

# MARKET TRADERS

## INFORMATION AND APPLICATION PACK

Neighbourhood Services  
Mendip District Council  
Council Offices  
Cannards Grave Road  
Shepton Mallet  
Somerset  
BA4 5BT  
Version 1.0

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## 1.0 DEFINITIONS

The Council	Mendip District Council
Market Officer	<p>Mendip District Council's Representative. He/she has a range of authorisations, responsibilities and skills which are summarily laid out below.</p> <p>A Market Officer has the power to use his/her own discretion regarding the market regulations.</p> <p>A Market Officer will always be on site during market hours.</p>
Regular Trader	<p>A trader who has been granted the use of a pitch for market selling on a particular market site and attends and pays for 50 weeks of the year on that site.</p> <p>He/she must claim their pitch by the appointed time relevant to that market, or they may risk the pitch being allocated to a 'Casual Trader' (see Market Appendices 3.0).</p> <p>He/she will be required to pay the relevant daily charge whether or not they attend the market, in order to reserve their status as a Regular Trader.</p> <p>He/she must have been a regular trader in this way for at least 12 months.</p>
Casual Trader	<p>A person who attends a particular market with his/her goods, in the hope that they may be allocated a trading position for that day <u>only</u> from the vacant positions remaining available after Regular traders claim deadline.</p> <p>A Casual trader is not guaranteed a pitch. A Casual trader will be considered for a Regular trader privilege when a suitable trading position becomes available, and after 12 months of regular trading. A Casual trader will pay the same rent as a regular trader.</p>
Market Ground	Any of the identified market locations within the Mendip District Council area.
Trading Licence	A licence issued by Mendip District Council which allows a stall holder to trade at a specific Council run market.
Traders Register	Book held by Mendip District Council identifying all stall holders issued with a trading licence. This is available for inspection with written notice.

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Public Liability Insurance	<p>It is a requirement of trading that you will have insurance. This insurance indemnifies the Council against any claims made against them arising out of the actions of traders using the Council's markets.</p> <p>The minimum current level of cover required is £5 million pounds.</p> <p>A copy of your insurance will need to be provided to the Market Officer each year upon its renewal.</p> <p>It is a legal requirement to carry proof of insurance at all times.</p>
Qualifying period	<p>The period beginning on the next 1st April after a Regular Trader has completed 12 months of continuous trading.</p>
Registered Stallholder	<p>Includes all traders registered with the Council, their agents, the stallholder and any employees.</p> <p>Any regulation requiring a registered stallholder not to do any act or thing, includes an obligation not to permit or suffer that act or thing to be done by another person.</p>
Primary Period	<p>From 1<sup>st</sup> April to 31<sup>st</sup> December</p>
Secondary Period	<p>From 1<sup>st</sup> January to 31<sup>st</sup> March</p>
Trading Week	<p>Means a particular trader's usual trading day or days on a particular Mendip District Council market.</p>
Rules	<p>Mendip District Council reserves the right to amend / alter these rules as deemed necessary.</p>

## 2.0 MARKET REGULATIONS

The Market Regulations are set out below, these regulations apply to all traders on any MDC market. The regulations which are specifically applicable to casual traders are highlighted in *italics*.

### 2.1. Market Hours

- 2.1.1. The days and the hours of trading at the markets will be determined by the Council, notified to traders and where practical, displayed on the Council website. See Market Appendices 3.0. In extreme cases the Market Officer may need to change the opening / closing times, this will be at the Market Officer's discretion.
- 2.1.2. Trading shall not take place before or after these times and stalls on the market ground shall be vacated within two hours of the official closing time unless by prior arrangement with the Markets Officer.

### 2.2. Trading Conditions

- 2.2.1. Traders must comply with all current national and local legislation.
- 2.2.2. Traders, who have an allocated Regular trading position on a particular market and particular market day, must claim that position no later than the times specified for individual sites. See Market Appendices 3.0. Failure to do so may result in the temporary allocation of the trading position to a Casual trader with no abatement of any charges due from the Regular user.
- 2.2.3. The Market Officer reserves the right to change the allocation of stall positions at his / her discretion for the overall benefit of the market.

### 2.3. Unavoidable Delay

- 2.3.1. In the event of a trader arriving late, the Market Officer may hold the pitch open, provided that he/she has been contacted prior to the deadline time as per Market Appendices 3.0 for each particular market.
- 2.3.2. If a trading position is reserved as in 2.3.1 above and the trader fails to attend, the Council reserves the right to hold that trader liable for the payment of a fee in addition to his/her normal charge for use of that position.

## 2.4. Holidays

- 2.4.1. Regular traders with a minimum of twelve months Regular service to a particular Mendip District Council market will be allowed two weeks free of charge in the next qualifying period [April 1st. - March 31st.], during which they may take leave if so desired without the risk of losing their trading position.
- 2.4.2. If taking leave, this must be pre-arranged by notice in writing at least two weeks in advance to the appropriate Market Officer. All leave must be taken by 31st. March each year. Any leave that exceeds the two weeks holiday in 2.4.1. will be charged at the regular rate.
- 2.4.3. Leave may not be carried over into the succeeding year.
- 2.4.4. A week will comprise of a particular trader's usual Regular trading day or days on a particular Mendip District Council Market.
- 2.4.5. *Casual traders with a minimum of 12 months continuous registration will deem to become a Regular trader if they so wish, by providing 7 days written notice to the Market Officer at any time after the 12 month period has passed.*

## 2.5. Health and Safety

Mendip District Council is committed to delivering, improving and developing safe markets for traders and customers. In order to ensure this, the Council requires traders to comply with the following requirements;

- 2.5.1. Traders will not be allowed onto a market site until the health and safety handover between the canopy erecting contractor and the Market Officer is complete. The Market Officer has discretion to allow large or complicated stalls on early if he/she deems it safe to do so.
- 2.5.2. No alterations to the structure, size, shape or position of the stall shall be permitted without the consent of the Market Officer. No alterations or additions to the exterior of a unit shall be permitted without the consent of the Market Officer.
- 2.5.3. Vehicles are not permitted to remain on the market once goods have been unloaded / loaded, traders are required to move their vehicles. Traders may unload / load on the markets between the specified times in Market Appendices 3.0.
- 2.5.4. Traders are not permitted to encroach on the aisles in a way which impedes pedestrian movement around the market, or presents a

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safety hazard or which may be detrimental to the efficient operation of the market. The decision of the Market Officer is final on such matters.

- 2.5.5. An additional unit licence for the display of goods on the exterior face of a unit is permitted at the Market Officer's discretion. Apply in writing.
- 2.5.6. Where lighting is provided, stallholders are not permitted to connect additional electrical equipment to the circuit or display goods using the electrical ducting for support. Traders are responsible for the changing of their own light bulbs within their unit.
- 2.5.7. The electricity supply available is not finite. Before anything is plugged in it must be agreed with the Market Officer in advance.
- 2.5.8. Where traders use the electricity supply provided, the maximum loading per stall is 150W.
- 2.5.9. All portable electrical appliances owned by a trader must be maintained in good condition and annually inspected by a competent person. Copies of inspection certificates must be retained and, where requested, provided to the Market Officer.
- 2.5.10. If electricity is utilised on a stall, the trader responsible for that stall shall ensure that there are no exposed cables and that the use of electricity would not cause a hazard to members of the public or others.
- 2.5.11. All traders must keep the stall / unit and area immediately around it clean and free from litter at all times both during and at the close of the day's trading.
- 2.5.12. Refuse must be disposed of in a safe manner in the waste receptacles provided by the Council or in sealed bags / boxes. Cardboard boxes should be folded flat before being put into the large bins. All sharp objects and tins / glass must be wrapped and contained in hard boxes and disposed of in the Council supplied trade refuse bins or removed by the trader.
- 2.5.13. Traders must ensure that all public / environmental health and safety regulations are observed at all times. Any accident caused through failure to observe statutory requirements or negligence is the responsibility of the licensed trader.

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- 2.5.14. Traders are responsible for ensuring that they conduct their business in such a manner as to minimise the risk of fire. All traders must ensure there is adequate means of fire fighting within their unit. In addition, where food is being cooked or heated, a fire blanket must also be available. Traders must ensure that all fire extinguishers are inspected annually by a qualified person, and a record kept, which is required to be available upon inspection at any time during, prior and after the market by any MDC Officer.
- 2.5.15. Where traders are intending to bring such items as generators to their stall or unit these should be positioned so as not to cause an obstruction. No fuel for equipment shall be brought to the stall or unit other than that already contained within the equipment. Generators must be inspected by a qualified person and a record kept, which is required to be available upon inspection at any time during, prior and after any market by any MDC Officer
- 2.5.16. Any request for stall / unit / pitch transfer will be examined individually and will be considered on the basis of length of service, line of trading, fee payment, promptness and trading record.
- 2.5.17. Traders are required to comply with all reasonable improvements to safety where directed by the Market Officer or forfeit their right to trade at that market.
- 2.5.18. Traders shall be responsible for ensuring that their stall area is free from trailing cables. If trailing cables are unavoidable correct rubber covering must be provided and installed over the top of the wiring, so not to cause a trip hazard.
- 2.5.19. In adverse weather conditions the Market Officer may take the decision to abandon the market. The Market Officer will notify traders as soon as possible either by telephone in advance or in person on the market.

## 2.6. Market Charges

- 2.6.1. Charges are payable on demand. Regular traders are required to pay for their stall one week in advance by either cash, cheque or by direct debit. *Casual traders must pay in cash only on market day.*
- 2.6.2. Where a trader attends any market at which he / she has a stall but fails to pay on demand, that trader will be considered to be in arrears and recovery action will be taken for the arrears, together with all costs incurred in such recovery.



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- 2.6.3. Failure to pay charges when due will result in the privilege of trading on any Mendip District Council market being withdrawn.
- 2.6.4. Traders shall use only the stall or ground paid for.
- 2.6.5. Traders shall not withhold payment of charges for any reason without forfeiting their right to trade at that market.
- 2.6.6. An official receipt will be given for charges paid. The receipt must be retained for the duration of the day's trade and made available for inspection on demand by the Markets Officer or any authorised official acting for the Council.
- 2.6.7. The Council reserves the right to review charges as they see appropriate, giving a minimum of 14 days notice.
- 2.6.8. Any trader who is VAT registered must declare it to the Markets Officer and to the relevant tax authority.

## 2.7. *Allocation of Stalls - CASUAL TRADERS*

### 2.7.1. *Attendance*

- 2.7.1.1. *A casual trader attending a market must, in the first instance, report to the Market Officer no later than the appointed time for that particular market. See Market Appendices 3.0*

### 2.7.2. *Public Liability Insurance*

- 2.7.2.1. *The trader must provide proof of holding current public liability insurance (including a valid NMFT card if appropriate) before he/she will be issued with a day's trading licence.*
- 2.7.2.2. *There is no guarantee that a stall or pitch will be available on the day. The Market Officer's choice of pitch is final and non-negotiable.*
- 2.7.2.3. *Licensed stallholders shall maintain a policy of public liability insurance to a minimum of five million pounds and produce such certificate of insurance on demand to the Markets Officer or any duly authorised Officer of the Council.*

### 2.7.3. *Casual Traders Licences*

- 2.7.3.1. *On successful allocation of a casual pitch, the Market Officer will issue a day's trading licence to the trader, on which will be written the trader's name, description of*

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*goods and date of issue. The same details will be recorded in the Traders Register by the Market Officer and will be open to inspection by traders upon request.*

## 2.7.4. Pitches – Wells

2.7.4.1. *Traders who are able to provide their own stall equipment which meets the standards of safety and appearance required by the Council, may be allowed in certain circumstances to erect and trade from such equipment on a pitch in Wells when appropriate space is available. There is no guarantee of which pitch, if any, a trader may be granted use or any given site or day. The Council's decision about areas allowed for pitches stall equipment and traders who may occupy them will be final.*

## 2.7.5. Allocations

2.7.5.1. *Stalls will be allocated on a daily basis by the Market Officer. Any trader found to be using a stall or pitch without prior authority will be requested to leave the market forthwith, presence at the market is strictly in accordance with the policies and procedures of the Council, the Market Officers decision will be final.*

## 2.7.6. Basis of Allocation

2.7.6.1. *Pitch allocations shall be made on the basis of seniority of the trader in relation to number of times he/she has attended that particular Mendip market. Consideration as to the type of goods the trader may sell will be taken into account and should not be detrimental to Regular traders businesses.*

## 2.7.7. Selective Allocation

2.7.7.1. *Market Officers retain the discretion to introduce a novel or under-represented commodity, irrespective of Casual list seniority, if it is considered to be in the best interests of the market.*

## 2.7.8. Refusal of an Allocation

2.7.8.1. *Where a trader refuses to accept the trading location offered he/she will be requested to leave the market and considered to be absent on that day. The Council reserves the right not to allocate a trading position even if it is vacant.*

## 2.8. Allocation of stalls - REGULAR TRADERS

### 2.8.1. Attendance

2.8.1.1. Regular traders attending a market must, in the first instance, report to the Market Officer no later than the appointed time for that particular market or they may forfeit their pitch for the day and still be liable for the usual pitch fee. The Market Officer has discretion here. See Market Appendices 3.0.

### 2.8.2. Public Liability Insurance

2.8.2.1. The trader must provide proof of holding current public liability insurance before he/she will be issued with an annual trading licence.

2.8.2.2. There is no guarantee that the same stall or pitch will be available at every market.

2.8.2.3. Licensed stallholders shall maintain a policy of public liability insurance to a minimum of five million pounds and produce such certificate of insurance on demand to the Markets Officer or any duly authorised Officer of the Council.

### 2.8.3. Regular Traders Licences

2.8.3.1. On successful allocation of a regular pitch, the Market Officer will issue a trading licence to the trader, on which will be written the trading name, description of goods and date of issue. The same details will be recorded in the Traders Register by the Market Officer and will be open to inspection by traders upon request.

### 2.8.4. Allocations

2.8.4.1. A stall allocated to a Regular trader who does not attend the market for three weeks in succession will be considered vacant, unless he/she has given a reason which is acceptable to the Markets Officer, in his / her absolute discretion. Documentary proof (e.g. medical certificate) may be required as proof of reason for absence.

## 2.8.5. Change of Allocation

- 2.8.5.1. The Markets Officer will, where practical, advise the relevant market trader or his/her representative prior to re-allocating or transferring the regular trading pitch.

## 2.9. Waste Disposal

- 2.9.1. All refuse and food wastes shall be deposited by traders (including their agents and employees) in the containers provided for the purpose. Particular attention should be given to plastic bags, wrapping and other paper which tend to blow about the town centres when not properly deposited in bins. Cardboard and boxes too large to fit in the bins provided must be left on top of the stall in a single box, stacked or crushed down cardboard. Coat hangers must not be left loose on the ground; they must be collected together and placed into the bins or a box.
- 2.9.2. All traders are responsible for maintaining, free from refuse and in a clean condition, the stall fittings and area immediately adjacent and underneath the stall. This regulation must be strictly adhered to and failure to do so may result in the loss of trading privileges.

## 2.10. Goods To Be Sold / Changes In Listed Goods

- 2.10.1. A trader shall sell or expose only those goods authorised by the Markets Officer upon his/her licence.
- 2.10.2. Any request for additions or changes in the type of goods must be submitted in writing to the Markets Officer for consideration prior to the change.
- 2.10.3. The Market Officers decision will be final.
- 2.10.4. No trader shall store, display or sell on any market ground any explosive materials, fireworks, hazardous liquids, bulk gases or any substance which might be a source of danger to anyone attending a market
- 2.10.5. No trader shall store, display or sell on any market ground any item which is offensive to public taste and morals. The Markets Officer's decision will be final and binding.
- 2.10.6. No counterfeit goods are allowed on the market at any time. Any counterfeit goods found to be on sale will result in the expulsion of the trader forthwith as this is a criminal offence, and the appropriate authorities will be informed.

## 2.11. Conditions Related to Use of Stalls

### 2.11.1. Damage

2.11.1.1. Traders or their agents and employees must not alter, extend or erect signage on the stalls they use, which are the property of the Council, without express permission of the Council.

2.11.1.2. In the event of damage caused by any trader, the cost of repairing such damage shall be recoverable from that trader by the Council and in default in any such payment shall be recoverable by legal action.

### 2.11.2. Lighting

2.11.2.1. Traders are not permitted to light the stalls other than by previous arrangements with the Market Officer, and the electrical load is limited to 150W per trader.

### 2.11.3. Fire

2.11.3.1. Traders are responsible for ensuring that they conduct their businesses in such a manner as to minimise the risk of fire.

2.11.3.2. Traders must not install any heating apparatus of any kind and the use of generators is strictly forbidden without the prior consent of the Markets Officer.

### 2.11.4. Obstruction

2.11.4.1. No goods shall be placed on the floor of any market or on or about any stalls, so as to obstruct the free passage or viewing of goods by persons using that market.

2.11.4.2. Frontage build-outs must not exceed the marked boundaries, where provided and any build-outs will need to be pre-approved by the Market Officer.

2.11.4.3. *Approved build-outs belonging to or used by Casual traders may not be set up before their letting arrangement for that day has been completed to the satisfaction of the Markets Officer.*

## 2.12. Traffic on Market Premises

- 2.12.1. All vehicles on leaving any market must use only the approved entrances exits.
- 2.12.2. No vehicle shall exceed 5 mph in market areas.
- 2.12.3. Vehicles must park at all times in such a manner so as not to obstruct traffic and, if required, must park in accordance with the directions of the Markets Officer.
- 2.12.4. All traders' vehicles are to be removed from the market ground in the mornings and return in the evenings, in accordance with the time schedules for each individual market site. Vehicles are not permitted on the Market during operating hours, without express permission from the Markets Officer. See Market Appendices 3.0 or at the Market Officer's discretion.

## 2.13. Employment of Children and Young Persons

- 2.13.1. All traders must comply with the Children and Young Persons Act 1933 & 1963, the Education Acts 1944-48 and the Employment of Children Act 1973.
- 2.13.2. A "child" is any person not over compulsory school age.
- 2.13.3. "Employed" is extended to include any child who assists in a trade or occupation even where the child receives no monetary reward.
- 2.13.4. The Market Officer should be pre-advised if children are to be present at a market stall. Children working at the market stall must have an understanding of this pack and the operation of the market.

## 2.14. Conduct of Traders

- 2.14.1. All traders, their agents and/or employees (paid or unpaid), are required to conduct themselves whilst attending the markets in an orderly manner, and not use their trading positions so as to cause annoyance, inconvenience or concern to any other users of the market and/or market management (including its contractors), departmental management or Council Members.
- 2.14.2. No registered trader may do anything on the stall and/or on the market ground which will contravene any statute, regulations or bye-laws relating to the market which may from time to time be in force.

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- 2.14.3. Traders and all others attending the markets are expected to observe, respect and carry out the reasonable instructions and directions of the Markets Officers or any other authorised Officer of the Council.
- 2.14.4. Traders should not encourage their customers to utilise public or other toilet facilities as clothing changing rooms.
- 2.14.5. Any observed breach of these Market Rules or Regulations will result in a verbal warning; if a further breach is committed then a warning letter will be issued to the trader. This letter will remain on file for a period of 52 weeks. In the event of a further breach of the Rules or Regulations within that 52 week period, the trader will be suspended at the discretion of the Markets Officer from trading on all MDC markets for a period of not less than one week and not more than two weeks.
- 2.14.6. Should a trader offend on a third occasion within the 52 week period of the original warning letter, the trader will have his/her registration cancelled and not be permitted to trade on any of the Council's markets in the future, or for such other period as the Council may in their absolute discretion determine.
- 2.14.7. If, in the opinion of the Market Officer, a market trader has caused, permitted or has become culpably involved in a serious breach of good order or has been convicted of a serious criminal offence, the trader will be suspended immediately from attending all MDC markets.
- 2.14.8. The Council may, after consideration, terminate the trader's licence(s) or may extend the suspension or end the suspension.
- 2.14.9. Charges will be levied during any period of suspension, at the same rate as if the trader had attended the markets, whether their reserved stall is temporarily reallocated or not.
- 2.14.10. Responsibility for adherence to the rules and for the behaviour of any person employed or manning a stall still remains with the person to whom the licence was allocated.
- 2.14.11. Stall holders must ensure that they, or any person working for them, does nothing which in the opinion of the Market Officer is a nuisance or annoyance to a member of the public, other producers, traders or directly to the Market Officer or detrimental to the efficient operation of the market.
- 2.14.12. The following codes of conduct are to be adhered to at all times by all stallholders and their representatives:
  - 2.14.12.1. No swearing or arguing



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- 2.14.12.2. No fighting
  - 2.14.12.3. No drugs or alcohol (promotion or consumption)
  - 2.14.12.4. No smoking in the vicinity of the market stalls.
  - 2.14.12.5. No children (unless approved in advance by the  
Market Officer)
  - 2.14.12.6. Mock auctions are not permitted.
  - 2.14.12.7. No explicit music
- 2.14.13. Traders are expected to present a positive image at the market and to treat customers, fellow traders and others with courtesy at all times.
- 2.14.14. The Council reserves the right to exclude a stallholder who has breached the rules or falsified application information or whose actions are not in the best interests of the market.
- 2.14.15. Traders are required to conduct themselves in a manner that does not bring any adverse publicity to the market, fellow traders or the Council.

## 2.15. General Matters

- 2.15.1. No traders shall engage in "pitching" i.e. calling out their wares or demonstrating their goods except in places within the market area which may be designated by the Markets Officer.
- 2.15.2. No food for human consumption other than greengrocery, fruit, vegetables, or eggs may be sold on a general market from an open market stall (no roof covering) unless it is totally enclosed in wrapping or other provision container, so as to exclude any form of contamination
- 2.15.3. Perishable food must be protected from adverse weather conditions.
- 2.15.4. Traders selling food must comply with Food Hygiene legislations and provide their completed food registration form, food hygiene certificate and have registered with their own Local Authority.
- 2.15.5. The sale of live animals, fish (excluding shellfish), birds and other fowl shall not be permitted.
- 2.15.6. Acupuncture, ear and body piercing, tattooing or electrolysis will not be permitted on any Council market ground.



## 2.16. Farmers and Producers Market

- 2.16.1. All products sold must where possible be grown, reared, caught, brewed, baked, smoked, processed, made or crafted by the stallholder. Ingredients of made food products should, as far as possible, be grown, raised or caught by the producer of the finished article. (e.g. sausages should contain meat raised by the producer/farmer and not simply be made by them from bought-in ingredients). The producer or their direct representative must attend the stall throughout the trading period. In the case of original works of art, the artist must attend the stall.
- 2.16.2. Producers and their direct representatives must be in a position to inform customers of the production methods and other relevant information relating to the goods which they are offering for sale.
- 2.16.3. Farmers and producers must be able to substantiate claims of GM free production, organic production methods, etc. on demand by market officers and members of the shopping public. Craft item producers claiming sustainable raw material production methods must similarly be able to validate their claim with documentary evidence.
- 2.16.4. The farmers market section is bound by the same rules as the rest of the market and will follow the same time schedules.
- 2.16.5. Farmers and producers selling food must be registered with either Mendip District Council Environmental Health Department or the Environmental Health Department of their home authority. Up-to-date inspection certificates must be available for inspection.
- 2.16.6. All food must be transported, displayed and handled in accordance with the appropriate Food Hygiene legislation.
- 2.16.7. Copies of all relevant certificates should be lodged with the Market Officer for record purposes and also be available on the day of trading for inspection by any MDC Officer.
- 2.16.8. Craft stalls and entertainment may be accepted at farmers markets at the Market Officer's discretion. An application form will still be required.
- 2.16.9. The registered stall holder is responsible for ensuring any staff or helpers are properly instructed in food hygiene.

## 2.17. Dispute Procedure

- 2.17.1. All traders are advised to comply with the lawful requests of Markets Officials and should, if aggrieved, record their grievance in writing and submit it to the onsite Market Officer.

- 2.17.2. Any failure to resolve a dispute should be taken up with the Council's Contracts Manager, Operational Assets and Contracts when the aggrieved person and his/her representative will be given an opportunity to discuss the issue.
- 2.17.3. No approach should be made to any Senior Officer of the Council until these procedures have been fulfilled.
- 2.17.4. In the event that any grievance relating to these regulations cannot be resolved between the stallholder and the Contracts Manager, the stallholder may put their grievance in writing to the Manager, Neighbourhood Services for his/her adjudication. If after a decision from the Manager, Operational Assets and Contracts, the stallholder is still aggrieved, the matter will be referred to the appropriate Cabinet Portfolio Holder, who, in consultation with the Corporate Manager, Governance, Assets and Public Spaces will make a decision which will be final and binding on all parties.

## 2.18. Application

- 2.18.1. Applications for places at the markets have to be made in advance and will be assessed by the Market Officer, an application is no guarantee of a placement.
- 2.18.2. Payment for a stall is required one week in advance or per agreement with the Markets Officer, if the arrangement to pay on the day is agreed then cash or cheque is payable without fail on the date of trading. Failure to pay the pitch fee will result in your authorisation to trade at a Mendip market being revoked. Cancellations must be made by contacting the Market Officer. At least 14 days notice is required or the full pitch fee will be due.
- 2.18.3. Payment is non-refundable, unless cancellation is due to an emergency or illness. The Market Officer has the authority to use his/her discretion. If the usual Market Officer is not available a relief officer will be contactable.
- 2.18.4. Stallholders who do not attend regularly, or according to their application, and do not notify the Market Officer in advance of the reason may forfeit their place at the market.
- 2.18.5. Food producers have a responsibility to notify Council of any changes. Notifications must be made in writing in advance if they wish to make any changes with regard to trade, goods, insurance or staffing.
- 2.18.6. All traders must maintain their own employee, public and product liability insurance. Proof of public liability insurance cover must be

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provided (insurance certificate), where applicable a food hygiene certificate, National Insurance number, proof of identity and right to work (see licence). These should be available for inspection at all times.

- 2.18.7. Where we have more than one applicant for the same commodity it will be left to the Market Officer's discretion to allocate pitches and his/her decision will be final.
- 2.18.8. New stallholders will be required to attend the market for a minimum of four consecutive monthly occasions. Failure to comply may jeopardise their consideration for future places on the market.
- 2.18.9. Seasonal producers will need to give at least one month's advance notice and state on their application form which months they would like to be considered for trading.
- 2.18.10. *Stalls for casual traders may be available subject to space. In the case of a food stall, the stallholder should be a genuine producer. Charity/community organisations promoting or fund-raising their activities will be allowed, subject to availability of stalls and at the discretion of the Market Officer.*
- 2.18.11. Stalls will be available for producer co-operatives, smaller seasonal producers and local groups. Shared stalls will be allowed for those groups who are unable to fill a full size stall. An application form, copies of appropriate insurance and evidence of registration with Environmental Health Officers where appropriate will need to be completed for shared/community/charity groups.

## 3.0 APPENDICES

### 3.1. Frome Market (Appendix 1)

#### 3.1.1. Days

- 3.1.1.1. Wednesday and Saturday

#### 3.1.2. Times

- 3.1.2.1. Registered Regular stall holders must be in attendance before 8.30am
- 3.1.2.2. Casual allocation will take place at 8.30am
- 3.1.2.3. All vehicles must have left the market no later than 9.00am
- 3.1.2.4. Vehicles will be allowed on the market 3.00pm.
- 3.1.2.5. Parking will be in the designated bays, at the discretion of the Market Officer.

#### 3.1.3. Trading

- 3.1.3.1. Registered stall holders must trade between the hours of 9.00am and 3.00pm.
- 3.1.3.2. Traders must not leave the market before 3.00pm or without the prior consent of the Market Officer.

#### 3.1.4. Build-outs

- 3.1.4.1. Registered stall holders must not build-out beyond the boundary of their designated pitch, unless agreed by the Markets Officer.

#### 3.1.5. Loading and Unloading

- 3.1.5.1. Unloading must be completed between the hours of 7.00am and 9.00am
- 3.1.5.2. Loading must be completed between the hours of 3.00pm and 5.00pm

#### 3.1.6. Fees

- 3.1.6.1. Fees are payable by cash or cheque made payable to Mendip District Council
- 3.1.6.2. For pitch fees information please contact the Market Officer 0300 303 8588 or [markets@mendip.gov.uk](mailto:markets@mendip.gov.uk)

## 3.2. Wells Market (Appendix 2)

### 3.2.1. Days

- 3.2.1.1. Wednesday and Saturday

### 3.2.2. Time

- 3.2.2.1. Registered Regular stall holders must be in attendance by 8.30am
- 3.2.2.2. Casual allocation will take place at 8.30am
- 3.2.2.3. All vehicles must have left the market no later than 9.00am
- 3.2.2.4. Vehicles will be allowed on the market 4.00pm (primary period)
- 3.2.2.5. Vehicles will be allowed on the market 3.00pm (secondary period)

### 3.2.3. Trading

- 3.2.3.1. Registered stall holders must trade between the hours of 9.00am and 4.00pm
- 3.2.3.2. Traders must not leave the market before 4.00pm during the primary period and 3.00pm during the secondary period or without the prior consent of the Market Officer.

### 3.2.4. Build-outs

- 3.2.4.1. Registered stall holders must not build-out beyond the boundary of their designated pitch, unless agreed by the Markets Officer.

### 3.2.5. Loading and Unloading

- 3.2.5.1. Unloading must be completed between the hours of 7.00am and 9.00am
- 3.2.5.2. Loading must be completed between the hours of 4.00pm and 6.00pm during the primary period and 3.00pm and 5.30pm during the secondary period

### 3.2.6. Fees

- 3.2.6.1. Fees are payable by cash or cheque made payable to Mendip District Council
- 3.2.6.2. For pitch fees information please contact the Market Officer 0300 303 8588 or [neighbourhoodservices@mendip.gov.uk](mailto:neighbourhoodservices@mendip.gov.uk)

## 3.3. Glastonbury Market (Appendix 3)

### 3.3.1. Days

#### 3.3.1.1. Tuesday

### 3.3.2. Time

3.3.2.1. Registered Regular stall holders must be in attendance by 8.30am

3.3.2.2. Casual allocation will take place at 8.30am

3.3.2.3. All vehicles must have left the market no later than 9.00am

3.3.2.4. Vehicles will be allowed on the market 3.00pm

### 3.3.3. Trading

3.3.3.1. Registered stall holders must trade between the hours of 9.00am and 3.00pm

3.3.3.2. Traders must not leave the market before 3.00pm without the prior consent of the Market Officer.

### 3.3.4. Build-outs

3.3.4.1. Registered stall holders must not build-out beyond the boundary of their designated pitch, unless agreed by the Markets Officer.

3.3.4.2.

### 3.3.5. Loading and Unloading

3.3.5.1. Unloading must be completed between the hours of 7.00am and 9.00am

3.3.5.2. Loading must be completed between the hours of 3.00pm and 5.00pm

### 3.3.6. Fees

3.3.6.1. Fees are payable by cash or cheque made payable to Mendip District Council

3.3.6.2. For pitch fees information please contact the Market Officer 0300 303 8588 or [markets@mendip.gov.uk](mailto:markets@mendip.gov.uk)

## 3.4. Shepton Mallet Friday Market (Appendix 4)

### 3.4.1. Days

#### 3.4.1.1. Friday

### 3.4.2. Time

3.4.2.1. Registered Regular stall holders must be in attendance by 8.30am

3.4.2.2. Casual allocation will take place at 8.30am

3.4.2.3. All vehicles must have left the market no later than 9.00am

3.4.2.4. Vehicles will be allowed on the market 2.00pm

### 3.4.3. Trading

3.4.3.1. Registered stall holders must trade between the hours of 9.00am and 2.00pm

3.4.3.2. Traders must not leave the market before 2.00pm without the prior consent of the Market Officer.

### 3.4.4. Build-outs

3.4.4.1. Registered stall holders must not build-out beyond the boundary of their designated pitch, unless agreed by the Markets Officer.

### 3.4.5. Loading and Unloading

3.4.5.1. Unloading must be completed between the hours of 7.00am and 9.00am

3.4.5.2. Loading must be completed between the hours of 2.00pm and 4.00pm

### 3.4.6. Fees

3.4.6.1. Fees are payable by cash or cheque made payable to Mendip District Council

3.4.6.2. For pitch fees information please contact the Market Officer 0300 303 8588 or [neighbourhoodservices@mendip.gov.uk](mailto:neighbourhoodservices@mendip.gov.uk)

## 3.5. Shepton Mallet Sunday Market (Appendix 5)

### 3.5.1. Days

#### 3.5.1.1. Sunday

### 3.5.2. Time

3.5.2.1. Registered Regular stall holders must be in attendance by 8.30am

3.5.2.2. Casual allocation will take place at 8.30am

3.5.2.3. All vehicles must have left the market no later than 9.00am

3.5.2.4. Vehicles will be allowed on the market at 3.00pm

### 3.5.3. Trading

3.5.3.1. Registered stall holders must trade between the hours of 10.00am and 3.00pm

3.5.3.2. Traders must not leave the market before 3.00pm without the prior consent of the Market Officer.

### 3.5.4. Build-outs

3.5.4.1. Registered stall holders must not build-out beyond the boundary of their designated pitch, unless agreed by the Markets Officer.

3.5.4.2.

### 3.5.5. Loading and Unloading

3.5.5.1. Unloading must be completed between the hours of 7.00am and 9.00am

3.5.5.2. Loading must be completed between the hours of 3.00pm and 5.00pm

### 3.5.6. Fees

3.5.6.1. Fees are payable by online payment, cash or cheque made payable to Mendip District Council

3.5.6.2. For pitch fees information please contact the Market Officer; 0300 303 8588 or [neighbourhoodservices@mendip.gov.uk](mailto:neighbourhoodservices@mendip.gov.uk)



## 3.6. Wells Christmas Market (Appendix 6)

### 3.6.1. Days

- 3.6.1.1. Wednesday, Thursday, Friday and Saturday once per year

### 3.6.2. Time

- 3.6.2.1. Registered Regular stall holders must be in attendance by 8.30am
- 3.6.2.2. Casual allocation will take place at 8.30am
- 3.6.2.3. All vehicles must have left the market no later than 9.00am
- 3.6.2.4. Vehicles will be allowed on the market 4.00pm (primary period)
- 3.6.2.5. Vehicles will be allowed on the market 3.00pm (secondary period)

### 3.6.3. Trading

- 3.6.3.1. Registered stall holders must trade between the hours of 9.00am and 4.00pm
- 3.6.3.2. Traders must not leave the market before 4.00pm during the primary period and 3.00pm during the secondary period or without the prior consent of the Market Officer.
- 3.6.3.3. During trading stall holders must decorate their gazebo/stall/umbrella or chalet with festive decorations in Green and Red only.

### 3.6.4. Build-outs

- 3.6.4.1. Registered stall holders must not build-out beyond the boundary of their designated pitch, unless agreed by the Markets Officer.

### 3.6.5. Loading and Unloading

- 3.6.5.1. Unloading must be completed between the hours of 7.00am and 9.00am
- 3.6.5.2. Loading must be completed between the hours of 4.00pm and 6.00pm during the primary period and 3.00pm and 5.30pm during the secondary period

### 3.6.6. Fees

- 3.6.6.1. Fees are payable by online payment, cash or cheque made payable to Mendip District Council
- 3.6.6.2. For pitch fees information please contact the Market Officer 0300 303 8588 or [neighbourhoodservices@mendip.gov.uk](mailto:neighbourhoodservices@mendip.gov.uk)

# MARKET TRADERS INFORMATION PACK

## 4.0 APPLICATION AND ACKNOWLEDGEMENT

For your own benefit and protection you should read this information carefully before signing this acknowledgment. If you do not understand any point please ask the Market Officer for further information. This is an application to trade on one or more of our markets but does not guarantee a pitch.

Trader Name (in Full):		Traders Contact No:				
E-mail:		Liability Insurance No:				
Home Address:						
Business Name						
Social Media Address (Facebook/website/Instagram/twitter)						
Product information/description						
Special safety conditions:						
Market Attendance Weekly – please circle	Frome, Wed	Frome, Sat	Glastonbury Tue	Shepton Fri	Wells, Wed	Wells, Sat
Market Attendance Non Weekly – please circle	Wells Xmas Wed	Wells Xmas Thurs	Wells Xmas Fri	Wells Xmas Sat	Shepton Sun	
Electrical connection required	Yes			No		
Description of trading: (please circle)	Sale of Alcohol	Yes	No	Other (give details)		
	Sale of Food	Yes	No			
Have you completed a form for: (please circle)	Sale of Alcohol	Yes	No			
	Sale of Food	Yes	No			

Document is valid from Date		Time		Until Date		Time	
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**Health and Safety Issues/Authorisation:** The Market Officer confirms that they have made all necessary checks in respect of any matters which relate to health and safety which the trader may become subject to during the course of trading, in order to allow trader to commence trading. The Market Officer will also monitor the arrangement prior, during and on completion of trading. Any suggestions or instructions from the Market Officer will need to be completed by the next market at the latest.

# MARKET TRADERS INFORMATION PACK

Market Officer's Signature:	
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Name (print):		Time:		Dated:	
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Acceptance: I accept responsibility for ensuring that the conditions in this document are correct, and brought to the attention of persons on site and agree that safe working systems / procedures will be implemented and confirm that all personnel are adequately trained and will trade only as specified in accordance with these conditions.

Trader's signature:	
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Name (print):		Time:		Dated:	
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**Please remember to attach a copy of the below documents:**

- **Public liability insurance (minimum cover 5 million)**
  - **Hygiene certificate (if appropriate)**
- **Cheque or cash (online payment is available for some markets)**

Please post to Markets Department, Neighbourhood Services, Mendip District Council, Cannards Grave Road, Shepton Mallet, BA4 5BT or email [neighbourhoodservices@mendip.gov.uk](mailto:neighbourhoodservices@mendip.gov.uk)