



Seasonal Trading Application Form for the CoCo Markets

Name: _____ Company name (if
different): _____

Address: _____

Phone: _____ Mobile: _____
Email: _____

Which Season are you applying for? Winter Summer

Please Note: Winter and Summer Seasons are for a maximum of three months (only one season per application).

Details of products

Categories: Which group does your products / services fall under

- Hot Food:** All cooked foods, served hot.
Other Food: All 'cold serve' foods; sandwiches, wraps, confectionary, etc.
Craft: Non-food items including sculpting, crafting, jewellery etc.
Producer: Products grown or farmed by the vendor.
Artist: Paintings, drawings or pictures produced by the vendor. (hanging space only)

Product List (Should be comprehensive). *

Product name	Brief description (Pictures of products required for evaluation process)

* Future changes to products offered must be preapproved by Markets Section & Market Managers.

For all vendors that are not producers (farmers or growers) where do your products or ingredients originate?

In the production of your product, are there any of the following:

- MSG (Monosodium glutamate)
- Trans fats (any hydrogenated or partially hydrogenated oils)
- Artificial colourings or preservatives

If selected, please explain why your product(s) require any of the above.

Do you have a history of food production? Yes No

What type of food handling training do you have?

Have you completed a HACCP course? Yes No

Have you previously operated/do you currently operate a business in the County Council's administrative area? Yes No

If yes, Name & Address of business: _____

Do you require gas? Yes No

Do You require electricity?* Yes No

If yes what are your power requirements? (Amperage or kWh) _____

*If yes you must supply your own 50 metre (min) extension lead suitable for outdoor use.

Which of the three markets available are you applying for and which of the two Seasons?

- Marlay Park Saturday Winter
- Marlay Park Sunday Summer
- People's Park Sunday

Please Note

- All Vendors must have public liability insurance in place prior to commencement of trading. The Council must be specifically indemnified.
- All Vendors must supply their own umbrella/canopy/gazebo/stall to commercial grade with a maximum size of 3m x 3m and sufficient weights to secure same.
- Vendors must supply their own water for cleaning / hand washing.
- If you intend to produce food or consumables of any kind at home You must register with your local health board. You can inform your local HSE/EHO that you intend to produce goods at home for sale at the markets. They will inspect your premises at some point, but it is not essential for the inspection to happen prior to beginning to trade.
- If you are selling hot food, you will have to comply fully with all health and safety legislation and it is your responsibility to find out what is required. At a minimum, you will need a hot water hand-washing unit in your stall.
- All perishable food must be kept at the correct temperatures and you must keep a record of the temperatures by using a calibrated temperature probe.
- Payment will be accepted by **Standing Order only**. **All vendors** must pay monthly **in advance**. Proof of standing order setup will be required prior to commencement of trading.

N.B. Purchase of above mentioned equipment or insurances may incur significant expense. Applicants should refrain from doing so until / unless offered a space in a market.

Signature of Applicant:

Name of Applicant: (block print)

Date of application:

Please return all completed application forms to: market@dlrcoco.ie

Or post to:

Markets Section,
Environment Department,
Dun Laoghaire Rathdown County Council,
Level 3, County Hall,
Marine Road,
Dun Laoghaire,
Co. Dublin.

Monthly rates applicable to Market Vendors:

Category	Rent*	VAT23%	Total
Hot food	260.00	59.80	319.80
Other food	180.00	41.40	221.40
Producer	100.00	23.00	123.00
Craft	80.00	18.40	98.40
Artist	30.00	6.90	36.90

***Rent is per market attended per month**

e.g. if attending Saturday Market and Sunday Market in Marley Park this would be two markets.

Category	Cost*	VAT23%	Total
Hot food	40.00	9.20	49.20
All others	30.00	6.90	36.90

***Cost is per 16amp 'socket' per market per month. Please note that a 32amp connection will be charged as two 16amp 'sockets'.**

All applications / queries should firstly be directed to the Markets Section, County Hall, Marine Road, Dún Laoghaire.

Phone: 01-204 7024

Email: market@dlrcoco.ie