

Notting Hill Carnival 2015

Street Trading Information Sheet



Below are frequently asked questions and guidelines for street trading at Notting Hill Carnival. Please read the information carefully and ensure you are able to comply with the requirements and street trading license conditions, before applying to be added to the street trading reserve list.

Q1: How does the street trading application process work?

The application process works in three stages



Traders, who have complied with their licensing conditions from the previous year, will be given first refusal over their site.



These traders are given the opportunity to transfer to an alternative location, subject to availability.



Once last year's traders have been prioritised, all applicants on the street trading reserve list will be sent an application form; to apply for the remaining sites. These sites will be offered in order of receiving a completed application form.

Q2: What are the requirements of becoming a street trader at Notting Hill Carnival?

All traders must

- Be over the age of 18 years old.
- Have a National Insurance Number. Have proven UK residency.
- Have Third Party Public Liability Insurance for the duration of the event, minimum value of £5,000,000 (Please see Q5 for more information.)
- Must not have any convicted offences of unlicensed street trading within the Royal Borough of Kensington and Chelsea.
- Have a Level 2 Award Food Safety in Catering

When applying for a license you will be required to provide documentation to support the above. The Royal Borough is required under Section 6 of the Audit Commissions Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise. All information provided will be used for cross system and cross authority comparison purposes for the prevention and detection of fraud.

Q3: What commodities can I sell at Notting Hill Carnival?

Traders are able to sell food, non food goods or both, this includes soft drink beverages.

Q4: What can I not sell at Notting Hill Carnival?

Street traders are **not permitted to sell alcoholic drinks of any types** i.e. spirits, ales, beers, lagers, Guinness, port, wine, babycham, rum punch or alcoholic jellies.

Second hand toys or electrical equipment, knives, solvents or any kind of real or imitation firearms are not permitted!

No counterfeit goods or unauthorized copies of copyright designs or labels. Fortune– telling, tattooing, body piercing, head massage, hairdressing or tarot reading are also not permitted.

Q5: Where can I obtain Third Party Public Liability Insurance?

All traders must obtain Public Liability Insurance before their application can be processed. Your insurance must have a minimum cover of **£5,000,000** which is a standard cover.

As a local authority we are unable to recommend any third party services. For your convenience, below is a list of insurance companies that street traders have used in the past. You may wish to use a company below or find your own.

NMTF	(01895 632 221)
Wendy Fair	(0800 592 225)
Combined Markets (CMTIA)	(020 8554 5273)
Your own insurance broker	

Q6: How do I pay for the street trading registration fee?

The Filming and Special Events office will contact you to make a credit/debit card payment.

Q7: What does the reserve fee registration cover?

The Filming and Special Events office must recover the cost of administering the street trading reserve list. Registering onto the reserve list does not guarantee you a trading site at the Carnival.

Q8: When will I receive a street trading application pack?

The street trading application forms will be sent out in the post to all those on the reserve list at the same time. This process begins once the deadline for the previous year's traders has passed - Traders on the reserve list should expect to receive an application form in July.

Q9: Once I receive my application form, what happens next?

Sites are allocated on a first come first served basis, once the reserve list application forms are sent out. Therefore the quicker you return your completed application form along with all the supporting documents, the more likely you are to be offered a site.

Q10: When and how can I pay for the license fee?

Full details about method of payment will be provided in your application pack. Payment can be made either by cash, debit/credit card, bankers draft or postal order. We do not accept personal cheques or Amex credit cards. Cash payments will require an appointment to come into the office – **If you turn up without an appointment you will not be seen.**

Q11: Are stalls provided to traders?

No, traders must provide their own stalls, ensuring that they have stalls suitable to conduct their trading. The stall, equipment and canopy if using one must fit within the designated area given. Stalls must be of **metal construction** capable of bearing the weight of all equipment and products and must cover the top and ideally three sides of your stall.

Q12: Are traders provided with water?

There are currently eighteen static drinking water units, positioned in the carnival area for the sole use of our traders. Although we do provide limited water, we advise all traders to provide their own, as the water does run out during the event and the units are not refilled until the next morning.

Q13: Are traders provided with electric?

Currently the Royal Borough does not provide electricity for carnival street traders. Traders will need to provide their own power supply by a generator.

Q14: What type of generator do I need and where can I get one?

The London Fire Brigade recommend all traders use **diesel generators** as they generally require less refueling and the fuel is more stable. Generators can be hired from any reputable hire company, and it is important that traders who have their own generator gas safety check them yearly. **Your annual gas safety certificate will need to be provided on request.**

Petrol generators are not permitted.

Q15: What are the trading hours?

The street trading license is valid between 7am and 8pm and trading can only be carried out between these times. All traders must cease trading at 8pm each day.

Q16: Is parking provided to street traders?

No, all traders vehicles must be removed from the Carnival area by 9am. (This time is subject to the event schedule and maybe liable to change.)

Q17: Can I bring a vehicle into the carnival area to store stock?

No, as mentioned above all vehicles must be removed from the Carnival area. The stall, stock and trading must be kept fully contained within the designated pitch size.

Q18: What are the sizes of the pitches?

There are five types of pitch sizes at Notting Hill Carnival.
(Sizes shown as Width x Depth)

4m x 2m (W x D)

No cooking or reheating are allowed on these sites

4m x 3m & 4m x 4m

These sites are recommended for small concessions. For example traders selling a small selection of goods or concentrating on a particular product, has very minimal equipment and stock. **This site is not recommended to traders who have large catering equipment or several BBQ's.**

6m x 3m & 4m x 5m

These sites are recommended to traders who require a lot of space, for equipment and stock. Traders wanting to bring large jerk pans and BBQ's would be advised to apply for these larger sized sites.

Ice cream site 10m x 2m

These sites are for ice cream vans or mobile units only! Their locations are positioned at key exit points within the Notting Hill Carnival area. The unit must be able to move immediately if needed! Static sites will not be allowed.

Q14: How much does it cost to have a site at Notting Hill Carnival?
Sites for 2015 will cost £53 per square meter:

TYPE OF PITCH	SIZE	FEE
Smallest No cooking or reheating	4m x 2m	£424
	4m x 3m	£636
	4m x 4m	£848
	6m x 3m	£954
Largest	4m x 5m	£1,060
Ice Cream	10m x 2m	£1,600

If you have any further enquiries please email the Filming and Special Events office at specialevents@rbkc.gov.uk.