

Sharrow Vale Community Association



This is the application form for a stall at Sharrow Vale Market, **Sunday 30th November 2025, 12 noon to 4pm.**

This form contains a compulsory question section followed by sets of questions for different stall types. Please print and complete this form in full, **ONLY** for the type of stall you wish to apply for.

Paper application forms (and cheques) should be posted to:
Sharrow Vale Market
328 Sharrow Vale Road,
S11 8ZL

A digital version of this form is available for application from our website: www.sharrowvalemarket.co.uk

The **deadline** for applications is strictly 10th October 2025.
You will be informed if you have been assigned a stall in the week of 20th October 2025 (approximately).

Please note, the market is run by a handful of volunteers, is not for profit and is in support of local good causes.

Thank you :)

Sharrow Vale Community Association



Compulsory Questions - all applicants should complete this section in full.

What is the name of your business?	
What is the name of the main contact?	
What is the email address? Please ensure it is written clearly or contact may fail.	
What is your phone number?	
What is your business address including post code?	
Would you be willing to share a stall with another trader? (You would have 1.5m wide frontage and pay half the price)	Yes - I can share a stall <input type="checkbox"/> No - I want a full pitch <input type="checkbox"/>
Petrol generators to power your stall are no longer allowed. If applicable, how do you intend to power your stall?	I intend to I do not have a generator or power supply <input type="checkbox"/>
If you intend to sell alcohol for consumption at the event, you will need to apply for a personal licence (TEN -temporary event notice). Please give details of your intentions.	I intend to I will not be selling alcohol to be consumed at the event <input type="checkbox"/>
Please confirm that you will use sufficient weights for any gazebo used (compulsory). Sufficient means 12.5-15kg PER LEG. They should be steel/iron discs, not small sandbags or water bottles.	I understand I will be asked to take down a gazebo that is inadequately weighted <input type="checkbox"/>

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<p>You must provide proof of public liability insurance to the value of 5 million pounds.</p>	<p>I have attached a copy of my insurance certificate <input type="checkbox"/></p> <p>I intend to purchase this if offered a stall and understand it must be supplied by 30th Oct <input type="checkbox"/></p>
<p>How are you going to pay for your stall? (Payment will not be taken until you are offered a stall. If offered a stall, this is conditional on receipt of payment). All profits are donated to local charities and good causes or fund community projects.</p>	<p>Pay SUMUP via a QR code or link (emailed to you if you are offered a stall) <input type="checkbox"/></p>
	<p>I have posted a cheque payable to SVCA. Address: Sh.vale Market, 328 Sharrow Vale Rd, S11 8ZL <input type="checkbox"/></p>
<p>You must complete a comprehensive risk assessment (including fire risk if appropriate) This may be reviewed by officers at Sheffield City Council. Note - templates available on our website.</p>	<p>I have attached my risk assessment(s) <input type="checkbox"/></p>
	<p>I will share my risk assessment if I am offered a stall, by the deadline of 30th October. <input type="checkbox"/></p>
<p>Is there anything else you would like to tell us? For example if you have an irregular size stall set up, you are applying for two pitches together or that you want to request a particular location. Note - Pitch sizes are 3m x 3m</p>	

That is the end of the compulsory questions. Please now complete **ONLY** the questions related to your stall category. Categories are: Hot Food and Cold Food, Charity Stall, Sharrow Vale Shop, Craft and Other Non-Food.

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Hot and Cold Food Stall Application

<p>Please describe as fully as possible the type of produce that you will be offering for sale.</p>	
<p>You must provide your hygiene rating. Note: We will not accept applications from those who are not 4 or above.</p>	
<p>You must provide the name of the local authority awarding your hygiene rating.</p>	
<p>You must attach a copy of your local authority hygiene rating certificate. This is required by Sheffield City Council.</p> <p>I have attached my certificate <input type="checkbox"/></p>	

This is the end of hot and cold food questions. Thank you for your application.

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Charity Stall Application

<p>Please describe as fully as possible the type of produce, service or information that you will be offering or selling.</p>	
<p>Please describe your wider charity work and the general aims of your organisation.</p>	
<p>Are you a registered charity?</p>	<p>Yes we are a registered charity <input type="checkbox"/></p> <p>No we are not a registered charity but we are a 'good cause' <input type="checkbox"/></p>
<p>Have you exhibited at The Sharrow Vale Market before?</p>	<p>No we are new to the market <input type="checkbox"/></p> <p>Yes we have exhibited before at a recent market <input type="checkbox"/></p> <p>Yes we have exhibited at the market before but not in the last 3 years <input type="checkbox"/></p>

This is the end of charity stall questions. Thank you for your application.

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Sharrow Vale Shop Application - This section is for those who already have a trading shop, cafe or other establishment on Sharrow Vale Road.

We will endeavour to place your stall outside your shop if you are assigned a pitch.

Please describe as fully as possible the type of produce that you will be offering for sale.	
Please confirm how you intend to use the pitch. Note - If you run a food outlet, you are permitted to use your pitch for additional customer seating. If you do not run a food outlet you are not permitted to use the pitch for seating as this will not contribute to the market effectively.	<p>I run a food outlet and will be using the pitch for additional seating <input type="checkbox"/></p> <p>I run a food outlet but will be using the pitch to sell items rather than provide additional seating <input type="checkbox"/></p> <p>I do not run a food outlet and acknowledge that I must use the pitch for selling products and services and not use it for seating <input type="checkbox"/></p>
Those selling food need to comply with regulations and display their food hygiene rating and awarding council prominently for customers to see.	<p>I do already display my rating prominently in my shop <input type="checkbox"/></p> <p>I will ensure my food hygiene rating is prominently displayed in my shop on market day <input type="checkbox"/></p> <p>I do not sell food <input type="checkbox"/></p>
On past occasions, some shops have failed to use their allocated pitch. This does not look good on the day and is unfair to the long waiting list of traders who have applied. Please tick this box to confirm that if allocated a pitch you WILL use it as stated on the day <input type="checkbox"/>	

This is the end of hot and cold food questions. Thank you for your application.

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Craft or Other None-Food Application

This part of the form is for craft stalls of any craft category including none-food.

Please describe as fully as possible the type of products that you will be offering for sale.

Which category of craft stall do you best fit into?

- | | |
|------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Art work or framed prints | <input type="checkbox"/> Candles |
| <input type="checkbox"/> Children's clothing | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Flowers or plants | <input type="checkbox"/> Gifts or personalised products |
| <input type="checkbox"/> Jewellery | <input type="checkbox"/> Pet accessories or supplies |
| <input type="checkbox"/> Pottery or ceramics | <input type="checkbox"/> Stained or slumped glass |
| <input type="checkbox"/> Yarn products (knit, crochet, macrame etc...) | <input type="checkbox"/> Vintage Clothing |
| <input type="checkbox"/> Other (Please state your category)..... | |

Please attach any pictures of your products you would like to share.
Alternatively give clear details of social media platforms where your products can be viewed.

This is the end of craft and none-food questions. Thank you for your application.