Street Trading at Notting Hill Carnival

Sunday 27 and Monday 28 August 2017
INTRODUCTION

Notting Hill Carnival attracts over 500,000 people every year. Not only do traders feed thousands of people but they also contribute to the atmosphere, culture and aroma of Carnival.

This leaflet is designed to provide street traders with important information.

Morning set up

Make sure you arrive early. You can gain access to the Carnival area from 6am.

Give yourself plenty of time. You may be subject to enhanced security checks and this could be a slow process.

It would greatly assist the police if traders moved their vehicles from the area as early as possible. This will allow them to concentrate on barrier plans and the removal of unauthorised vehicles.

- Enter the Carnival area via your allocated entry point – see map in licence pack
- Your street trading licence allows access into the Carnival area
- Only one vehicle per licence will be allowed into the Carnival area at a time
- All vehicles must be removed from the Carnival area by 9am
- After 9am no vehicles will be allowed into the Carnival area
• **Parking is not provided.** You must find your own parking space outside of the traffic exclusion zone. Please see Carnival map on pages 6 and 7
• You must provide your own stalls
• Stalls must be stable, clean, in good repair and suitable for purpose
• Your pitch size is stated on your site confirmation letter and on your street trading licence
• If your pitch does not include the pavement then you are not authorised to use it

**Wash basin**

You must have a hand wash basin solely for hand washing. You must also have a sink for washing equipment/utensils. Depending on your set up, you may need a further sink for food preparation. Both hand wash basins and sinks must have an instant supply of hot/cold water with drainage facilities.

![REMEMBER]

**Licensing and Enforcement Officers will be checking your pitch sizes throughout the day as well as ensuring you comply with your licence conditions.**

**Licence conditions and market standards**

• Please refer to the back of your street trading licence for the full licence conditions.
• Trading hours are between 7am and 8pm
• Those trading after 8pm will not be issued a licence in 2018
• Vehicles will only be allowed back into the area once authorised by the police
HEALTH AND SAFETY

First aid
- You must have a first aid kit on the stall.
  You will not be allowed to trade without one

Knife safety
- Keep all knives at the back of your stall away from public access

Fire hazards
All combustible materials need to be identified and stored away from any ignition source. Structures, gazebo curtains and drapes must be treated with a flame retardant.

Appropriate fire extinguishers must be provided and checked every 12 months and certificates should be produced when requested.

All stalls require a 4kg fire extinguisher on site at all times, along with a suitable fire blanket (blanket also required when cooking with oil). It is essential that you have the correct fire extinguisher type for your stalls, such as: combustible solids, electrical, flammable liquids.

**Powder extinguishers are NOT permitted at Notting Hill Carnival.**

Electrical
**You must ensure:**
- Your electrical wires and connections are safe and in good condition
- Your extension leads and equipment are suitable for outdoor use
- Your cables and wires are safely secured and not causing trip hazards

**The Council electrician will disconnect any illegal or dangerous connections e.g. connections to lampposts, overloaded cables, exposed wires and trailing cables.**
Liquid Petroleum Gas (LPG)
This is the bottle gas used for cooking and heating e.g. Calor Gas. Before using ensure you use leak detection fluid around the joints and look for bubbles. If bubbles appear then the joint is leaking and is unsafe to use.

You must ensure:
- All connections are secure and do not leak
- Flexible hoses used are in good condition and not cracked
- Spare cylinders are stored upright in a safe place
- Cylinders are away from ignition sources or flames
- All appliances are suitable for use with LPG
- All appliances have been serviced by a gas safe registered engineer within the past 12 months

Generators
- Generators must be diesel, petrol generators are not permitted
- Generators need ventilation. Do not use them under the stall or near combustible materials
- Store fuel in an approved container away from the generator, sparks and heat sources

Remember
Never refuel whilst the generator is running
It is your responsibility to ensure that your food does not make the public ill. All street traders must ensure they comply with food safety legislation and the Council’s Market Standards. If Environmental Health Officers find serious food hygiene breaches on your stall, you will be asked to dispose of the contaminated food. In serious cases you will be prevented from trading and barred from trading at future Carnivals.

**Do’s and Don’ts for catering at Carnival**

**Plan**
- Don’t prepare/cook foods too far in advance
- Don’t bring more food than you can store safely

**Temperature control**
- Do have a thermometer to monitor the temperatures of chilled, cooked and hot held food
- Do keep hot food hot (above 63°C) and cold food cold (below 8°C)
- Do cook food thoroughly
- Do make sure frozen food is thoroughly thawed before cooking
- Don’t cut cooking time
- Don’t leave food out on your stall for several hours

**Avoid contaminating food**
- Do use separate utensils, chopping boards and knives for raw and cooked foods
- Do store food off the ground
- Do cover food with cling film, foil or pace in plastic containers
- Don’t let raw foods or unwashed fruit and vegetables come into contact with food that is ready to eat
Personal hygiene

- Do wear clean over clothing
- Do wash your hands regularly, especially after handling raw food or refuse. You must have soap, paper towel and hand sanitiser or wipes on your stall (market standard)
- Do cover cuts and sores with waterproof plasters
- Don’t cough and sneeze over food
- Don’t smoke on your pitch

Waste

- Do keep your waste in plastic sacks within your allocated area
- Do store waste fats and oils in suitable containers
- Do put refuse into the street at the end of the day and the Council will collect it
- Do damp down coals and dispose of them in a suitable container
- Don’t place hot coals directly onto the highway
- Don’t pour fats and oils into the drains

The Council will recover the cost of damage to the highway caused by oils, fats, hot coals or any other items. These costs may also result in an increase in licence fees the following year.

REMEMBER

Please respect residential property
Don’t use it for storage or disposal or waste. Ingress and egress to residential property must be maintained at all times
The Food Information Regulations 2014 and EU Food Information for Consumers Regulations 1169/2011

This legislation requires food businesses to provide information if any of the foods/ingredients detailed in the EU Regulations (listed below) are used in the preparation of food they supply:

- Cereals containing gluten – wheat, rye, barley, oats, spelt, kamut or their hybridised strains*
- Crustaceans*
- Eggs*
- Fish*
- Peanuts*
- Soybeans*
- Milk* (including lactose)
- Nuts – almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia or Queensland nuts*
- Celery*
- Mustard*
- Sesame seeds*
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg* or 10mg/litre in terms of the total SO2
- Lupin*
- Molluscs*
- *and products thereof

This information can be provided on labels, shelf-edge, menus or verbally if requested by the customer. If the information is to be provided verbally by a member of staff then it is necessary to make it clear that the information can be obtained by asking a member of staff by means of a notice, menu, etc.

It will no longer be enough to say that you do not know whether or not a food contains an allergen. Allergen information must be specific to the food, complete and accurate.
The annual Notting Hill Carnival is an event which attracts national media coverage and hundreds of thousands of spectators over the August Bank Holiday weekend.

There are a few simple steps that you can follow to keep yourself, your trading site and the spectators safe:

- Be vigilant, check the area around you, pay particular attention to any vehicles parked nearby
- Make sure that no one has had the opportunity to tamper with your supplies
- Do not look after property for someone you do not know
- Report anything or anyone suspicious to the police immediately

**Crowd Safety**

- If you feel the area in which you are working has become over crowded, don’t panic. Contact the nearest Police Officer and follow their instructions
- In the event of an emergency where you are asked to evacuate the area, please take all necessary steps to turn off cooking equipment and leave the area immediately as directed by officers

Help us to keep the Notting Hill Carnival a safe and enjoyable event
Vehicle Access Passes (VAP’s)

- Access to the carnival event area by vehicle will be strictly controlled.
- There will be no access from either end of Ladbroke Grove due to barriers.
- All vehicles (except emergency) will require an official VAP to be issued.
- This VAP MUST be displayed on the vehicle whilst within the carnival event area.
Details Required (subject to change)

- Driver’s Name
- Driver’s Address
- Driver’s D.O.B.
- Driver’s Driving Licence Number
- Vehicle Registration
- Vehicle Make, Model and Colour
- If Vehicle is Hired - copy of hire agreement

Example Pass:

![Vehicle Access Pass](image)