**THETFORD TOWN COUNCIL**

**TUESDAY AND SATURDAY MARKET RULES**

1) **GENERAL CONDITIONS**

a)Market Days shall be **TUESDAYS AND SATURDAYS**

Except that any Market Days may be cancelled by the Town Council if they consider that to be necessary or desirable.

b) Market Hours shall be: 6.00 a.m. to 4.00 p.m.

2) **OCCUPIERS OF PITCHES**

a) The Town Council will issue pitches to regular market traders who pay monthly in advance as per para b) below. However, the Council reserves the right to issue one month’s notice to any trader should they fail to agree or comply with the terms and conditions as issued and amended by the Council from time to time.

b) The Council recognises that, through custom, certain traders use specific pitches. This established order will not be interfered with unnecessarily and will continue in force until either:

(i) a trader gives up business; or

(ii) a trader breaks normal Market Rules or Byelaws or acts in a manner which

would be disruptive to the normally agreeable working of the market.

However, the Council reserves the right to change the established order if it becomes necessary as the result of the above and to reposition pitches to maintain a balanced market with regard to stall sizes and merchandise for sale.

c) No stall shall be erected or remain in the Market area for any period outside the normal market hours.

d) No vehicle used in connection with the loading or unloading of goods shall be allowed in the Market Place after 8.30 a.m. The only exception must be with the with the consent of the Market Coordinator, and the vehicle is used solely for the sale of goods.

e) Pitches may only be used by the regular trader, or such other person authorised by the Market Coordinator, and no person may grant permission for their pitch to be used by another without prior authority from the Market Coordinator.

f) The allocation of a particular pitch shall be for one day only and its size and position shall be at the discretion of the Market Coordinator. No trader shall occupy any pitch which has not been duly allocated to them. A trader who ceases to trade or is purporting to assign the trader’s business to a third party shall have no rights over any pitch allocated to the said trader irrespective of the number of years over which the pitch might have been occupied.

g) Traders may not load their goods before 3.00 p.m. without authority from the Market Coordinator

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3) **PITCHES**

1. No pitch shall be extended without the consent of the Market Coordinator and the trader must conduct business from within the perimeter of that pitch. Pitch areas are measured in square metres and must be authorised by the Market Coordinator. A trader must confine goods and equipment to the pitch area allocated.

b) Traders will not be permitted to obstruct pedestrian gangways and rails will not be permitted beyond the boundary of the pitch.

c) Traders are not permitted to sell items other than those specified on the application form.

d) If a trader is not in position by 8.30 a.m. on a Market Day, the pitch may be allocated for that day to a casual.

e) If a regular trader does not propose to attend on a Market Day, the Town Council should be given as much notice as possible. Traders must phone the Market Coordinator 07912 603 735.

f) Traders failing to attend the market for four consecutive weeks without notifying the Council of the reasons will lose their allocated pitch. Notification must be made in writing to the Town Clerk, Council Offices, The Carnegie, Cage Lane, Thetford, IP24 2DS.

4) **TOLLS**

**Regular Traders**

1. Regular traders will be invoiced monthly in advance following the process below:

* Invoices will be raised a month in advance e.g. May invoices raised 1st April.
* The invoice will be taken to the first market of the month to be handed to the trader.
* If the trader is not present, then the invoice will be posted to them.
* The invoice will require payment to be made by direct payment into the Town Council bank account or by cheque, to be received no later than 20th of the month, e.g. May invoice to be paid by 20th April. The invoice can be paid in cash, but this must be done at the Thetford Town Council Office, Carnegie, Cage Lane, Thetford, IP24 2DS.
* Should payment not be received, the casual rate will then be charged for that month.

**Casual Traders**

1. Fees will be collected on the day.

**Pitch Fees/Additional service charges (if applicable)**

1. Market Pitch fees are calculated per 3m grid system which are –

* **Standard per 3m pitch frontage:**

            Casual Trader - £10.00.

            Regular Trader - £ 7.50.

* **Waste disposal**:

            1100ltr bin - £7.50 per market visit.

* **Electricity Supply**

`£2.50 per market visit.

* **Gazebo hire**

£2.50 per market visit.

**General**

1. Fees will be collected in accordance with the scale of fees normally approved at intervals by the Council.
2. The Council's charges for the use of the pitch do not include provision for fixing in position, removing, and storing of the stalls by the council. These tasks shall be undertaken by the trader at their own expense.

e) Traders making use of the electricity power supply will have to supply their own temporary connecting cable, which will conform to current safety specifications and regulations. The temporary cable will at all times be covered on the ground with safety matting supplied by the trader. The Market Coordinator will open the supply cabinet for the traders to plug into the sockets. The cabinet will be locked by the Market Coordinator during the day and opened again at the end of the trading day to enable traders to remove plugs from sockets. The toll for the power supply per market day is:

1) £2.50 to power a lighting circuit

The Town Council is responsible only for supplying the cabinet and the power supply. All cables and fittings to the supply cabinet are the responsibility of the trader.

5) **MARKET CLEANLINESS**

1. Every trader shall ensure that their pitch is kept clean and tidy during trading hours and on completion of the day’s trading.
2. The trader shall remove all refuse directly or indirectly caused from occupation of the pitch and ensure that the site is left tidy.
3. If a trader generates refuse applicable to their market trading, they can agree with Town Council to arrange use of a waste disposal service charged per market visit (see 4(c)) the allocated bin will be for the exclusive use of the trader and is their responsibility to keep locked to protect their exclusive use whilst trading. The Market Coordinator will collect any appropriate waste disposal fees unless the waste service arrangement is as a regular market trader when the service fee will be added to monthly invoice.

6) **GENERAL RULES**

1. A trader shall always conduct business in a proper and business-like manner.
2. A trader shall not cause any obstructions within the Market area.
3. A trader shall conduct business without interfering in any way with the business of any other trader.
4. Any trader who is absent for more than four consecutive weeks, without giving notification of the reasons for such absence, shall forfeit the pitch and this will be re- allocated. (3f also refers above.)
5. Regular traders who pay monthly in advance are entitled to two weeks holiday a year (two markets for traders who regularly trade once a week and four markets for traders who regularly trade twice a week).

Holidays must be notified to the Council Offices in writing at least a month before. The trader will then not be charged on their regular monthly invoice for those dates.

All other normal market days must be paid for unless the Council cancels the market in advance (for holiday periods such as Christmas) or cancel on the day for health and safety reasons.

The holiday year runs from 1st April to 31st March inclusive.

f) A trader shall not cause danger to other traders or patrons of the Market or members of the public generally.

g) The Council, at any time, may close the Market. In the event of the Council taking such action, it shall not be liable for any loss sustained by the trader directly or indirectly.

h) In the case of danger or an emergency, the Market Coordinator may stop the sale of goods from any pitch at any time. In the event of such action, neither the Council nor the Market Superintendent shall be liable for any loss sustained by the trader. The decision of the Market Coordinator as to what constitutes a danger or emergency shall be final.

i) The Council reserves the right at any time and from time to time to amend these Market Rules in such manner or to such extent as it shall in its absolute discretion think fit and upon written notice of any such change being given by the Council to each person, firm, company, or body, to whom a Market pitch has been allocated.

j) Traders will supply annually to the Town Council up-to-date copies of public liability insurance cover, food hygiene certificate (if applicable), food vendor registration (if applicable) and risk assessment. Signed acceptance by a trader of these rules and regulations must be received by the Council before any trader can trade.

k) Stallholders are reminded that contravention of any of these rules may result in expulsion from the Market.

**Thetford Town Council Weekly Market terms of trading.**

**Reviewed and adopted September 2023**