**Christmas at WX - Artisan Festive Food Market**

Sunday 14th December 2025

**How to apply**

\* Please read thoroughly even if you have traded at one of our events before \*

**Application Criteria:**

We look for creative and aesthetically pleasing stalls which fit in with the festive theme of the event, and we are keen for the Event Markets to be full of good quality food and products, at a fair price.

In order to ensure both quality and fairness we will be using a scoring framework to mark all trader applications.

All applicants will be scored by a panel of three Council officers against 6 areas listed below. It is the responsibility of the applicant to ensure they complete the online application in full and attach the supporting evidence.

Applicants’ final score and commentary from the panel is available on request, via email, following the outcome of their application.

Please note that whilst we do welcome feedback via email, the decision of the panel is final. In your application we would ask that you give details of everything you wish to sell onsite.

Successful applicants will be advised in their offer to trade of any products listed on their application which cannot be sold. We are very careful to minimize product clashes across the site and selling products without prior authorization from the Team will be considered a breach of the Terms and Conditions.

Applications will be judged taking into consideration the following criteria as outlined below with each criteria scoring marks. **Please ensure you consider the criteria when completing your application.**

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| **Award Criteria** | **Weighting** | **Weighting Breakdown** |
| Locality | 0% | The business is registered outside of the Yorkshire Region |
| 10% | The business is registered in the Yorkshire and Humber Region |
| 20% | The business is registered in the Wakefield District (WF1 – WF12) |
| Repeat Trade | 0% | The applicant has not attended any of our events previously or has not attended in the last 2 years. |
| 5% | The applicant has attended between 1-3 events run by Wakefield Council’s Event Team in the last 2 years |
| 10% | The applicant has attended 3 or more events run by Wakefield Council’s Event Team in the last 2 years |
| Themed Products/ Themed Dish | 0% | No themed products/dishes listed in application |
| 20% | The applicant will offer one product/dish which incorporates the events theme |
| 40% | The applicant will offer a product/dish which is directly produced or manufactured by the applicant and incorporates the events theme |
| Pricing & Product Offer | 0% | No evidence included with the application |
| 5% | The applicant includes a product list |
| 10% | The applicant includes a product list with prices to be charged at the event and includes supporting images. |
| Dietary Options and/or Religious Considerations | 0% | The applicant isn’t offering any products to caterer for any dietary requirements or religious considerations. |
|  |  |
| 5% | The applicant is offering one product which caterers to at least one dietary requirement and/or religious consideration and provides evidence of this. |
| 10% | The applicant is offering multiple products which caterer dietary requirements and/or religious considerations and provides evidence of this. |
| Sustainability and/or ethical considerations | 0% | The applicant will not be offering any ethical or sustainable considerations. |
| 5% | The applicant will be offering one or more ethical and/or sustainable consideration for the event. |
| 10% | The applicant will be offering multiple ethical and/or sustainable considerations for the event and includes a detailed ethical and/or sustainability statement |
| **Total Score Available** | **100%** | |

**Terms & Conditions**

The Council is responsible for the organisation of the event and the applicant has agreed to take the licence to occupy the pitch on the terms and conditions set out in this Agreement.

Please ensure you read and comply with the terms and conditions outlined as this will form your contract with Wakefield Council.

1. Trading Times

Trading may take place from 10am on Sunday 14th December 2025. The market will close at 3pm. Trading must cease at this time.

2. Set Up and Clear Down

Access to site for set up is between 8am and 9:30am on Sunday 13th July. Access to site for clear down is from 3pm on Sunday.

3. Location of Stall

The Council retains the right at its absolute discretion to re-site the stall within the event site where it deems it to be necessary in the best interests of the event, other event attendees or as may be required on health and safety grounds or otherwise. Please note pitch allocations are non-negotiable.

4. Manning of Stall

Stalls must be manned by a responsible person and remain open during trading hours.

5. Goods

Only items approved by Wakefield Council will be displayed, sold and/or promoted at the event.

6. Servicing

Vehicle access into the building’s Yard will be possible during set up and clear down. Vehicles should be removed immediately upon loading or unloading. All vehicles must be off the event site by 09:30am and may not be brought back onto site until after event close and when the event management team deem it safe to do so.

7. Allocated Trading Space & Storage

Building out beyond the limitations of the allocated stall area will not be permitted. This includes building out to the front, sides and back of the table.

8. Cancellation

If the Event is cancelled for any reason, then fees paid in advance will be refunded in full (including VAT where applicable). Wakefield Council will not be liable for any consequential losses, including but not limited to for example loss of earnings due to cancellation. Cancellation made by a trader for any reason less than 5 weeks before the Event will result in a forfeit of all fees paid in advance (including VAT where applicable). Cancellation made by a trader for any reason more than 5 weeks before the Event will result in a refund of the fees paid in advance (including VAT where applicable) less a sum equivalent to 15% of the fees paid + VAT towards our administration costs.

9. Insurance/Indemnity

The trader shall provide evidence of adequate Public Liability Insurance (minimum £5 million) which must be valid to cover the date of the event. Traders are liable for all claims arising from the conduct of their services/unit and shall indemnify the Council against any third party claims arising as a result of providing the service. Please note this is not Employers’ Liability Insurance.

10. Alcohol sales

The stallholder is responsible for applying for a Temporary Event Notice for the sale of alcohol where applicable and for providing evidence of this prior to the event. Please note that this will be for consumption off site only.

11. Music

Playing of music from your stall is not permitted.

12. Security

The trader is responsible for the security of their property whilst on the event site. The area is covered by CCTV.

13. Litter

Wakefield Council want our traders to take greater responsibility for reducing litter and non-recyclable waste at the event so our visitors can enjoy the event in a safe and litter-free environment. To achieve this Wakefield Council will provide general waste and recycling bins. These will be accessible, visible, and clearly labelled throughout the event site. Please note, our bins do not accept glass or hazardous waste such as batteries, aerosols, paint, solvents, and oils/oil drums. You are responsible for the appropriate disposal of these items off site.

All litter left around your pitch must be cleared at the end of the day. Please ensure you use the bins outlined above and not the public bins.

14. Electrical Equipment, Gas Appliances & Generators

Stall holders must ensure all electrical equipment has been PAT tested and provide current documentary evidence. No gas appliances or generators are permitted at this event.

15. Power

Please note that there will be no on-site power available at the event as a default. Some sockets are available. Please do specify in your application if you require access to a socket.

16. Water

Wakefield Council do not provide stall holders with access to water, any water required must be supplied and managed by the stall holder.

17. Allergen Law

Stall holders serving food or drink must have undertaken a risk assessment for allergen management and have full, effective procedures in place to control the risk of food intolerances or allergy. For more information, please see Allergen guidance for food businesses | Food Standards Agency

18. Food Regulations

All persons/businesses providing food or drink are required to ensure that their stall/business complies with all legal requirements for food safety and standards, health & safety, fire safety and vehicle standards (where appropriate). For more information on ensuring that you meet these requirements, please see cieh- national-guidance-for-outdoor-and-mobile-catering.pdf. Please note that inspections, audits and checks may be undertaken during any event by the Council or other legal service, to undertake checks against these standards.

19. Conduct

The trader shall conduct the sale of their products in a proper, efficient and courteous manner and must at all times conduct their sales in a manner satisfactory to the Council.

20. Management

The stall holder shall observe and comply with and ensure its staff observe and comply with all instructions given by or on behalf of the Council’s management and the Council’s rules and regulations.

21. Parking

We do not offer parking as part of this event. There are Council Car Parks available in Wakefield. Please note the Council will not be held responsible for any parking tickets incurred.

22. Sub-Contracting/Stall Sharing

Sub-contracting, sub-letting or the sharing of a stall or any part of a stall is strictly forbidden. We expect the Trader applying for the pitch to be the Trader running and managing the stall on site.

**GDPR**

Wakefield Council is required by law to protect the public funds it administers. We may share information internally and externally with other organizations responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud.

We may also disclose information to a Specified Anti-Fraud Organization for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007.

Our GDPR Transparency is notice available on our website here: [https://www.wakefield.gov.uk/media/itiefmc5/jotform-events-and-events-application-privacy- notice.docx](https://www.wakefield.gov.uk/media/itiefmc5/jotform-events-and-festivals-application-privacy-notice.docx)

[For further information visit https://www.wakefield.gov.uk/about-the-council/budget-and- spending/fighting-fraud.](https://www.wakefield.gov.uk/about-the-council/budget-and-spending/fighting-fraud)

**Supporting Documentation**

**Public Liability Insurance**

A copy of your Public Liability Insurance Certificate (the Council requirement is a minimum of £5 million cover). Please note this is different to Employers’ Liability Insurance.

**Risk Assessment**

Businesses with less than 5 employees are not legally required to have a risk assessment. If you employ 5 or more employees you will need to submit a risk assessment.

[Please refer to HSE website for more information: https://www.hse.gov.uk/simple-health- safety/risk/index.htm](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)

Stall holders serving food or drink must have undertaken a risk assessment for allergen management and have full, effective procedures in place to control the risk of food intolerances or allergy. For more information, please see [Allergen guidance for food businesses | Food Standards Agency](https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses)

**Evidence of Environmental Health Registration**

Proof of food business registration with your local Environmental Health Service. This is required for all persons/businesses who provide/sell/serve/handle or produce food and/or drinks (including alcohol). For information on how to register please see the Government website: [Register a Food Business](https://www.gov.uk/guidance/food-business-registration)

**Food Hygiene Rating & Inspection**

Please provide the last inspection date and your food hygiene rating (where applicable for your type of food business). Please note that applications will only be considered for businesses that have been awarded a 3 or above under the [National Food Hygiene Rating Scheme.](https://www.food.gov.uk/safety-hygiene/food-hygiene-rating-scheme)

**Fire and relevant safety Certificates**

PAT Test Certification - Stall holders should ensure all electrical equipment has been [PAT tested](https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm) and provide current documentary evidence.

Gas Safety Certificates (where applicable – carried out by a [Gas Safe registered](https://www.gassaferegister.co.uk/) engineer qualified to work on the equipment you are bringing to site).

**Photograph(s) of Products and Set-Up**

The presentation and appearance of your stall is important as is the goods you are proposing to sell. The online application process requires you to upload photos of your stall and products.