, given away or used for demonstration or exhibition.

Littlehampton Town Council reserves the right to remove unsuitable items without compensation.

9. Alcohol Sales (Catering units)

Those selling alcohol must:

- Employ staff over 18.
- Have at least one personal licence holder and supply proof.
- Train staff in licensing laws and keep written training records.

- Operate Challenge 25 with valid ID only.
- Comply with all licensing laws and obtain a Temporary Event Notice.
- Applicants must carefully follow Arun District Council's requirements when applying for and obtaining a Temporary Event Notice (TEN) to sell alcohol. This typically includes:
    - Providing details of the event and the nature of the alcohol sales
    - Submitting the proposed event date, times, and location
    - Ensuring compliance with licensing regulations (e.g., having a personal licence holder, operating Challenge 25, maintaining staff training records)
    - Submitting the TEN application at least 5 clear working days before the event

Stallholders must apply for and obtain their TEN directly from Arun District Council. They should refer to ADC's website for the most up-to-date licensing information and application requirements.

10. Set-Up, Pack-Down and Vehicle Access

Set-up and pack-down times will be allocated and must be followed.

One vehicle per stall for unloading.

Vehicles must leave the site immediately after unloading.

All vehicles must be removed by the stated cut-off time and cannot return before event close.

Early pack-down is strictly prohibited.

11. Rubbish and Waste Disposal

Stallholders are responsible for managing and disposing of all waste generated by their stall. They must either take all rubbish home with them at the end of the event or use onsite waste bins if provided. Stallholders should make every effort to recycle waste wherever possible, ensuring recyclable materials are separated and disposed of appropriately.

Failure to dispose of rubbish correctly will incur a £75 fee.

Catering stalls must provide a large bin for customer use.

12. Weather Conditions

If weather conditions pose a safety risk, the event may be cancelled.

Littlehampton Town Council will make any such decision in accordance with its Adverse Weather Policy, which outlines the types of severe or hazardous weather that may result in modification, suspension, or cancellation of an event. The Adverse Weather Policy can be found on the Town Council website.

13. Smoking

Strictly no smoking at stalls or enclosed spaces.

14. Insurance

All stallholders must:

- Hold Public Liability Insurance - minimum £5,000,000 or 10,000,000 depending on which event applied for.
- Provide proof with their application.

The Council accepts no responsibility for loss or damage to goods or equipment.

15. Fees, Payment and Refunds

Stallholders are advised to refer to the Littlehampton Town Council website for the most up-to-date information on stall pitch fees. Prices are reviewed annually, and the website will always contain the latest approved charges for all pitch types and additional hire items.

15.1. Booking and Payment

Full payment is required at the time of booking to secure the pitch. Bookings are not confirmed until payment has been received in full.

15.2. Cancellation Policy

3+ months prior: full refund.

2 months prior: 25% refund.

Less than 1 month: no refund (including if event is cancelled).

No refunds for no-show.

16. Compliance and Enforcement

Littlehampton Town Council reserves the right to:

- Reject or cancel applications.
- Reallocate stall positions.
- Remove non-compliant stallholders without refund.

17. Event-Specific Notes

To apply for either a community or commercial pitch, applicants must complete an online application form. At the start of the process, applicants should note that there are two or more types of forms, and it is important to ensure the correct form is completed for the relevant pitch type (e.g. community and commercial or catering).

All applications must be submitted through the Council's website using the booking system, as a paper version of the form is not available. For clarity and ease of reference, Appendix 1 contains an example of the online application form.

Community and commercial stallholders must supply their own gazebo unless otherwise specified.

All stallholders must remain strictly within the boundaries of the pitch size they have booked (e.g., a 3 metre x 3 metre pitch). No items, displays, equipment, gazebos, or activities may extend beyond the allocated space under any circumstances. This ensures safe walkways, fair use of space, and smooth event operations for all participants.

Stallholders are required to remain at their stall, gazebo, or catering unit for the duration of the event. They are fully responsible for the safe operation, supervision, and security of their setup at all times throughout the event period.

Suitable weights (minimum 25kg per leg) required for all gazebos.

No water, power, or lighting will be available unless pre-booked.

Events may be photographed for promotional use. By booking a pitch at a Littlehampton Town Council event, stallholders acknowledge and accept that photographs or video footage taken at the event may include their stall, staff, or activities. This content may be used by the Council for marketing and promotional purposes across its print and digital channels.

Appendix 1 – Events Stallholder booking system

To apply for either a community or commercial pitch, applicants must complete an online application form. At the start of the process, applicants should note that there are two or more types of forms, and it is important to ensure the correct form is completed for the relevant pitch type (e.g. community and commercial or catering).

A separate application form must be submitted for each Littlehampton Town Council event you wish to attend.

All applications must be submitted through the Council's website using the booking system, as a paper version of the form is not available.

Accessing the Application Portal

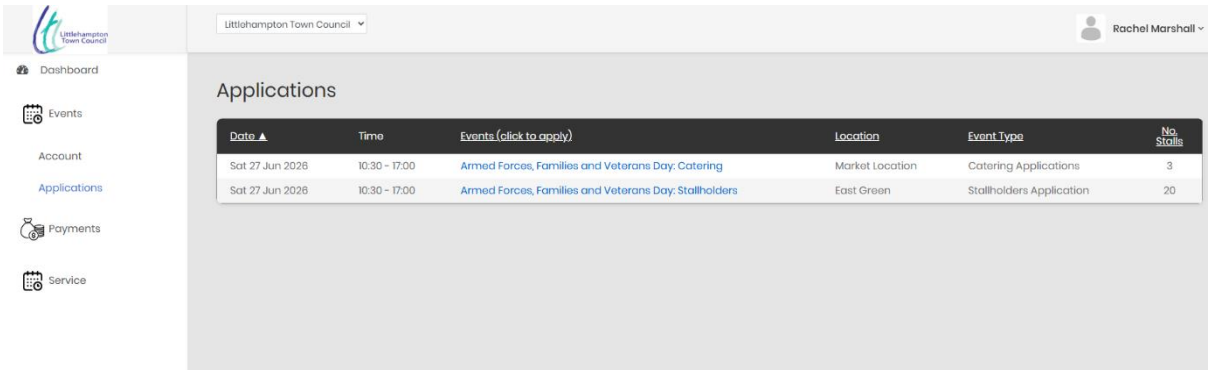
To submit your stallholder application, please visit the Littlehampton website and register/log in to the event booking system using your designated credentials.

Checklist Before Starting

- Public liability insurance
- Food hygiene certification (for catering pitches)
- Charity number (if applicable)
- Contact details and stall description
- Read the Stallholder Policy

Pitch Types

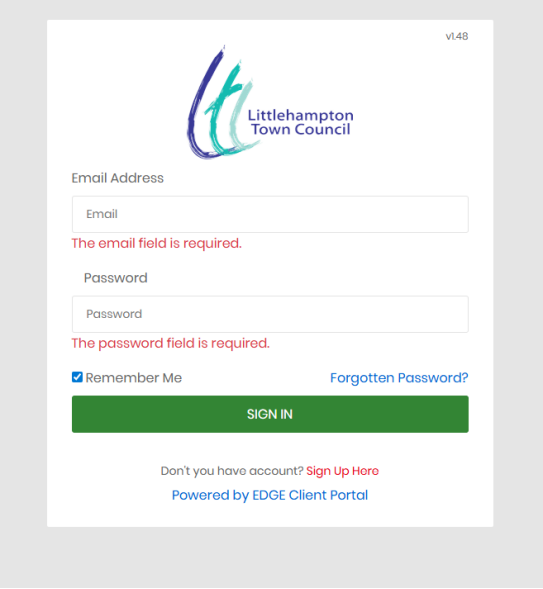
- Community: Local non-profit stallholders.
- Commercial: Businesses selling goods/services.
- Catering: Any food or drink vendors.



New Users:
If you have not used the booking portal before, a registration link will be emailed to you by the Events Team. Please use this link to create your account and access the client booking portal.

Quick Steps

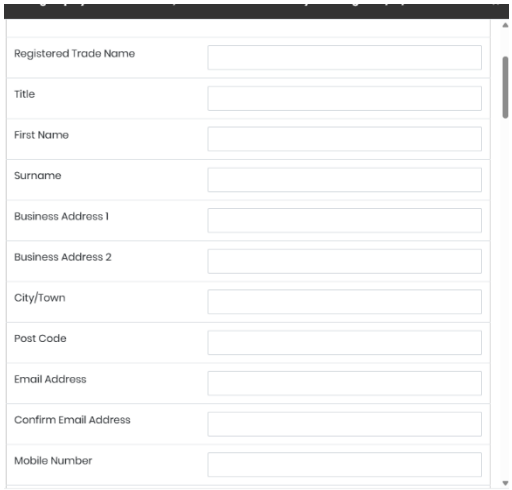
1. Register (new users) / Log in
2. Find the correct application form
3. Complete and submit the form
4. Wait for contact from the Events Team
5. Make payment if required



Locating the Application Form

Once logged in, navigate to the Applications section.

Here, you will find the Event Application Form relevant to your stallholder request.



Completing the Form

Fill in all required fields with accurate information. After reviewing your details, submit the form through the portal.

Deadlines

Applications must be submitted within the timeframe set for each event.

Next Steps

A member of the Events Team will contact you to discuss your application and any further requirements.

Stallholder Policy

Please note: Your stallholder pitch is not confirmed until full payment has been received, in accordance with the Stallholders Policy.

If you are a community or charity group, your booking will be confirmed by email from the Events Team.

Troubleshooting

- Didn’t receive the registration link
- Password reset issues
- Application form not showing
- Upload/attachment problems

Please contact the Events Team via telephone 01903 732063 or email at events@littlehampton-tc.gov.uk for assistance.