



## Bo-Kaap Market Vendor Application Form

### Event Details

- **Market Name:** Bo-Kaap Market
- **Venue:** Corner Pentz Street and Yusuf Drive, Bo-Kaap
- **Market dates:** Daily from 30 September 2025
- **Trading Hours:** 10:00 – 19:00 daily

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### Section A: Applicant Information

1. Full Name (Applicant/Business Owner): \_\_\_\_\_
2. Business/Trading Name: \_\_\_\_\_
3. ID/Passport Number: \_\_\_\_\_
4. Contact Number: \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Physical Address: \_\_\_\_\_

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### Section B: Business Profile

**7. Type of Business (tick one):**

- ☐ Food Vendor (Hot meals / Ready-to-eat)
- ☐ Fresh Produce Vendor
- ☐ Crafts / Handmade Goods
- ☐ Clothing / Accessories
- ☐ Other (please specify): \_\_\_\_\_

**8. Years in Operation:** \_\_\_\_\_

**9. Number of Employees (if any):** \_\_\_\_\_

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### Section C: Product Information

**10. List the items/products you wish to sell:**

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**11. Price Range of Products (attach detailed price list):**

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**12. Please attach at least 3 product photos.**

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#### **Section D: Compliance**

**13. Please attach copies of the following documents (if applicable):**

- ID Document (mandatory)
  - Business Licence (food vendors only)
  - Certificate of Acceptability (COA) (food vendors only)
  - Gas Compliance Certificate (if applicable)
  - Attach Proof of Address
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#### **Section E: Previous Participation (if any)**

**14. Have you traded at similar markets/events before?**

- ☐ Yes – please specify: \_\_\_\_\_
- ☐ No

**15. Provide a short biography about yourself/your business (max 150 words):**

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#### **Section F: Declaration**

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I, the undersigned, declare that the information provided is true and correct. I understand that:

- Only approved products may be sold.
- I am responsible for compliance with all health, safety, and trading regulations.
- Stall spaces are limited and allocated by the City of Cape Town.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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#### **Checklist – Required Attachments**

- ☐ Completed Application Form
- ☐ Photos of products
- ☐ Example of previous stall/booth (if available)
- ☐ Biography (short)
- ☐ Price list
- ☐ Copy of ID
- ☐ COA (food vendors)
- ☐ Business Licence (food vendors)
- ☐ Gas Certificate (if applicable)
- ☐ Attach Proof of Address



## Bo-Kaap Market – Vendor Information and Application Guidelines

### Acceptance Criteria

Your application will be evaluated based on:

- **Quality, uniqueness, and saleability** of your products.
- **Alignment with the authentic Capetonian theme** of the market.
- **Diversity and balance** across product categories.
- **Preference** to be given to people from Bo-Kaap

Applications will be reviewed by the **City of Cape Town Application Forum**.

- Successful applicants will be contacted **within 7–14 working days** of the closing date.
- Vendors are approved only for the items listed in their applications. Any changes or additions require prior approval.
- Vendors are allocated a **3m x 1.5m trading space** and are required to operate during all market hours.
- Trading spaces may not be loaned, given, or sub-leased.
- Vendors must comply with all relevant **health, safety, and regulatory requirements**.
- Food vendors must follow hygiene regulations, keep food at the correct temperature, and display items on clean, covered tables.

**Please note:** Criteria are subject to change. The Bo-Kaap Market reserves the right to limit vendor numbers and decline applications at its discretion.

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### Vendor Stand Information

Each vendor is responsible for providing:

- Any additional **decorations** for the interior and exterior of the stall.
- Vendor **signage** (vinyl banners are not permitted).
- **Shelving** or additional display units.
- Items required for **food preparation** (where applicable).

Vendors are also responsible for:

- Keeping their stall area clean at all times.
- Removing all waste at the end of each day (bin locations will be provided).

### Stand Décor

- Stalls must be **visually appealing** and products must be displayed neatly.
- Vendors are required to coordinate with the **Bo-Kaap Market décor and display team** before and during setup.

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## Supporting Materials

Your application **must include**:

1. Completed **application form** (see following pages).
  2. **Photographs** of all items to be sold.
  3. Examples of **previous booth or store displays**.
  4. **Biography** of the vendor and experience.
  5. A **price list** of all products.
  6. Copy of **ID book or card**.
  7. Copy of **Certificate of Acceptability (COA)** – food vendors only.
  8. Copy of **business licence** – food vendors only.
  9. Copy of valid **gas compliance certificate** (if applicable).
  10. Attach Proof of Address
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## Vendor Rules and Regulations

### General Requirements

- The Bo-Kaap Market reserves the right to accept or reject applications and products without explanation.
- All vendors must submit a **complete and signed application form**.
- Vendors may only sell **pre-approved products**. Any new items must be submitted in writing at least one week before the event for approval.
- Vendors must provide **required health and safety certificates** (COA, gas certificate, compliance certificates, etc.). Copies must be kept at stalls.
- Vendors are required to **operate for the full duration** of the market hours.

### Product-Specific Rules

- **Meat and Dairy Vendors:** COA must be displayed at the stall at all times.
- **Hot Food Vendors:** A limited number will be approved to ensure variety.
- **Sustainable Packaging:** Vendors are encouraged to use environmentally friendly packaging.

### Waste Management

- Vendors must provide waste bins at their stalls for customer samples and promote responsible waste disposal.

### Load-In and Load-Out

- Vendors must **offload products quickly**, park vehicles, then return to set up. The same applies when leaving to avoid congestion.

### Health and Safety Compliance

- Vendors are responsible for compliance with **all applicable laws** on production, display, sampling, and sales.
- Market management must be provided with copies of any relevant **permits and licences**.

### Vendor Identification

- Each stall must display a clear **business sign**.
- All product descriptions must be **truthful and accurate**.

### Conduct and Courtesy

- Vendors must act **professionally and courteously** at all times.
- Disputes with other vendors must be submitted **in writing** – public confrontation will not be tolerated.

### Stall and Equipment

- Vendors must bring their own **stands, tables, and gazebos**.
- Stalls must be **safe, stable, and fully covered** (umbrellas must be properly weighted).
- Prices must be **clearly displayed** either on products or on a price board.

### Cleanliness and Presentation

- Vendors are responsible for keeping stalls **clean and tidy** during and after trading.
- Long tablecloths are recommended to keep stock neatly hidden under tables.

### Stall Allocation

- Stall spaces are assigned by the **Market Manager**.
- The Bo-Kaap Market does not offer **exclusive rights** to sell a product – multiple vendors may sell similar items.

### Approval of Trading Rights

- Approvals are valid for the **current market season only**.
- Vendors trading across multiple categories must comply with all relevant requirements.