

WOODBIDGE TOWN COUNCIL
APPLICATION TO TRADE ON WOODBRIDGE THURSDAY MARKET



1. HIRER

Name & Address of Applicant:

Postcode:

Tel No:

Mobile No:

Email Address:

2. DETAILS OF STALL

Selling: (Please list all goods)

Size of Stall:

3. START DATE

Please provide a date you would like to commence trading:

4. ELECTRICITY: Please tick the box accordingly: (See No: 20 Market Regulations re: additional charge for electricity)

"OPT IN" for ELECTRIC use

"OPT OUT" for ELECTRIC use

5. PUBLIC LIABILITY INSURANCE COVER: Copy MUST be provided with this Application

Name of Provider:

Expiry Date:

Policy Number:

Declaration:

I confirm that to be best of my knowledge, the information I have provided in this Application Form is correct and true.

I understand my Application Form will be rejected if I have deliberately given false or misleading information.

I confirm I have read and agree to abide by the Market Regulations currently in force or as subsequently amended.

I understand that submission of this form does not mean I have the permission to trade and that I may be required to provide further information before a Market Licence to Trade is issued.

Signed:

Date:

PLEASE RETURN COMPLETED APPLICATION FORM TO:

Woodbridge Town Council, Shire Hall, Market Hill, Woodbridge IP12 4LP

FOR INTERNAL USE ONLY:

Application Approved by Town Clerk:

Date:

One Month in Advance Rent Amount:

Date Paid:

Monthly Standing Order Charge:

Date to Commence:

WTC Licence Number:

Issue Date:

WOODBIDGE MARKET REGULATIONS

This document contains the regulations made by Woodbridge Town Council (hereinafter called 'The Council') for the control of stalls placed on the Market Square, Woodbridge.

Markets are normally held on Thursday each week. The Town Council promotes a policy of providing the best possible variety of stalls at any time and does not follow a "first come, first served" approval.

The right to place and use a stall on the market ('Stallage Rights') is granted by the Council subject to the observance of the following regulations by the person to whom that right is granted ('The Trader'):

1. The Trader must pay (by cash, cheques or bank transfer) 1 months' rent **in advance** prior to commencing at the market. Such rental value to be determined by the Town Council in accordance with Item 2 of the Market Regulations below. **This amount is non-refundable should the Trader leave within this period of time.**
2. The rate of Market rents is £1.30 per foot of frontage per day with effect from 1st April 2013. The Council upon the giving of one months notice to the Trader may alter this from time to time. The minimum frontage is 6 feet, to a maximum depth of 20 feet. The stall and its awnings shall be of dimensions and design to the satisfaction of the Council. A Trader must confine his goods and equipment to the site and frontage allocated goods and equipment and shall not project beyond the authorised trading site. In case of any dispute the Town Clerk will make a final decision.
3. Stallage Rights will be granted on a permanent basis and the Council retains absolute discretion as to the particular site allocated to the Trader on any market day (hereinafter called 'The Site').
4. After the initial 3 months, market rents shall be paid to the Council Monthly, in advance, payable on the first day of each month by standing order. Rent is based on a 51 week year (week 52 being classed as the second week of an annual two week holiday leave entitlement-See Regulation No.5). The Trader shall be liable to pay Stallage for each market day whether he uses the site or not.
5. All Traders will be granted two weeks rent free holiday leave entitlement during each year. One week **must** be taken between Christmas and the New Year period and the other at the discretion of the Trader provided:-
 - a. The request is put in writing to the Town Clerk **and**
 - b. They have attended the market at least 51 weeks in the preceding year **and**
 - c. The account is not in arrears.
6. The holiday year runs from 1st April to 31st March. This is not transferable from one year to the next. A rent refund of one week's holiday entitlement will be credited to the Trader's bank account by the Town Council in the preceding month after which their second week's holiday is taken.
7. Should the trader be unable to attend the market any for reason they must contact the offices of the Town Council via telephone/email, prior to commencement of the market day (i.e. by 6.00 a.m.) to confirm their absence. Any trader failing to attend three consecutive markets without prior notification of the reason to the Town Clerk, shall have his pitch allocation and licence reviewed.
8. The Trader shall indemnify and keep the Council, its employees and agents from and against all costs, claims and demands in respect of bodily injury to, or illness or disease of third parties, and loss or damage to third parties, and loss or damage to a third party property arising from the occupation and use of the site and shall effect a public liability insurance policy to cover the risks mentioned. **Such policy to be effected with an insurance company approved by the Council in a sum of at least £5,000,000 in respect of any one occurrence.** Evidence of such insurance cover shall be produced to the Town Clerk annually and in every case before a new Trader is granted a Trader's Licence.
9. No goods or services of a political or religious nature will be permitted.
10. The Trader is not permitted to sub-let or assign his stallage rights.
11. The Trader is responsible for the erection and dismantling of his stall and in doing so must have regard to the needs and safety of other persons on the market.

12. All unloading of goods from vehicles by the Trader, his employees and agents shall cease by 09:00am and such vehicles shall be removed from the market immediately thereafter.
13. No motor vehicles, other than a mobile unit used as a stall, or permitted vehicles displaying a permit issued by the Town Clerk, shall be parked on the market during Market trading hours, except in exceptional weather conditions, where the retention of a vehicle is necessary for the safety and protection of the stall and trader and only with agreement of the Town Clerk.
14. The stall shall not be removed from the market before 2.00pm unless otherwise agreed on that day by the Town Clerk. The market hours are 6.00am until 5.30pm.
15. The Trader shall keep the site occupied by him in a clean and tidy condition. No refuse or litter shall be deposited by the Trader, his employees or agents, in the market and the Trader shall leave the site in a clean and tidy condition at the close of the market.
16. In order to comply with food premises regulations, all traders with food stalls must be able to provide proof of registration with the local authority where their vehicle/stall is normally kept.
17. The Trader shall display prominently on the stall at all times the trader's name and the Trader's Licence Certificate issued by the Town Clerk.
18. The Trader shall not join his stall to any other stall.
19. All pathways within the market reserved by the Council for the use of pedestrians must be kept free from obstruction. No goods or receptacles shall be placed or allowed to project beyond the limits of the site or onto the designated pathways or highway.
20. Electricity is available to traders who "OPT IN" by marking the Application Form to Trade accordingly. The cost will be re-charged equally based upon the number of traders using the facility and invoiced individually on a quarterly basis to each Trader.
21. The Trader shall not conduct Dutch Auctions or adopt similar methods of trading.
22. The Trader shall not offer for sale any goods, which by reason of size, smell, noise, condition or any other cause are, in the opinion of the Council's official representative, objectionable. The Trader on his being so requested by the Council's official representative is required to immediately remove these items from display and shall not sell any.
23. The Trader shall comply with any and all instructions given by the Town Clerk.
24. All traders will be supplied with a copy of the Market Regulations governing the market which must be signed and returned to the Town Council prior to commencement. Further copies may be obtained from the Town Clerk.
25. The Council reserves the right in their absolute discretion to refuse stallage to any particular person or persons without giving any reason whatsoever.
26. If the Trader contravenes any of the regulations or conditions herein contained he shall be liable to forfeit Stallage rights thereafter.
27. Any comments regarding the market should be addressed to the Town Clerk and must be in writing.
28. The Council reserves the right to alter these regulations from time to time in which event notice of changes effected will be given to the Trader.
29. **The Council will state that traders will give one month's notice in writing to: The Town Clerk Woodbridge Town Council, Shire Hall, Market Hill, Woodbridge IP12 4LP, if they so wish to leave.** Failure to do so will result in continued rental charges being imposed. Once a decision has been made, the Council will offer the place to another trader.
30. In these regulations words importing the singular and the masculine gender respectively shall include the plural and feminine gender respectively where the context so permits.