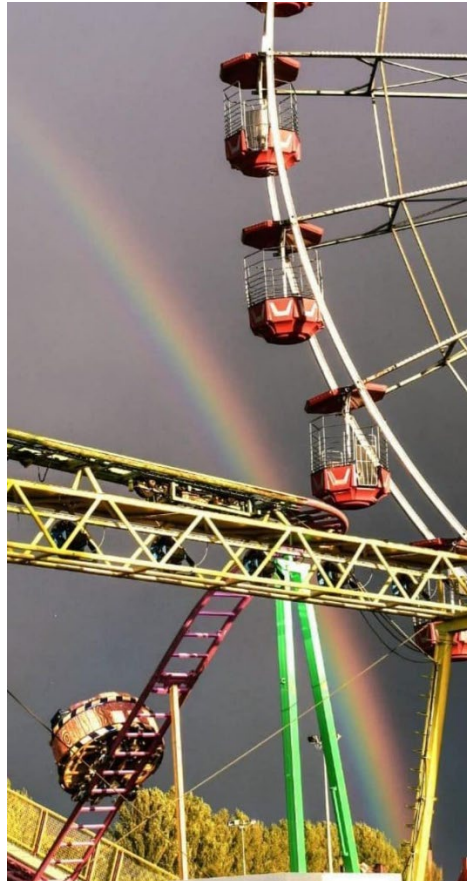




Hull

City Council

**Hull City Council Corporate Events
Major Projects, Culture & Place**



**HULL FAIR
TERMS AND CONDITIONS
2025**

**10th October – 18th October
(excluding Sunday 12th)**



2025 Dates for your Diary

Date	Events
December/January	Application forms available
February/March	Fees set
End of March	Closing date for application forms
End of May	Closing date for Floating Applications, including change of use requests etc.
June	Floating sites to be confirmed to licensees
End of June	Closing date for Transfers and Sublicences
July	Confirmation of sites, permits, rents and invoices to licensees
End of August	Site rents to be paid
15 th September	Permits increase in cost if requested to purchase on or after this date
22 nd September	Events team on site
30 th September	Applications for Hawkers and Traders (Dealers) Licences close
OCTOBER	
2 nd	<i>Fairground pull on date from 9.00am</i>
2 nd	Build up of large rides
2 nd – 18 th	Route to West Park is via St Georges Road/Arthur Street/Carnegie Street/Old Anlaby Road under the flyover into West Park. All vehicles leaving West Park and the Ponderosa area will follow the route within the park exiting directly onto Anlaby Road (at the junction in front of the West Park House to the bottom of the Anlaby Road flyover). Taking note of the timings for when the bus lane is operational (7.00am – 6.30pm). Once the road closures are in place no vehicle can leave the site via Walton Street/Anlaby Road junction or via the old Anlaby Road. No vehicle can access/egress the site via Lowther Street. Access to Walton Street will be the same as the above route to West Park.
2 nd – 18 th	Hull Fair Reception open to the licensees 11.00am – 2.00pm weekdays (and also Saturdays once the fair is operational)
4 th	Hull City home fixture at the MKM Stadium, 12.30pm Kick Off VEHICLE MOVEMENT RESTRICTIONS FOR THE FAIRGROUND AND WEST PARK:- 10.30am — 12.30pm – Vehicle Movement Suspended 12.30pm—2.30pm Vehicle Movement Permitted (any movement on the emergency road to be kept to a minimum) – this is an emergency route into the site and must be clear at all times 2.00pm—3.30pm Vehicle Movement Suspended NO EQUIPMENT TO ARRIVE ONTO SITE UNTIL AFTER 3.30PM BUT BEFORE 11PM
6 th	Hull Fair Reception open to the public 11.00am – 2.00pm (Monday – Saturday)
7 th	Build up of round stalls and children's rides
8 th – 19 th	Walton Street closes 6.00am until Sunday 19 October – 3.00pm. Entry to Walton Street is via St Georges Road/Arthur Street/Carnegie Street/Old Anlaby Road under the flyover into West Park. Exit is via Walton Street/Spring Bank West. No vehicle

	movement is permitted on Walton Street between 12 noon and 1.00am daily.
8 th	Walton Street staggered pull on – actual times to be agreed (depending on site number)
8 th	Spring Bank West lane restriction insitu from 6.00am
8 th – 19 th	ALL ACCESS TO THE SITE FOR SHOWMEN IS VIA WEST PARK – NO ACCESS/EGRESS VIA LOWTHER STREET
8 th – 19 th	Lowther Street from before junction of Sleights Close (to include Sleights Close residents) up to Walton Street closes at 6.00am until Sunday 19 th October – 3.00pm
8 th – 19 th	Walliker Street from Anlaby Road junction closes at 6.00am until Sunday 19 ^h October – 3.00pm
10 th – 18 th	Granville Street and Sandringham Street 10.10.25 (4pm) – 18.10.25 (11pm) (Closure will be put in place in exceptional circumstances ONLY), HOWEVER, VEHICLE ACCESS RESTRICTION SIGNAGE WILL BE INSITU
10 th – 18 th	Pulman Street – various times for closures depending on day: Friday 10 th closes at 3.00pm until 11.00pm Saturday 11 th closes at 2.00pm until 11.00pm Monday 13 th – Thursday 16 th closes at 4.00pm until 11.00pm Friday 17 th closes at 3.00pm until 11.00pm Saturday 18 th closes at 2.00pm until 11.00pm
10 th	Hawkers tabards available to collect between 11.00am and 2.00pm (not permitted to trade until the fair is officially opened at 4.00pm)
10 th	Hull Fair Opens at 4.00pm
12 th	Hull Fair Closed
18 th	Removal of living caravans on this day, MUST be removed from site before 11.00am in readiness for Hull Fair opening to the public at 12 noon.
18 th	VEHICLE MOVEMENT ON THE FINAL SATURDAY IS RESTRICTED BETWEEN 5.00pm AND 11.00pm – ANY REQUESTS FOR MOVEMENT BETWEEN THESE TIMES NEEDS TO BE REQUESTED THROUGH THE EVENTS TEAM. NON ESSENTIAL MOVEMENT OR ACCESS ONTO THE PONDEROSA AREA IS PERMITTED AFTER 01:00 AM AFTER THE FAIR HAS CEASED TRADING AND THE SITE CLEAR OF PUBLIC (OR AS SOON AS DEEMED SAFE TO DO SO BY EVENT MANAGEMENT)
18 th	Hull Fair closes at 11.00 pm
18 th	Food stalls, rides, gaming machines or side stalls must <u>NOT</u> commence pull down until after the fair has officially closed
18 th	Electricity supply to the units on Walton Street terminated at 12 midnight by the contractor on site
19 th	Walton Street to be clear of all stalls/caravans by 12 noon
19 th	Walton Street/Walliker Street and Lowther Street Road closures including lane restrictions removed at 3.00pm
20 st	West Park to be clear of all caravans
21 st	Fairground to be clear of all equipment
22 nd	Events Team Off site
October 2026	Hull Fair 2026 9 th October – Saturday 17 th October (exc Sunday 11 th)

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Statement

Kingston upon Hull City Council (from hereinafter called 'the Council') as the owner of the land, on which Hull Fair (from hereinafter 'the Fair') is held, is responsible for the provision of a safe and healthy environment at the Fair.

The Council recognises that it has an obligation to eliminate (as far as is reasonably practicable) any foreseeable hazards that may be present for the duration of the Fair and will take all reasonable precautions to eliminate such hazards. If in the opinion of the Council or its authorised representatives, a food stall, a riding machine, exhibition, game, stall or other amusement device is of a dangerous character, or is unacceptable to the Council's image of the Fair, or if the proprietor, operator or manager of any food stall, riding machine, exhibition, game, stall or other amusement device fails to observe and comply with any of these terms and conditions, the Council reserves the right to take such action as it deems necessary to secure compliance with these conditions (which may, in serious cases, include appropriate legal action and/or result in a licensee losing the right to apply for a site or sites).

The Council reserves the right to close any food stall, riding machine, exhibition, game, stall or other amusement device/apparatus at any time during the Fair (from the date of pulling onto the site until the last day of that year's fair).

The Council expect all food traders to be registered with a Local Authority, and have been inspected and received a food hygiene rating of 3 or above (apart from those that are defined as exempt from the scheme). Hull City Council Environmental Health Food Safety Team attend the Fair every year to conduct "spot checks" to ensure compliance.

The owner, operator or manager shall immediately, upon being given notice to that effect, stop all working on any such food stall, riding machine, exhibition, game, stall or other amusement device and, if required by the Council, effect its removal from the Fair.

In default of any such notice to remove from the Fair, the Council reserves the right to remove any food stall, riding machine, exhibition, game, stall or other amusement device. In the event of such removal, the Council accepts no liability for any loss or damage to such food stall, riding machine, exhibition, game, stall or other amusement device, or for any loss of income resulting from such removal howsoever caused.

The Council expects all officers of the Council and those officers/contractors working in partnership with the Council to be treated with respect at all times and will not tolerate any abusive behaviour towards them. The Council reserves the right to close all sites occupied by the licensee and no refunds will be made of the monies paid for fees or charges for any such closure.

No refunds will be made of any monies paid for fees and/or charges relating to any food stall, riding machine, exhibition, game, stall or other amusement device removed from the Fair. **No refunds will be given for any unused permits.**

Any fees or charges not paid for before the Fair will result in the removal of the ride/stall from this Fair and the licensee losing the right to apply for the site at future Fairs.

Introduction

The Council's Events Team has been working closely with the Showmen's Guild over the last couple of years to improve operational practises at the Fair.

This document has been produced not only to provide you with the terms and conditions of your license, but to also provide you with guidance on the important areas of work for you.

Sustainable Event Management

Our climate is changing, both physically and in terms of how we operate our businesses. The leisure and event industries are no different – so it is important that we make changes now to ensure that the Fair has a future and runs as efficiently and safely as possible.

We are constantly looking at ways to improve the way we work and be the most efficient we can in delivery of events, particularly in the current challenging financial climate.

With every event we are looking at environmentally friendly options for energy and water consumption, biodegradable products and recycling techniques as well as other areas whether environmental improvements could be made. By doing this, we not only do our bit for the environment – but it also helps to keep down some of our charges to you.

What we ask of you:

Energy - most of the energy we use in our business is produced using processes that release CO₂ emissions into the air. CO₂ emissions are the most significant cause of climate change. The Council encourages you to:

- use modern, efficient technology eg. LED lights, solar power, wind power etc.
- consider ways of reducing power – turn off lights or reduce the number of lights whenever you can.
- when purchasing and using generators look for the models that are the most fuel efficient to reduce your running costs, and ensure they are serviced regularly to reduce pollutants released into the air and their efficiency.

Waste – the more packaging you bring to the Fair, the more refuse bins/skips are needed to dispose of it. This is increasing year on year which in turn means higher costs for you.

In addition to this, climate change has become a big issue for the majority of people and recycling targets have increased for local councils. It is a fact that more than a third of customers favour a product that has been designed with low environmental impact, minimal packaging or recyclables in mind – so we all need to work together to reduce waste.

Therefore, try to reduce your costs and our environmental impact by:-

- cutting down on unnecessary excess packaging and use biodegradable options. Work with your suppliers and encourage them to reduce the packaging waste they give you. Choosing products with reduced packaging reduces your costs through generating less waste for the Council to collect.
- catering stalls must not use plastic trays/cutlery. Licensees must promote the use of recyclable/biodegradable items e.g. cardboard cups/trays and wooden stirrers/forks.

- licensees with pick stalls must make every effort to collect all used tickets, to eliminate waste on the ground.

Recycling – we are working with our Streetscene team to ensure that our recycling processes remain compliant with the statutory requirements. Therefore, we need you to comply with these directions in order to keep our costs to a minimum (failure to do this may result in enforcement notices being issued on the licensee):

- dry refuse (glass, metal and plastics) must be recycled separately from the rest of the waste
- paper and card refuse must be **flat packed** and presented ready for disposal free of contaminants to the appropriate refuse collection area on site.
- refuse must be placed in bags and left neatly by equipment each night for collection. At the end of the Fair and after dismantling, sites must be left clear, and all refuse placed in containers. Litter is to be taken to skips.
- waste fats and oils must be disposed of in the correct manner. Please leave your waste oil out on departure in a container clearly marked, and we will recycle it. Fats and oils must not be poured down drains or on the ground. If this course of action is witnessed by the Council, a £300 fine will be imposed on the offender.
- food waste must be disposed of correctly and must not contaminate any recycling waste.
- Dry refuse, food waste and general waste **must** be recycled separately.

Water – did you know that a constantly dripping tap can waste 500,000 litres of water per year, which could cost a business about £400 per year? Help us to reduce costs and waste by:

- only using what you need and don't leave taps running.
- hose connections attached to standpipes must fit correctly and **MUST** not leak. Any poor fitting connections will be confiscated.
- report any leaks to the site office immediately so that we can have any faulty stand pipes or other leaks on site repaired.
- licensees using a significant amount of water for rides will be charged on an individual basis. Washing down of rides and vehicles must be kept to a minimum at all times.

Alcohol, Tobacco, Drugs and prohibited items

For a number of years we have been working with our City Safe team to promote a positive family environment at the Fair. The Council has a strict no alcohol policy and is not licensed for the sale or supply of alcohol or tobacco products.

No stall is allowed to promote or give away as a prize any alcohol, tobacco products, E Cigarettes/Vapes or illegal substances (including paraphernalia).

The list of prohibited items together with sample pictures can be found at the end of this document. This list is not exhaustive, and the Council reserves the right to add any items on the list of prohibited items.

Equalities and safeguarding children and vulnerable adults

Licensees must have positive interaction and good relations with the public visiting the Fair and must treat visitors equally and not discriminate against anyone on the grounds of their disability, ethnicity, gender, religion, sexual identity, age, national origin or national status.

Licensees and/or ride operators must promote, protect and prioritise the safety and wellbeing of children and vulnerable adults. You must ensure that any child or vulnerable adult leaving your stall/riding machine returns to a responsible adult.

Should any child or vulnerable adult indicate they have become separated from the person they are attending Hull Fair with, - you must immediately notify a member of the security team or a police officer who will immediately notify the Event Liaison Team.

Licensees must ensure that all ride operators and/or staff are fully aware of the location of the welfare provisions (first aid/lost children).

All showmen must ensure that they, and all their employees, have an up-to-date Disclosure and Barring Service (DBS) checks carried out for positions that involve working with children and vulnerable adults.

Fair Trade Charter

The Council is keen to promote a fair trade policy at events. We are asking you to respect this and to try and provide 'fair trade' and locally sourced products where possible.

Our Environment

As West Park is used for a number of events each year and has thousands of visitors – it is important that we keep it clean, tidy and in a good state of repair. Please respect this.

Drive only on designated roads, use the walkways and be respectful of the bowling greens and children's play area when walking dogs.

Residents

As the Fair is in the middle of a residential area, we ask you to be mindful of local residents. Please keep noise levels to a minimum whilst the Fair is closed.

Security

In these challenging times, security at public events is our priority. For this reason, **it is essential that you display at all times your permit** on all vehicles and living caravans.

FAILURE TO DISPLAY A VALID PERMIT CORRECTLY WILL RESULT IN YOUR VEHICLE BEING REMOVED FROM SITE. YOU WILL BE LIABLE FOR THE RECOVERY COSTS INCURRED AND MAY LOSE THE RIGHT TO APPLY FOR SITE(S) AT FUTURE FAIRS.

Please treat all security stewards on site with respect. Stewards are employed by us to ensure that the event site is safe for all users.

Hull Fair Information

The Fair site is situated on Walton Street and West Park. The postcode for your Sat Nav is HU3 6GA and the address for post during the Fair is: Hull Fair, West Park Pavilion, West Park, Hull, HU3 6NS.

The Fair will open on Friday the 10th October 2025 at 4.00pm.

Pull On

The Fair site will be open to licensees for set up from Thursday 2nd October 2025.

All licensees should approach the fairground from 9am. Please do not bring loads through the city roads at busy times i.e. 7.30 am to 9.00am and 4.30pm to 6.00pm on weekdays.

Showmen may not pull on/erect any equipment on the Fair site until permission has been given by the Council. All vehicles MUST display a permit, you will not be permitted onto the site unless a valid permit is securely displayed to your windscreen (window facing the road/walkways in caravans).

The construction of any fairground equipment should be completed by 12 noon on the opening day. If this is not achievable then the licensee must seek prior approval from the Fair Manager or nominated deputy to agree a completion time.

As a licensee, you must adhere to the road closures and restrictions in place for the Fair.

Once road closures for the Fair are operational, access to Walton Street will be permitted up to 12 noon, access to Walton Street is via West Park. Route to West Park is via St Georges Road/Arthur Street/Carnegie Street/Old Anlaby Road under the flyover into West Park. To access the Ponderosa area, take the road round the back of the MKM Stadium. All vehicles leaving Walton Street, West Park and the Ponderosa area will follow the route within the park exiting directly onto Anlaby Road (at the junction in front of the West Park House to the bottom of the Anlaby Road flyover), taking note of the timings for when the bus lane is operational. No vehicle can leave the site via Walton Street/Anlaby Road junction or via the old Anlaby Road. No vehicle can access/egress the site via Lowther Street.

Vehicle movement on the final Saturday is restricted between 5.00pm – 11.00pm – any requests for movement between these times needs to be requested through the Events Team. Non-essential movement or access onto the Ponderosa area is permitted after 01:00am after the Fair has ceased trading and the site is clear of public/safe to access (or as deemed safe to do so by the Event Liaison Team).

Where there is a clash of dates with other fairs, please note that any changeover of equipment will only be allowed on the Sunday. All equipment should be *in situ* and fully built by 12 noon on Monday 13th October.

Ground areas must only be occupied by the equipment listed on the completed application form received by the Council from the licensee and must remain on that site for the full duration of the Fair unless otherwise agreed by an appropriate Council officer.

The licensee may not share the use of the site with another person on the basis of a profit-sharing arrangement.

Traceability of toys and consumer goods is a key part of the safety regime to protect the public from harm. Traders must ensure that toys and novelties are marked with the name and address of the supplier providing sufficient details enough to identify that business. A postcode on its own is unlikely to fulfil this requirement for traceability and may result in those items being withdrawn by the Council. No goods, displays or advertising material which infringes any trademark or copyright will be permitted onto the fairground.

Opening hours

The Fair will be open daily. The opening hours are as follows and all stalls rides etc. must comply with this requirement.

Friday 10 October	-	4.00pm to 11.00pm
Saturday 11 October	-	12 noon to 11.00pm
Sunday 12 October	-	CLOSED
Monday 13 October	-	2.00pm to 11.00pm
Tuesday 14 October	-	2.00pm to 11.00pm
Wednesday 15 October	-	2.00pm to 11.00pm
Thursday 16 October	-	2.00pm to 11.00pm
Friday 17 October	-	2.00pm to 11.00pm
Saturday 18 October	-	12 noon to 11.00pm

Opening Ceremony

The official opening ceremony will commence on the first Friday at 4.00pm by the Lord Mayor of Kingston upon Hull by the ringing of the bell.

Food stalls, rides, gaming machines or side stalls must not open or play music until after the official opening ceremony.

The location of the ceremony and further details will be issued prior to the event.

Pull Down/Removal of equipment

On the final Saturday the Fair will close at 11.00pm.

Food stalls, rides, gaming machines or side stalls must **NOT** commence pull down until after the Fair has officially closed.

Removal of living caravans on the final day **MUST** be removed from site before 11.00am in readiness for Hull Fair opening to the public at 12 noon.

Electricity supplies to the units positioned on Walton Street will be terminated at 12 midnight. No licensee is permitted to remove or drop the live power cables from the poles before 12 midnight (unless KWL, the contractor has terminated the supply). Any licensee found to be in breach of this requirements will be at risk of losing the right to apply for the site(s) at future fairs.

No vehicles will be allowed on site until 01:00am. (or when it is deemed that the site is clear of all members of public by the event manager and Event Liaison Team). No lorries to be brought onto the footprint of the site on the final day before 11.00pm.

The vehicles which need to be *in situ* for a smoother departure will be allocated a number for pull off for both Walton Street and the fairground.

The licensees on the street allocated a number for departure will need to be in the agreed position (in numerical order) before 10.30am on Saturday 18th October and the licensees on the ground allocated a number for departure will need to be in position (in numerical order) after 11.00pm on Friday 17th but before 9.00am on Saturday 18th October. Priority will only be given to those licensees with a number. If you have not been allocated a number - you MUST stay *in situ* until 01:00 on Sunday 19th October.

All equipment and caravans should be clear of the site (including the fairground) by 8.00pm on the Monday following the Fair. This is to allow enough time to ensure the site is fully cleaned prior to being utilised by another service user.

All equipment on Walton Street must be clear of the site by 12 noon on the Sunday following the Fair.

Application Information, Fees & Charges

Application Procedure & fees

1. All licensees are required to complete an application form requesting permission to use a site.
2. Licensees requesting a change of use for a site (different to that what the site is contracted for) needs to be forwarded to Hull Events before the end of May. Changes of use will only be considered and approved if they are beneficial to the Fair and if they do not conflict with floating sites or other sites within close vicinity.
3. The closing date for applications is the end of March and all fees and charges must be paid upon receipt of the invoice. Any fees not paid may result in the licensee not being allocated a position at the Fair, therefore preventing them to trade at the Fair.
4. No refunds of fees will be paid if a licensee does not attend the Fair or makes any changes to the number of sites, caravans or sublicences.
5. Applications for Tagada rides to attend the Fair will be restricted and any applications received from existing licensees will be dealt with on an individual basis. Other rides may also be restricted and applications received will be dealt with on an individual basis.
6. If a licensee has not utilised their catering rights for a period of three years – the catering rights will be removed.
7. It is the licensees' responsibility to ensure that the Fair office is in receipt of all the necessary paperwork: application form, public liability insurance and test certificates which need to be in the licensees' name and to be forwarded with your application before the closing date.

Selection Criteria

8. To maintain a wide variety of experiences at the Fair, new applications will be considered on their merit and on the basis of providing 'something different' to the Fair users.
9. The Council reserves all rights to the selection of attractions and traders at Hull Fair.

Fees & other charges

10. Fees will be set prior to April.

What happens next?

11. Upon receipt of your application form you will be invoiced and confirmation of the booking of sites, permits and other documentation will be forwarded in July.
12. Licensees can contact the Events Team on - (01482) 300300 or via email to hull.events@hullcc.gov.uk – but only after the end of July when the invoices have been issued.

13. Please quote the reference number located at the top right-hand corner of the paperwork whenever you contact the Council as this will allow Council's officers to deal with your enquiry more promptly.

Invoice Payment

14. Upon receipt of an invoice, payment can be made in a number of ways and these are listed on the back of the invoice. Please quote the reference number located in the top right-hand corner of the account/invoice when contacting the Council as this will assist in dealing with any enquiry more promptly
15. Payment is due immediately on receipt of the invoice. Please bring the receipt of payment on site, or the payment reference number if payment was made by a telephone.

After payment

16. Please note that no refunds will be given for permits requested and issued but not used. Permits are also not transferrable.

Outstanding Payments

17. Any outstanding payments will be passed to the Council's Debtors Team. Licensees with an outstanding payment will not be allowed onto the Fair site to trade to the public.
18. Any outstanding balance on an account will be referred to the Council's Legal Services, once internal debt collection procedures have been exhausted, with instructions to issue legal proceedings for recovery of the outstanding debt. If a judgement is obtained against you, this may affect your ability to obtain credit in the future. Should legal action become necessary, a claim will be made for court fees, court costs and interest will be added to your debt which will increase the amount owed by you.
19. If your invoice or any money judgement obtained by the Council remains outstanding at the time of an application for a site at the next Hull Fair, - your application will be refused and any future application will have to be made as a new applicant. In any event, no further application will be considered until all outstanding debts to the Council have been repaid in full.

Reinstatement

20. Charges for any reinstatement will be passed onto the licensee. This will include, but not be limited to, damage to any Council property/equipment.

Vehicle Penalties

21. Vehicles not displaying a valid permit, or those parked within non designated parking areas (including parking within the living caravan area) will be towed off site. A recovery charge of a minimum of £300 will apply for a vehicle of up to 7.5 ton, up to a maximum of £550 for a vehicle of over 7.5 ton. The charge must be paid by the owner of the vehicle once the recovery company have been

called/attended. If the vehicle is taken to storage, a storage charge will also be incurred.

No vehicles must be parked or left unattended on the emergency road (which includes the road running parallel with the MKM Stadium alongside the all-weather pictures). No showmen or staff vehicles must be parked in the MKM Stadium car park. There are also other areas on the fairground that have yellow lines, no vehicles are permitted to be parked or left unattended in these areas. In addition to these, other areas within the site will display NO PARKING signage and no parking cones, these areas will also be monitored. Any vehicles found in any of these areas will be recovered by a recovery company and will incur a recovery charge of a minimum of £300 for a vehicle of up to 7.5 ton, up to a maximum of £550 for a vehicle of over 7.5 ton. A daily storage charge will also be levied by the recovery company and will need to be paid upon collection of the vehicle.

For building up of equipment and the use of cranes you will be contacted by the Events Team. Permission will be given to such licensees to arrive earlier on site (this assists the build of other equipment for the other licensees on the site) you will need to forward a copy of your LOLER documentation and a lifting plan. You will receive written confirmation/authorisation in writing of what has been approved. Leaving a crane on site indefinitely is **STRICTLY PROHIBITED**.

Indefinitely leaving vehicles with other ride equipment on, that is **NOT** being used at Hull Fair, is **NOT** permitted and will be recovered by a recovery company and will incur a recovery charge of a minimum of £300. A daily storage charge will also be levied by the recovery company and will need to be paid upon collection of the vehicle.

Recovery of Costs

22. Full recovery of costs/charges incurred for any rescue made by the emergency services will be passed onto the licensee whose piece of equipment/stall has required the assistance of the recovery service.

Please be advised that in the event that the governing body requests for a piece of equipment to have 24hours security for any period of time, such services will be provided at costs to the licensee and shall be subject to the Council's standard recovery procedures.

Sublicensing of Sites

23. Sublicensing of sites will only be allowed in the following circumstances:
- (i) That subject to the approval of the Council, licensees who wish to sublicense the sites must pay to the Council prior to the commencement of the Fair for which the sublicense is applied for, a fee at a rate set by the Council. The decision of the Council shall remain subject and is not subject to negotiation.
 - (ii) That an administrative fee will be charged for site sublicenses to immediate family and any such sublicense has to have prior agreement of the Council. Please note that the sublicense will not be complete until the fee is paid in full.

- (iii) All sublicenses will only be considered once the relevant paperwork has been completed and returned with insurance and test certificate details for each piece of equipment, no later than 30 days before the Fair start date.
- (iv) Any licensee found to be sublicensing the site without prior permission of the Council will have their rights to apply for a site revoked and will not be invited back to future fairs. In addition to the rent, a sublicense fee will also be charged.
- (v) Applications for tagada rides to attend the Fair will be restricted, and any applications received from existing licensees will be dealt with on an individual basis. Other rides may also be restricted and applications received will be dealt with on an individual basis.
- (vi) Please note that permits are allocated to you. Thus, should the person you are sublicensing to require any permits, it is your responsibility to pass on the permits, keeping a record of the permit number you have passed onto the sublicensee. The invoice will be sent to you together with the permits, and you are responsible for paying the invoice. You must ensure that sublicensee has the permits prior to pulling onto the site. Living vans for all sublicensees will only be permitted to be sited and positioned in WEST PARK.
- (vii) A sublicense is not complete until the sublicense fee is paid in full.
- (viii) Late applications for sublicenses will incur a penalty.

Transfer of Sites

24. Transfer of sites will be allowed in the following circumstances:

- (i) That subject to the approval of the Council, licensees who wish to transfer the sites must pay to the Council prior to the commencement of the Fair for which the transfer is applied for a fee, at a rate set by the Council. The decision of the Council shall be final and is not subject to negotiation.
- (ii) For site transfers to immediate family no fees will be applied and that this also has to be upon the agreement of the Council
- (iii) Any incoming licensee will have to pay the usual fee application for the site.
- (iv) Any licensee found to be transferring the site without prior permission of the Council will have their rights to apply for a site revoked and will not be invited back to future fairs.
- (v) Only one transfer is permitted per individual site in any one fair calendar year.
- (vi) A transfer is not complete until the transfer fee is paid in full.
- (vii) Late applications for transfer requests will incur a penalty.

Transfer of Catering Rights

25. Transfer of catering rights are at the discretion of the Council and:
- (i) will be considered on an individual basis, the size of the unit will be specified on approval (i.e. not to exceed 20ft x 10ft).
 - (ii) a transfer of catering rights would not be approved onto another position where there is another catering unit (selling the same/similar food) in close vicinity to where the transfer is being requested for.
 - (iii) a transfer of catering rights would not be approved onto a traditional round stall/juvenile position as it is in the best interests to preserve as many of the traditional round stall/juvenile positions as possible.
 - (iv) the charge to transfer catering rights is consistent with the charge incurred for transferring a site.

Floating sites

The Council has several 'floating' sites which are allocated on a one year only basis, at a rate set by the Council. The decision of which site is allocated to which application is at the sole discretion of the Council and shall not be subject to any negotiation.

Hawkers

26. The Council has several hawkers licences available each year, these are positions for an individual to sell items from a non-permanent location.
- (i) All applicants will be required to complete the necessary application form.
 - (ii) Applications to be made by end of September giving full description of goods offered for sale. Food is not permitted to be sold on a hawkers licence.
 - (iii) Hawkets must hold public liability insurance which needs to be for a minimum of two million pounds, proof of this will be required at the time of application, this must outline and include the line of business for the hawker attending the event.
 - (iv) All fees must be paid prior to the Fair. Applications can be made prior to the Fair or between 11.00am and 2.00pm at the Fair site office.
 - (v) No refunds of fees will be paid if the hawker does not attend the Fair.
 - (vi) On receipt of an application, a receipt and confirmation letter will be sent to the applicant.
 - (vii) One tabard is issued per one fee paid (only one person is permitted to sell from each tabard purchased).
 - (viii) All hawkers must report to the site office to collect the tabard before trading is commenced.

- (ix) All tabards issued must be worn at all times (on top of any outdoor clothing), anyone not able to produce a tabard at the request of staff will be asked to leave the ground. A numerical sign will also be issued which must be attached to your trolley.
- (x) Hawkers are permitted to trade during the official opening hours of the Fair only. On the opening day hawkers are permitted to trade after 4pm.
- (xi) Hawkers must not set up permanent stalls, as these are considered mobile sites. The overall portable structure/wheeled trolley must not exceed **4ft in length, 3ft in depth and 7ft height (including any canopy attachments)**.
- (xii) All trading areas must be kept clean and tidy at all times.
- (xiii) A number of items are prohibited from the Fair – please see a list of prohibited items together with sample pictures which can be found at the end of this document. This list is not exhaustive, and the Council reserves the right to add any additional items on the list, as it considers necessary.
- (xiv) All persons having living vehicles on the fairground must provide a metal dustbin with cover for each vehicle. All refuse, litter, etc must be put into the dustbin and must not be placed on the ground. Slops of any description must not be thrown on the ground.
- (xv) The use of private generators is not permitted on Walton Street (see separate points 78/79/80 with regards to the safe operation of generators).
- (xvi) It is at the discretion of the Council or their officers that any hawker causing an obstruction or a nuisance will be asked to move or indeed leave the ground.
- (xvii) All applications are dealt with on a first come first served basis. No licence will be reserved. The licence must be paid in full upon receipt of the application.
- (xviii) Traceability of toys and consumer goods is a key part of the safety regime to protect the public from harm. Traders must ensure that toys and novelties are marked with the name and address of the supplier which is sufficient to identify that business. A postcode on its own is unlikely to fulfil this requirement for traceability and may result in those items being withdrawn. No goods, displays or advertising material which infringes any trademark or copyright will be permitted onto the site.
- (xix) All traders must ensure that the products they supply are genuine and authentic. The supply of counterfeit goods is **STRICTLY PROHIBITED**. Any goods suspected to be counterfeit will be seized by Trading Standards officers. Any trader found to be selling counterfeit goods may face removal from the event, legal action, and the showman's site licence being revoked for this and subsequent fairs.

- (xx) For health and safety reasons there will be a number of pre-determined areas where hawkers will not be permitted to trade (a map showing these areas will be available on site).
- (xxi) No transfer of the hawkers tabard is permitted.

Traders (Dealers)

27. The Council has licences available for traders (dealers) to access site to trade with the licensees of the Fair.
- (i) All applicants required to complete the necessary application form.
 - (ii) Applications to be made by end of September giving full description of goods for sale.
 - (iii) Traders (dealers) must hold a public liability insurance which needs to be for a minimum of two million pounds, proof of this will be required at the time of application, this must outline and include the line of business for the dealer attending the event.
 - (iv) All fees must be paid prior to the Fair. Applications can be made between 11.00am and 2.00pm at the Fair site office.
 - (v) No refunds of fees will be paid if the trader (dealer) does not attend the Fair.
 - (vi) On receipt of an application, a receipt and confirmation letter will be sent to the applicant. The licence will be forwarded prior to the Fair (for late applications the licence can be collected from the site office).
 - (vii) The licence must be obtained before trading is commenced and the licence must be displayed at all times. If you are trading from a stationary position, one trading licence permits one vehicle with one table only. You are not permitted to trade from a vehicle displaying a general vehicle permit.
 - (viii) Anyone not able to produce a licence at the request of staff on site will be asked to leave the ground.
 - (ix) Traders (dealers) can commence trading on a daily basis from 8.00 am until 8.00 pm. **No vehicle is permitted to drive around the fairground or down Walton Street after 12 noon.**
 - (x) All trading areas must be kept clean and tidy at all times.
 - (xi) A number of items are prohibited from the Fair – please see a list of prohibited items together with sample pictures which can be found at the end of this document. This list is not exhaustive, and the Council reserves the right to add additional items on the list, as it considers necessary.
 - (xii) All persons having living vehicles on the fairground must provide a metal dustbin with cover for each vehicle. All refuse, litter, etc must be put into

the dustbin and must not be placed on the ground. Slops of any description must not be thrown on the ground.

- (xiii) The use of private generators is not permitted in the vicinity of your trading area (see separate point 70 with regards to the safe operation of generators).
- (xiv) Any equipment e.g. post, rope, barriers, fencing in a designated dealers area is the property of Kingston upon Hull City Council and therefore must not be removed at any time whilst on the ground.
- (xv) Access to Walton Street is via West Park. Route to West Park is via St Georges Road/Arthur Street/Carnegie Street/Old Anlaby Road under the flyover into West Park. To access the Ponderosa area taking the road round the back of the MKM Stadium. All vehicles leaving Walton Street, West Park and the Ponderosa area will follow the route within the park, exiting directly onto Anlaby Road (at the junction in front of the West Park House to the bottom of the Anlaby Road flyover), taking note of the timings for when the bus route is operational. No vehicle can leave the site via Walton Street/Anlaby Road junction or via the old Anlaby Road.
- (xvi) No vehicle can access/egress the site via Lowther Street.
- (xvii) Vehicle movement on the final Saturday is restricted between 5.00pm 11.00pm – any requests for movement between these times needs to be requested through the Event Liaison Team. Non-essential movement or access onto the Ponderosa area is permitted after 01:00 after the Fair has ceased trading and the site clear of public (or as soon as deemed safe to do so by the event management).
- (xviii) All applications are dealt with on a first come first served basis. No licence has sole trading rights (with the exception of a limited number of essential services). No licence will be reserved. The licence must be paid in full upon receipt of the application.
- (xix) No sublicensing of the dealers (traders) licence is permitted.
- (xx) Traceability of toys and consumer goods is a key part of the safety regime to protect the public from harm. Traders must ensure that toys and novelties are marked with the name and address of the supplier which is sufficient to identify that business. A postcode on its own is unlikely to fulfil this requirement for traceability and may result in those items being withdrawn. No goods, displays or advertising material which infringes any trademark or copyright will be permitted onto the site.
- (xxi) All traders must ensure that the products they supply are genuine and authentic. The supply of counterfeit goods is **STRICTLY PROHIBITED**. Any goods suspected to be counterfeit will be seized by Trading Standards officers. Any trader found to be selling counterfeit goods may face removal from the event, legal action, and the showman's licence being revoked for this and subsequent fairs.

General Terms and Conditions of booking

Alcohol

28. All sites will be supplied with a site number board and a 'No alcohol' sign; these must be displayed prominently at all times throughout the period of the Fair. Failure to comply with this requirement will result in a warning that the site will be closed unless the requirement is met. Failure to heed the warning and display the site number board and the 'no alcohol' sign as required will result in closure. Site numbers need to be displayed in a prominent position (pay box on large rides). If you have more than one piece of equipment on the site, you will need to display a site number on each piece of equipment. If you need more signs for additional pieces of equipment, these can be requested from the events office.

Counterfeit Goods

29. All traders must ensure that the products they supply are genuine and authentic. The supply of counterfeit goods is STRICTLY PROHIBITED. Any goods suspected to be counterfeit will be seized by Trading Standards officers. Any trader found to be selling counterfeit goods may face removal from the event, legal action, and the showman's licence being revoked for this and subsequent fairs.

Damage to Hull City Council's property

30. Any damage that occurs on the fairground or West Park to any boundary building, walls, hydrant, meter, water tap, services, grass area, electricity supply point, concrete, macadam or other road works or property belonging to the Council by any licensee, their employee and/or family member will be charged to that licensee.

Dismantling Equipment

31. Any showmen/licensee or member of staff attempting to dismantle a food stall, riding machine, exhibition, game, stall or other amusement device whilst continuing to keep the attraction open to the paying public will be refused a licence for a site at subsequent Hull Fairs.

Disturbances & Complaints

32. Any Fair workers or showmen, or a family member or visitor of the showmen, causing a disturbance at any time may be liable for prosecution and workers doing so who can be proved to be employed by any showman could result in that showman's site licence being revoked for this and subsequent fairs.
33. If there are complaints from residents, the Council will take action against any showman or other licensee whose family members, workers or visitors are found to be responsible for or implicated by the complaints of noise and/or nuisance. Accordingly, Walton Street will be out of bounds for gatherings of all persons connected with the Fair between the hours of 0015 and 0730 daily. Any individual found to be in breach of this condition may put in jeopardy the site licence for himself, his family or employer.

Equipment/announcements

34. All food stalls, riding machines, exhibitions, games, stalls or other equipment must only be positioned on the fairground site as agreed and directed by the Council's officers.
35. All games, exhibitions or other amusements, which in the opinion of the Police Authority, or the Council's representative, are of an undesirable nature, will be prohibited. You are not permitted to open any new game or exhibition until it has been approved by the Council or its representative.
36. No punch ball machines or hanging bars will be permitted on any site at the Fair.
37. All advertising on the fairground or Walton Street must be to the satisfaction of the Council. Any person not complying with this requirement will be requested to remove unsuitable material and may be asked to leave the fairground.
38. Public address announcements must be to the satisfaction of the Council.

Indemnity & Insurance

39. The licensee shall indemnify the Council from and against all losses, damage, actions, proceedings, suits, claims, demands, costs and expenses, in respect of any injury to, or the death of, any person, damage to any property (movable or immovable) or otherwise by reason of, or arising in any way directly, or indirectly out of the erection, maintenance, repair, state of repair, condition, existence, use or removal of the said riding machine, exhibition, game, stall or other erection on the fairground or the fittings, fixtures or supports thereof or the falling or displacement of the same or any part thereof from any cause whatever, or from any damage to or destruction of boundary fences.
40. The licensee shall insure against his own responsibility for any such occurrences and shall produce to the Council on demand proof of such insurance (£10 million minimum riding machines, £2 million minimum juvenile, side stalls, food stalls, all other exhibitions, etc.).
41. In accepting these terms and conditions, the licensee agrees declares and covenants with the Council that it shall observe and perform the terms, conditions, restrictions, and other matters mentioned herein, and further shall indemnify the Council for any expenses or liability arising to the Council in respect of any breach by the licensee of any obligations contained herein.

Lost Property

42. Any property found on your stall, ride or amusement device must be taken to the Events Team office/steward/police officer on site daily at the close of business each day.

Permits & Vehicle Parking and Driving

43. All empty vans and other vehicles must be clear of the fairground and all public areas by 1.00pm on the opening day. Failure to comply with this will result in an on the spot fine and the vehicle being towed away off site.
44. All vehicles must be parked in the allocated parking spaces. **ONLY STOCK LORRIES ARE PERMITTED TO PARK** in the area on the perimeter road in West Park (adjacent with the Bowling Greens). If a lorry is parked in this area and it is **NOT** a stock lorry it will be towed away and impounded, with a minimum charge of £300 for a lorry of up to 7.5 ton and up to a maximum of £550 for a lorry of over 7.5 ton. The recovery charge is payable to the Council by the showman/licensee, once the recovery company has been telephoned. Any additional charges incurred for storage will be payable to the recovery company upon collection of the recovered vehicle.
45. Any vehicles left on the road in West Park or parked indiscriminately, or not displaying the appropriate permit, will be towed away and impounded, with a minimum charge of £300 for a vehicle of up to 7.5 ton and up to a maximum of £550 for a vehicle of up to 7.5 ton. The recovery charge is payable to the Council by the showman/licensee, once the recovery company has been telephoned. Any additional charges incurred for storage will be payable to the recovery company upon collection of the recovered vehicle.
46. Vehicles are not allowed access to Walton Street or the fairground after 12 noon and up to 1am daily whilst the Fair is open and public are on site. Any licensee persistently found to be travelling around the site will risk their licence being revoked for this and subsequent fairs.
47. Living Vans – all living caravans **MUST** be set by a steward. From time to time, living vans will be displaced for the benefit of the Fair. As a licensee of the Fair there is no established rights on the position of living vans.

You must ensure that you have adequate floorboards/trackway boards to position your living equipment and associated vehicles on whilst positioned in West Park and on the Ponderosa area. A licensee must ensure that they have adequate equipment to comply with this requirement before entering the site.

Living van permits for family or staff working must be purchased in advance of the Fair, prior to pulling onto the site, these will only be issued to the licensee of the site. Family and working men's living vans are to be positioned adjacent to the licensees' living vans. The licensee must ensure that adequate space is available adjacent to their van. If there is no adequate space to accommodate family or working men's living vans or licensees' vehicles - the licensee will need to consider moving to a different position (within the park) as other licensees cannot be displaced. Space availability is at the discretion of the Council or a steward, please treat all stewards assisting with the living van siting with respect. Stewards are ensuring that the living areas are safe for all users.

All living vans will be issued with the appropriate living van permit, there is two types of living van permit: one issued for the Ponderosa Area and one issued for West Park.

48. Permits must be obtained before any living van or other vehicle will be allowed onto the fairground, or car vehicle parks whether on the fairground site or in West Park. No vehicle access shall be permitted onto the site without a permit. These must be firmly attached and prominently displayed on the windscreen or front facing window (facing the road/pathway) in the living vans. Living vans positioned on the Ponderosa must be positioned with the front or end of the van facing the road. Permits are non-refundable and are not transferrable.
49. Failure to display a current permit will result in a replacement permit being issued at double the original permit fee.
50. Vehicles delivering to any stall/licensee must be mindful of any vehicle movement restrictions/emergency routes and must not under any circumstance leave their vehicle unattended.
51. Under no circumstances must any vehicle travel down the v shaped pathway which leads from the MKM Stadium to Anlaby Road/Walton Street.
52. The speed limit for driving around the site is 5mph around the park and 10mph on the perimeter road around the MKM Stadium.
53. Appropriate driving licences and insurance must be held for any person driving any vehicle around the site at ALL times.
54. Seatbelts MUST be worn at ALL times when travelling around the site.
55. Mobile phones MUST NOT be used whilst travelling around the site.

Price Lists

56. All attractions, riding machines, exhibitions, games, food stalls, etc. must display a price list at all times. Failure to do so may result in the Council taking whatever action it deems appropriate.

Prizes

57. Prize gaming machines must not offer a prize of more than £5 or £5 in value.
58. Crane/Grabber machines must only contain non-cash prizes of no more than £50 in value.
59. Coin pusher machines maximum cash prize is £10.

Licensees & Staff

60. To assist with managing the Fair, and ensure health and safety of the event, the Council, in partnership with Humberside Police, ask that the licensee has a written record of all staff working at the event which must include full name, address, date and place of birth of each employee – details must be kept on site and be available for inspection.

61. Persons obtaining a site using a fictitious or false name will not be allowed to occupy the site and would be asked to leave.
62. Licensees occupying the site must be over the age of 18. Persons operating rides/equipment or stalls must be over the age of 16.
63. The licensee is responsible for ensuring that all staff are wearing the appropriate Personal Protective Equipment (PPE) to carry out the tasks involved (particularly during build and de-rig).
64. All showmen must ensure that they and all employees have an up-to-date Disclosure and Barring Service (DBS) carried out for positions involving working with children and vulnerable adults.
65. Operating rides under the influence of alcohol or drugs is **STRICTLY PROHIBITED**. Breach of this condition will lead to an immediate and indefinite closure of ALL of the contracted sites in the name of the licensee.

If any licensee found to be under the influence of alcohol or drugs on the site, they will be asked to leave the site immediately and will be in jeopardy of losing the right to stand on the site(s) and the right to apply for the site(s) for future fairs.

Welfare, Health and Safety

The Council takes great care to ensure that all events are delivered safely within the city of Hull. You have legal obligations to ensure that you promote and deliver a safe event for the public and your employees.

As a licensee of Hull Fair you should ensure you comply with ALL current UK legislation including:-

- All relevant Food Safety and Food Standards Legislation
- Consumer Protection from Unfair Trading Regulations 2008
- Consumer Rights Act 2015
- General Product Safety Regulations 1994
- Health and Safety at Work etc. Act 1974
- Trade Marks Act 1994

Your attention is drawn to the following legal and statutory requirements:

The Health and Safety at Work etc. Act 1974

Section 2: General duties of employers to their employees

Every employer has a duty to ensure, so far as is reasonably practicable, the safety at work of all his employees. In relation to fairground amusement devices this means they must be adequately maintained and safe in operation. Staff should receive suitable information, instruction, training and supervision to operate the amusement device safely.

Section 3: General duties of employers to persons other than their employees

Every employer has a duty to conduct their undertaking (fairground amusement devices/stall etc.) in such a way as to ensure that persons not in his employment, who may be affected by his fairground amusement device/stall, are not exposed to risk of injury. This duty is owed to members of the public using the amusement devices.

Accident and Incident Reporting

All persons in charge of any stall, ride or amusement device, must make themselves aware of the correct procedure to follow in the event of an incident or accident. Advice can be obtained from the Showmen's Guild or Council officers on this matter.

All incidents/accidents must be reported to a representative of the Council at the Fair Office immediately.

What must be reported

If you are in control of premises, you must report any work-related deaths, certain injuries caused to members of the public and self-employed people operating on or within your premises, and dangerous occurrences (some near miss incidents) that occur on your premises.

Work-related accidents

For the purposes of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries' section below).

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident occurred (**if the accident was caused by the site contact a member of the Events Team as soon as possible**)

Types of reportable injury

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (Regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness

Over-seven-day injuries to workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

RIDDOR reporting is completed online, but for fatal and specified injuries only, they can call 0345 300 9923 Monday –Friday 08.30 -17.00 or out of hours duty officer for specified circumstances only 0151 922 9235.

Documentation

All proof of documentation must be in English and must be sent 30 days in advance of the Fair commencing to the Council offices.

It is the licensees' responsibility to supply the correct documents for the equipment that will be positioned on the allocated site. Any licensee found falsifying documents or producing documents for equipment that does not belong to them will be in breach of the terms and conditions for the letting of the site and would be asked to close the said piece of equipment or asked to leave the site.

The documentation required to be provided to the office prior to the Fair is:-

- Public liability insurance (including 9 over 1 Showmen's Guild Insurance)
- ADIPS certificates (in the name of the licensee)

The documentation you must hold as a hard copy on site is:-

- Public liability insurance (including 9 over 1 Showmen's Guild Insurance)
- ADIPS certificates (in the name of the licensee)
- Gas Appliance Safety inspection certificate
- Risk Assessments
- Method Statements
- Emergency Plans
- List of staff working on each site

Failure to provide all documentation prior to the opening of the Fair will result in licensees not being permitted to trade until the appropriate documentation is provided.

All safety notices and signage on the food stalls, riding machine, exhibition, game, stall or other amusement device must be in English.

The Management of Health and Safety at Work Regulations 1999

Regulation 3: Risk Assessments

Every employer shall make a suitable and sufficient assessment of:-

- (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

Risk assessments must be produced and should be available with other required documentation at the Fair.

Health and Safety Executive Guidance and Safe Practice

Height Restrictions – Appropriate indication of any height restrictions specified by the amusement device manufacturer should be clearly displayed at ALL times. No persons under the minimum height restriction should be allowed onto the amusement device.

Minimum Spacing - All barriers need to keep people outside the safety envelope of the device. If parts swing out over public areas, these areas may need to be enclosed where any part of the ride or a passenger will be less than 2.5m above the ground.

The following minimum spacing requirements apply:

- (a) if members of the public are allowed access between amusement devices (or if emergency access may be required) the spacing needs to be at least:
 - (i) 6m between any unprotected moving part of a device and any moving part of an adjacent device;
 - (ii) 3m between any unprotected moving part of a device and any fixed part of another device;
 - (iii) 1.1m between fixed parts of devices next to each other. For this purpose, all parts of slow moving devices designed solely for use by children may be regarded as fixed parts of the device unless their motion presents a danger.
- (b) For coin-operated children's rides, distances between them may vary provided that the safety envelope is not compromised.
- (c) Stallholders on the east side of Walton Street must build within their site space allocated and must not encroach on the footpath or adjoining sites or gaps down the Street. For the avoidance of doubt, any side menu boards must NOT encroach on adjoining sites or gaps or site lines.
- (d) The depth of any stall on Walton Street shall be a maximum of 10ft from the kerb line (any tables/drums or counters must be within this 10ft depth). No stalls are permitted to encroach onto the footpath (including the legs of such stalls). Any canopies attached to units must not be any lower than 7ft or must not have anything hanging from the canopy lower than 7ft.
- (e) Stallholders on the east side of Walton Street must not store any stock or rubbish to the rear of the allocated space as this needs to be kept clear as an emergency evacuation route.

The Amusement Devices Inspection Procedure Scheme (ADIPS)

The Fairgrounds and Amusement Park Industry has recognised, in HSG 175 (Fairground and Amusement Parks Guidance on Safe Practice), the importance of amusement device inspection as the essential 'steps and checks' required to ensure the safety of an amusement device. ADIPS has been developed to provide a framework for these inspections. Copies of maintenance/inspection reports should be available at all times.

For further information or information on ADIPS contact either The Showmen's Guild or The Health and Safety Executive.

The licensee shall provide the Council with the relevant test certificates etc. for equipment. You will not be allowed to operate the equipment until both the required insurance and test certificates have been produced and are to the satisfaction of Council officers.

Any licensee found falsifying documents, or producing documents for equipment that does not belong to them, will be in breach of the terms and conditions for the letting of the site and would be asked to close the said piece of equipment or asked to leave the site.

66. All persons in charge of machines must be aware of any specific legal requirements or codes of practice relating to that machine and must abide by them to ensure the safety of the public.
67. Every exhibition or ride must be provided with suitable exits. All operators must carry out any alterations or improvements requested by the Council to provide such exits, and all exits must be equipped with appropriate signs. Risers on steps leading to ground level must not exceed 225 mm. The Council's Safety Advisor may waive this requirement under certain circumstances.
68. Persons entering or leaving any particular ride or machine must be given ample time to do so safely. All persons in charge of machines MUST STRICTLY observe this requirement.

Electricity

69. All persons operating any food stalls, riding machine, exhibition, game, stall or other amusement device in connection with the Fair are reminded that they must comply with statutory requirements in respect of the use of electricity at all times.
70. Any lighting that produces heat, i.e. halogen and incandescent lamps, must be placed at such a height and or suitably protected that it does not pose a risk of injury to the public.
71. Any lighting placed at a height below 2.8m must be suitably protected to ensure that the lighting source, i.e. lamps and fluorescents, cannot be accessed without removal of a guard and/or cover with the use of key or tool.
72. All cables that are to be connected to supplies of electricity provided by the Council must be of an appropriate type and have conductors of such a cross sectional area that they safely carry the load requested to be supplied. Parallel cables will not be connected (i.e. one cable per supply only), and the electric coupler (plug and socket connection) will be required to be checked by the electrician prior to this being raised onto the pole. All cables must have an appropriate earth conductor. Any joints on cables must be made in an approved manner using appropriate waterproof fittings to British Standard. Each cable presented by a stall holder for connection must bear the label provided by the Council indicating the load to be connected. All licensees must arrange to have their stall electrically inspected on site. Prior to the installation/connection of the electrical supply, the licensee must obtain a Hull City Council Test Certificate which is issued on site. All cables must be laid or suspended in such a manner that they are not dangerous or obstructive.
73. Any electrical installation which has been connected but subsequently is shown to be drawing current in excess of that requested and agreed is liable to be disconnected.

74. Any electrical installation which, for any reason, causes the overload and residual current detectors to operate regularly is liable to be disconnected.
75. **A stall holder whose supply is connected by the Council is STRICTLY PROHIBITED to supply any adjacent stall with a supply from their stall. ANY LICENSEE FOUND TO BE IN BREACH OF THIS CONDITION WILL FORFEIT THEIR RIGHT TO APPLY FOR A SITE AT FUTURE FAIRS.**
76. Electric connection boxes must be kept clear of plant/vehicles/stalls. A suitable space and a safe area of work must be available for safe access for the electrical contractor at all times. Where electricity connection boxes and/or cables are laid - these areas must NOT be used as cut throughs or ad-hoc access to rides.
77. Disconnection of all supplies will commence 24.00 hrs Saturday 18th October 2025. Disconnection of supplies should be completed within 30 mins leaving cables ready for removal by vendors from the overhead catenary support system, with the only exceptions being those limited sites identified by the Council as requiring disconnection 30 minutes earlier (23.30 hrs) to facilitate safer vehicle movement onto Walton Street and Anlaby Road. PLEASE DO NOT START TO REMOVE CABLES UNTIL AFTER DISCONNECTION BY KWL STARTING AT 24.00 HRS AND UNTIL CONFIRMED AS DISCONNECTED FROM THE ELECTRICAL SUPPLIES.
- Any licensee found doing this will be at risk of LOSING THE RIGHT TO APPLY FOR A SITE AT FUTURE FAIRS.**
78. The provision of supplies of electricity for power and lighting on the fairground and for living vans by means of generators will be on such terms and conditions as may be prescribed from time to time by the Council. Permits for any such generators to be placed on the ground may be obtained on application to the Council. Every generator must be provided with a dedicated fire extinguisher of an appropriate type.

Fire/Fire Precautions

79. Every site, mobile home, caravan, etc. must provide appropriate means of fighting fires to the satisfaction of the Environmental Safety Advisor who will do spot checks and inspect the equipment on site having regard to the following:
- a) Fire fighting equipment should be selected having regard to the type of fire risk and the nature of any combustible material present;
 - b) Fire fighting equipment must be available for immediate use at all times including setting up and pull off;
 - c) All fire fighting equipment must be tested and/or serviced at least every 12 months and must carry a label indicating the date of the last service or check together with the name of the person carrying out the service. In the event of non-compliance, site operations will be suspended until the provision of suitable equipment is complied with.
 - d) The licensee or owner of each amusement device or stall is responsible for ensuring that all employees, individual operators and any person, who is employed as an attendant have received training in fire fighting, use of extinguishers and evacuation procedures.

Generators

Living Area – The licensee is required to obtain the supply from the approved contractor on site. If it is your intention to use an alternative generator, application must be made to the Council; generators obtained from an alternative contractors (not approved by the Council) must be to the same specification given by the approved contractor.

Amusement Devices - The licensee is responsible for ensuring the safe operation of any generators which must conform to Section 740 of BS7671:2008(2011) as a minimum requirement. It is preferred that generators are built into an exhibition unit; if you intend to use a generator that is not built into an exhibition unit, - the generator must be secured in a barriered compound away from public access and should be silent running with circuit protection and earth leakage trips and not generate excessive exhaust/noise emissions. The Council are requesting for the generators that are to be used on site to be fuelled by diesel. Fuel storage and refuelling must be carried out safely and securely, considering the environmental impact of any loss of containment and fuel spillages. An appropriate fire extinguisher **must be** kept with the generator and be easily accessible at all times in the event of fire. A copy of the Safety inspection certificate must be available on site.

80. Smoke generators must not be used excessively, and their use must be to the satisfaction of the Fire Officer and the Council's Safety Advisor when any spot checks are carried out. Please also refer to rule 21B2A of the Showmen's Guild. It is an offence to use any apparatus that emits fog, smog or smoke whether it is chemical, dry ice or any other matter.
81. Exhaust outlets from mobile generators shall not discharge into areas where members of the public have access and shall discharge at a minimum height of 3.6 m in order to ensure adequate dispersion of exhaust gasses.
82. All gas installations on any stall or caravan must be serviced yearly by a competent person in accordance with current legislation. A copy of the Gas Appliance Safety inspection certificate must be available on site.
83. No gas container whether full, partially full or empty can be stored within any vehicle or trailer which contains an internal combustion engine, whether or not it is used for the generation of electricity.
84. All gas cylinders, whether in use or stored, must be suitably secured to prevent unauthorised access (i.e. gas containers to be chained up and covered).
85. All gas containers shall be removed from the site by the licensee at the end of the Fair. Any licensee found to be responsible for the abandonment of gas containers will be charged for their safe removal and disposal and any such charge must be paid before future invitations to attend are issued. Failure to pay may result in invitations to attend future fairs being revoked.
86. No hot coals to be left on site or emptied directly into skips as this is a fire hazard.

87. Please be vigilant over how you dispose of flammable materials, cardboard and paper particularly, at the rear of the stalls in Walton Street as this poses a significant fire hazard.
88. Any catering units which have a direct flame must ensure that there is a safety shield and be of a suitable distance away from the public.

Noise

89. The noise generated by/from any machinery, generator, public address systems or music amplification systems (noise making equipment) shall be not louder than 85 decibels when measured at a distance of 5m from that noise making equipment. The Council officers will initiate the following noise protocol procedure where any licensee is found to be exceeding the specified noise levels.

If the above specified noise levels are exceeded, an initial verbal warning will be given.

If the exceeded noise levels continue - a green card will be issued equating to first formal warning. On the issue of a green card the licensee, or person operating the equipment on their behalf, will be required to switch off the noise generating equipment with immediate effect for one (1) hour and comply with any requirements of the Council's officers as may be given at the time. Green card will be kept on the licensee's record for the duration of the Fair.

If the offence continues, or in the event that the Council's officers observe the same licensee, or anyone operating noise making equipment on their behalf, re-offending - a yellow card will be issued which will require the licensee, or person operating the equipment on their behalf, with immediate effect to switch off the noise generating equipment for the remainder of the day and comply with any requirements of the Council's officers as may be given at the time. Yellow card will remain on the licensee's record for the duration of the Fair.

Non-compliance with yellow card requirements, or in the event that the Council's officers will observe persistent breach (being more than two (2) occurrences) of this condition by the same licensee, or anyone operating a noise generating equipment on their behalf, - a red card will be issued which will require the licensee to stop all amplified sound from the equipment with immediate effect for the duration of the Fair and to comply with any requirements of the Council's officers as may be given at the time. Red card will remain in effect for the duration of the Fair.

Failure by the licensee, or anyone operating a noise generating equipment on their behalf, to comply with the red card requirements will lead to the licence being terminated.

90. The Council will investigate and monitor any reports of excessive noise as well as conducting periodic monitoring and may initiate the above actions.

91. **ALL** portable and/or large speakers are to face inwards, towards the ride/device. The volume of any music is to be controlled so as to not cause undue disturbance to occupiers of nearby properties and others.
92. Testing of public address systems and music amplification systems should only be conducted after 11am.
93. Non-compliance with any verbal or written warnings from the Council may result in the Council prohibiting the use of amplification devices deemed to be causing a nuisance, and may ultimately result in the closure of the stall/ride/device.
94. All music played on site must not contain any foul language or lewd suggestions. If a licensee is found playing such music, they will be asked to cease playing the music immediately.
95. No loud halers, public address systems or music amplification systems are permitted on any of the stalls/units on Walton Street.

Pets

96. All pets must be kept secure and under the direct control/supervision of the owner. Dogs must be kept on a suitable and secure lead at all times whilst on Council's land. Dogs are NOT permitted to roam around the site including West Park. No dogs must be left unattended in any vehicle. Dog owners will be responsible for the removal of any waste deposited by their animals. Dogs must not be tied up or left in a compound to continuously bark or cause a noise nuisance to others. Failure to comply with the above conditions will result in the owner being requested to leave the fairground site and/or surrounding areas.

Police

97. Humberside Police will provide a visible presence at the Fair to deter and respond to crime and disorder incidents. The licensee of any food stall, riding machine, exhibition, stall or other amusement device has an obligation to eliminate the opportunity for persons to engage in criminal activity or disorder and to report such suspected matters to the Police at the earliest opportunity.
98. Humberside Police will consider action against any person not complying with this condition. Incidents will be considered and, if appropriate, a report will also be submitted to the Council, as the owner of the land and being responsible for the provision of a safe and healthy environment at the Fair.
99. Humberside Police and the Council in partnership have agreed the positioning of the observation towers to be used by Humberside Police or officers of the Council during the Fair. These towers are on pre-determined sites and should not be moved by any persons other than Humberside Police or officers of the Council.

Toilets

100. Chemical toilets must be treated with the appropriate chemicals at all times; if in the opinion of the Council's officers this is not done, Council employees will apply chemicals to the toilet and a charge will be made. Chemical toilets may only be emptied by the Council's employees and/or authorised contractors at designated disposal points. Failure to comply with this may result in the licensee not being invited to future fairs. Any licensee found disposing or emptying toilets by any other means will be in jeopardy of losing the site licence or the right to apply for a site(s) at future fairs.

101. All living caravans/units that licensees (including hawkers and dealers) are living in whilst attending the Fair must be fully equipped with a chemical toilet.

Toys

102. Traceability of toys and consumers goods is a key part of the safety regime to protect the public from harm. Traders must ensure that toys and novelties are marked with the name and address of the supplier which is sufficient to identify that business. A postcode on its own is unlikely to fulfil this requirement for traceability and may result in those items being confiscated.
103. All traders must ensure that the products they supply are genuine and authentic. The supply of counterfeit goods is strictly prohibited. Any goods suspected to be counterfeit will be seized by Trading Standards Officers. Any trader found to be selling counterfeit goods may face removal from the event, legal action, and the Showman's site licence being revoked for this and subsequent fairs.

Trip Hazards

104. Stalls on east side of Walton Street should not store any equipment, stock or rubbish to the rear of the site as this is an emergency access/egress route and anything blocking the access/egress route will be removed and disposed of.
105. No A'Boards are permitted on Walton Street or on the fairground.
106. Cables running to and from all vehicles/equipment and attractions (no exceptions) for the duration of the Fair must be position in the air (wherever possible) and large cables must be adequately covered with cable traps/cable covers safely in such a manner as to not cause any trip hazard. A licensee must ensure that they have adequate equipment to comply with all requirements under these terms and conditions before entering the site. Hull City Council accepts no liability for any damage to cables caused by a cleansing machinery due to the cables not being covered or covered inadequately.

Vehicle Movement

107. Vehicle movement is not permitted on Walton Street or the fairground after 12 noon each day or before 1am daily. Any licensee persistently failing to adhere to this condition could result in that licensee's site licence being revoked for this and subsequent fairs.
108. Vehicle movement for re-stocking of sites at the end of each day is only permitted between 12am and 1am (or when it is deemed that the site is clear of all members of the public). Any licensee persistently failing to adhere to this condition could result in that licensee's site licence being revoked for this and subsequent fairs.
109. All empty vehicles must be removed from the fairground immediately after build up.
110. All of the empty lorries need to be taken to their parking space for the duration of the Fair. Empty lorries must NOT be parked on the Ponderosa area or amongst the living caravans in West Park. Failure to comply with this condition will result in an on the spot fine and the vehicle being towed away off site. Empty lorries must not be parked on the perimeter road running parallel with the bowling greens, this area MUST be kept for the licensees on the East

Side of Walton Street that need stock lorries to store stock to replenish their units.

111. No vehicles must be parked/left unattended on the emergency road at any time during the build up or during the actual Fair itself. This is an emergency road and MUST be kept clear at all times.
112. "Pull Off" on the final day will be co-ordinated by the event officer on duty. The licensees with stalls at Anlaby Road end of Walton Street will be given priority parking –vehicles for these stalls will be positioned within a priority area to enable dismantling of the stalls immediately when the event is closed, to ensure removal of the road closure as promptly as possible.

Waste Disposal

113. With the introduction of the Separation of Waste (England) Regulations 2024, as of 31 March 2025 all workplaces, including festivals, exhibitions, conferences, and trade shows, must separate waste into:
 - a) **Dry recyclables** (plastic, metal, glass, paper and card)
 - b) **Food waste**
 - c) **Residual Waste** (general waste)
114. Each living vehicle on the site must be provided with a metal refuse bin fitted with a cover. All refuse, litter, etc. must be put in the bin which must be located at ground level. Under no circumstances should you allow slops of any description to be thrown on the ground.
115. All food stall holders must provide at least one waste bin per 10 foot of stall. All bins remain the responsibility of the tenant. Stalls that generate high levels of disposable items must ensure that the receptacles provided are large enough to contain the levels of refuse they expect to generate. Stallholders are responsible for the removal and emptying of bins and clearing the immediate area around their stalls. All rubbish is to be flat packed and placed into the skips provided nightly. All food stuffs must be stored in an appropriate manner. Liquid and food wastes must not be disposed of onto soft ground or into drainage points.
116. All licensees must take all reasonable steps to keep the site and ground in the immediate vicinity free from litter and paper and in a proper condition. At the end of the event, each site must be left clear of all waste and rubbish.
117. Grey water waste and ballast water must only be emptied into the main drainage point or taken away. It must not be drained onto the ground.
118. Waste water from the stalls on Walton Street must not be discharged into the main drain.
119. West Park is included within the cleaning regime. It is your responsibility not to leave anything of value outside that could be mistaken for rubbish as the team will NOT look into any litter receptacle or rubbish bag to determine whether it contains any items of value, which may consequently be disposed of.

Prohibited items which must NOT be sold or awarded as prizes from any site/stall.
This list is not exhaustive and Trading Standards may deem additional items unsuitable. Please see below sample pictures.

Air Horns



Alcohol



Drugs including drug related items



Flashing dummies



Laser pens



Silly String



Guns including



imitation guns



Permitted imitation guns



Tobacco and tobacco related items



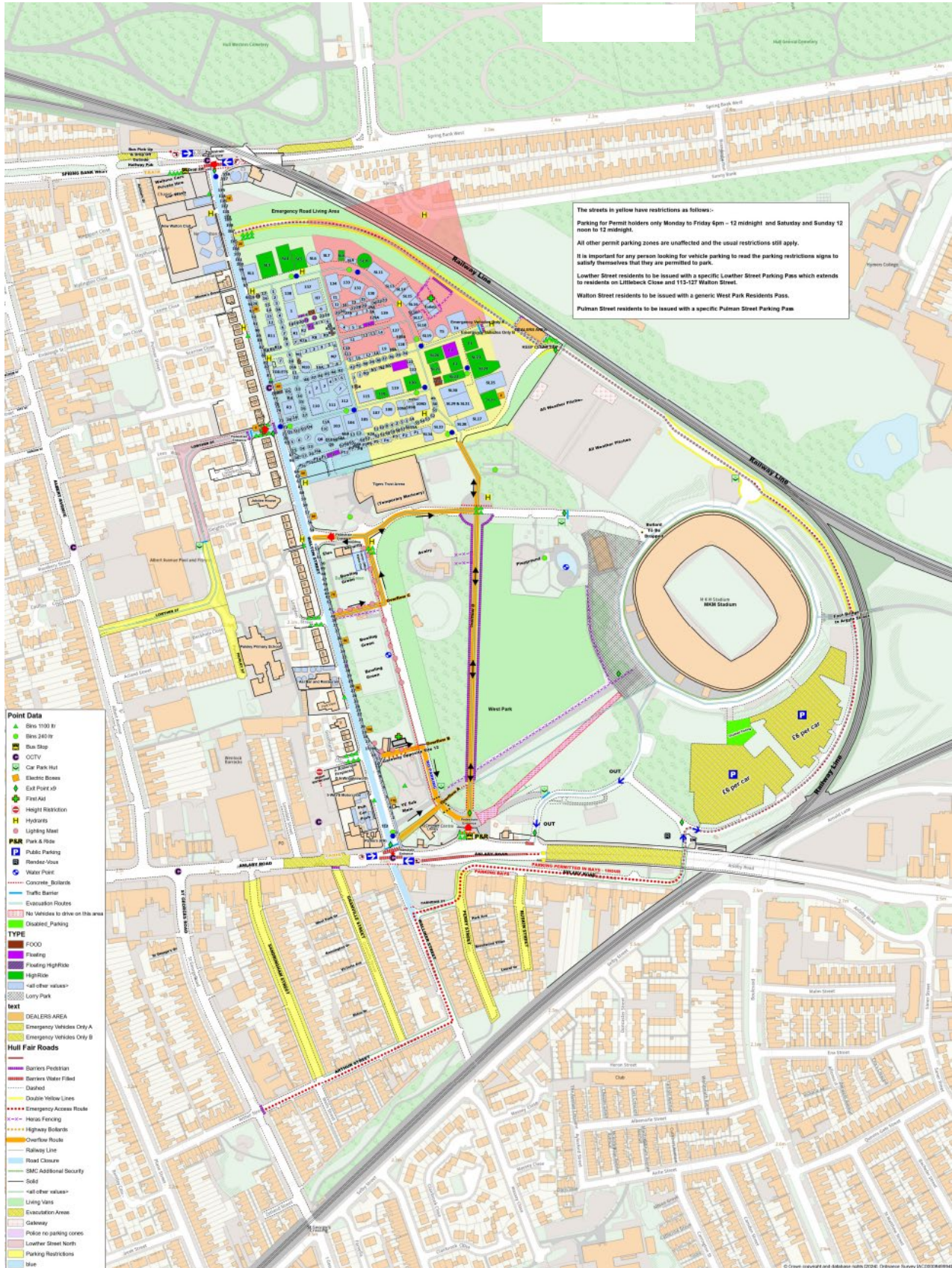
Imitation knives/swords

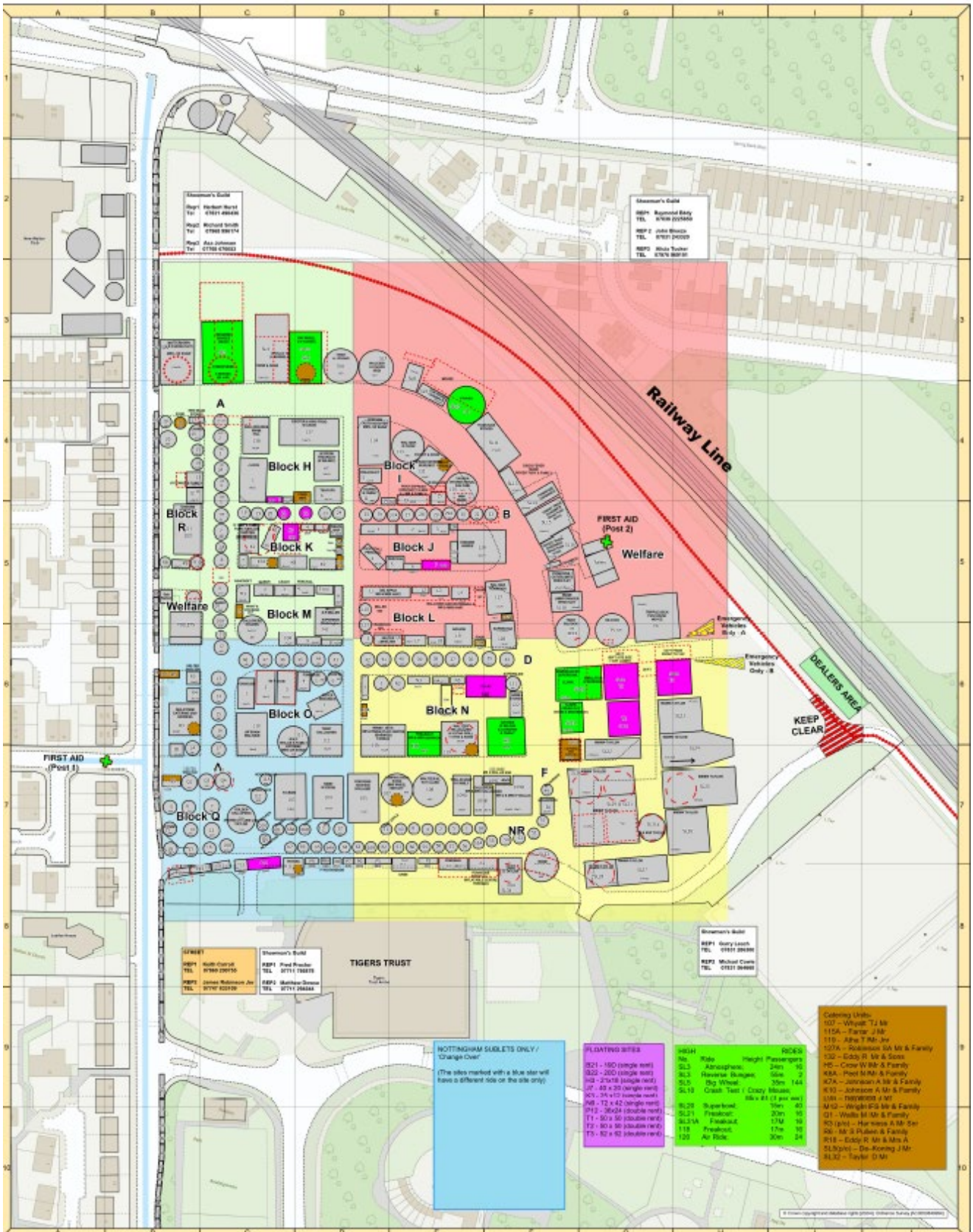


Other dangerous items



PLANS SHOWN BELOW ARE NOT TO SCALE AND FOR GUIDANCE ONLY –





EMERGENCY PROCEDURES

Hull City Council Seek Your Help

Should an accident occur within this fairground, access may be required for Fire Appliances and Ambulances. We may ask for your help to clear routes for these vehicles or to evacuate people from the area.

You can help by, upon request by anyone in Authority

STOP THE RIDE (IF APPLICABLE)

SWITCH OFF ANY AMPLIFIED MUSIC

STOP ANY AMPLIFIED ANNOUNCEMENTS BEING MADE IN CONNECTION WITH YOUR ATTRACTION

ALLOW YOUR PA SYSTEM TO BE USED BY THE STEWARDS TO BROADCAST AN ANNOUNCEMENT TO THE PUBLIC

BE PREPARED TO HELP IF REQUESTED BY A STEWARD, COUNCIL OFFICIAL OR SHOWMEN'S GUILD REPRESENTATIVE

In a major emergency, ride failure, ride stopping in failsafe mode, contact the Hull Fair Control immediately