

FERRYHILL TOWN COUNCIL



POLICY

MARKET REGULATIONS

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INDOOR MARKET

The Ferryhill Outdoor Market (“The Market”) is operated by Ferryhill Town Council and supervised by the Council’s Markets Officer or any duly authorised representative of Ferryhill Town Council.

1.0 MARKET DAY

- 1.1 Friday 8.00am – 4.00pm
(except where these days fall on Christmas Day or Boxing Day)
- 1.2 All permanent stall holders must be on site by 8am otherwise pitches can be allocated to casual traders.
- 1.3 All stalls and vehicles must vacate the market by 4.30pm.
- 1.4 Market days and times may be varied by the Council
- 1.5 Market Traders will be given one month written notice of any changes under 1.4.
- 1.6 All traders will be charged for a stall, the Town Council may agree to special discounts to promote the market and this information will be cascaded to market businesses at the earliest opportunity by the Council’s Markets Officer or any duly authorised representative of Ferryhill Town Council.
- 1.7 Traders should ensure their stall is open for the duration of the trading hours above unless permission has been given by the Markets Officer to alter opening times.
- 1.8 The Council shall ensure that access to the Market is provided for traders one hour prior and after the opening times above.
- 1.9 The Town Council shall annually fix the standard weekly charge to be paid by all traders
- 1.10 The Council will give at least one month written notice of any change to the level of charge
- 1.11 The Markets Officer shall have the right to waive charges on any occasion deemed appropriate in consultation with the Town Clerk.

2.0 PAYMENT OF FEES

- 2.1 Cash payments are required and are collected by the Council’s Markets Officer or any duly authorised representative of Ferryhill Town Council.

- 2.2 Receipts are provided and the markets officer will process the payments through the reception till witnessed by the communications and administration officer or appropriate member of staff in his/her absence.
- 2.3 Rent is £1.25 per foot minimum rent £12.50 for market traders, subject to annual increase if agreed by council.
- 2.4 Rent for car boot sellers is £12.50 per pitch subject to annual increase if agreed by council.

3.0 PITCHES/PITCH SIZE

- 3.1 Traders must notify the Market Manager 7 days in advance, preferably in writing, and at least 7 days in advance if they intend to be absent from the market unless in the case of an emergency when they must notify the Markets Manager by 7.30am if due to emergency conditions.
- 3.2 If a trader's pitch is empty for 3 weeks running without any notification of absence being received then that trader will lose their pitch and line. If a market trader is missing for 4 full market days or more within a year without a reasonable excuse then the Council may remove the trader from the market as the regular line.
- 3.3 In the event of inclement weather the Market Manager can cancel the market in which case no rents are payable except for those traders who wish to remain, who will only be charged half rent. This will not count as one of the annual holiday market days. On such days the Market will operate at the western end of the market place so usual pitches will not be guaranteed.
- 3.4 The Town Council reserves the right through its officers to offer discounted rents for an introductory period to attract stalls to the market that are currently not there
- 3.5 Charity stalls are rent free subject to booking in advance – only one Stall per week allowed.
- 3.6 Minimum pitch size is 10 feet.

4.0 CASUALS

- 4.1 Casual traders must book a pitch with the Market Manager.
- 4.2 Casual traders must provide a certificate of public liability insurance being permitted to trade.
- 4.3 Casual traders will not duplicate goods being sold elsewhere on the market without the permission of the Market Manager.

- 4.4 When empty pitches are available the Market Manager will allocate casual traders a pitch immediately.

5.0 CODE OF CONDUCT

- 5.1 No trader shall use any public address equipment, radio or similar apparatus in the Market.
- 5.2 Traders shall refrain from offensive and unduly noisy behaviour
- 5.3 No trader shall hawk or carry about any article for sale.
- 5.4 If any part of a traders display is considered by the Markets Officer to be likely to cause offence to the public or in breach of statutory requirements, the trader shall be required to remove it.
- 5.5 Traders must comply with all reasonable instructions given by the Markets Officer.
- 5.6 Traders shall not offer discounts to any members, employees, officers or agents of the Council.
- 5.7 No "A-Boards", posters, signs or similar are permitted in the Market Area without the permission of the Markets Officer
- 5.8 Traders are permitted to use the public toilet facilities in the Car Park area used for the market.
- 5.9 Traders are to treat fellow traders with respect and courtesy at all times.
- 5.10 Complaints about traders or the Market operations should be made to the Markets Officer.
- 5.11 Traders must keep their pitch in a suitable condition

6.0 GOODS OFFERED FOR SALE

- 6.1 Traders shall only trade the range of goods agreed with the Markets Officer.

7.0 COMPLIANCE WITH LAW

- 7.1 It is the responsibility of the trader to be aware of all legislation governing their trade
- 7.2 Traders must comply with all current legislation pertaining to the sale of their goods

- 7.3 Traders selling food must ensure compliance with the Food Safety Act 1990, the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995.
- 7.4 Failure to abide by appropriate legislation will result in a place being revoked and all fees being forfeited.
- 7.5 Traders must have public liability insurance and provide a copy of an up to date certificate as requested by the Council's Markets Officer or any duly authorised representative of Ferryhill Town Council.

Annual checks will be completed during the month of April.

8.0 DISPOSAL OF WASTE

- 8.1 Traders must keep their stalls and fittings clean and free from litter
- 8.2 `Wheelie bins are provided for the use of the market traders for refuse generated on the market.
- 8.3 All traders are personally responsible for ensuring that all their rubbish is put into the bins and that pitch areas are left clean and tidy, this is not to be carried out by council staff who are only responsible for the removal of the skip.

9.0 APPLICATIONS TO TRADE

- 9.1. All applications to trade must be made via the Markets Officer.
- 9.2. The decision to grant a space will be made by the Markets Officer.
- 9.3. Decisions to grant a space will be based upon established criteria as developed by the Town Clerk and Markets Officer.
- 9.4. Appeals from those who have not been awarded a stall will be considered by the Town Clerk in consultation with the markets officer.

10.0 TRADING REGULATIONS

- 10.1 It is the responsibility of all traders to acquaint themselves with the trading regulations regarding their own specialist area and abide by them. Ignorance of these cannot be treated as an excuse.
- 10.2 Where it is required the registered stall holder must ensure that all staff are properly trained to meet the necessary standards and regulations. Certificates as proof of training must be made available to the local authority or the Market Manager on request.

- 10.3 Registered stall holders must ensure that they comply with all relevant legislation with regards to the employment of minors and must on request be able to produce to the local authority a teacher's certificate in respect of any minor.
- 10.4 All permanent stall holders must be on site by 8am otherwise pitches can be allocated to casual traders.
- 10.5 All stalls and vehicles must vacate the market by 4.30pm.

11.0 VEHICLES

- 11.01 All vehicles not parked behind traders stalls are to be parked off the market area.
- 11.2 Vehicles must not be parked on the pavement or parked in a way that causes an obstruction.
- 11.3 No vehicles are allowed on or off the market before 3pm unless authorized by the Market Manager – this is a Health and Safety ruling.
- 11.4 Vehicles are permitted to be left on the market at the Market Managers discretion

12.0 EMERGENCIES/ABSENCE

- 12.1 Traders should notify the Market Manager if they are going to be absent on holidays
- 12.2 If due to breakdown or illness please advise the Market Manager on the following numbers – 0794 7918142.

13.0 BEHAVIOUR

- 13.1 Responsibility for adherence to the rules and the behaviour of any person employed or temporarily manning a stall remains with the person to whom the stall was allocated.
- 13.2 Traders must ensure that they or any person working for them does nothing which in the opinion of the Market Manager is a nuisance or annoyance to members of the public or which may be detrimental to the efficient operation of the market.
- 13.3 The following codes of conduct are to be adhered to at all times:
 - a. No swearing or arguing
 - b. No fighting

c. No drugs or alcohol (promotion or consumption).

13.4 Scams, run outs and mock auctions are not permitted. Stall holders will instantly lose their pitch if they or any person working for them is guilty of any of these.