



REGULATIONS FOR THE OPERATION OF LUDLOW MARKET AND THE BUTTERCROSS MARKET

Adopted by Council on 5th December 2011

Amended & Adopted by Council on 9th July 2012

Amended & Adopted by Council on 25th November 2013

Amended and Adopted by Council on 20th January 2016

1. MARKET DAYS

Normal Market Days are MONDAY, WEDNESDAY, FRIDAY AND SATURDAY. Emergency conditions may require an adjustment to this rule. The Town Clerk reserves the right to close the Market, or any part thereof, before or during the Market day if thought necessary through adverse weather or insufficient Traders. The Traders shall not be liable for any rent in the event of such closure.

2. ACCESS TO FACILITIES

The Market in which the facilities are available will be open at 6.30 am unless previously agreed with the Town Clerk. At 5.00 pm the Stall holder must cease trading, except Fridays when trading may be extended by agreement of the Town Clerk. Traders are required to clear all merchandise and other articles, including vans, from the Market within 60 minutes of closing time and ensure that neither the stallholder nor his/her employees remain in the said Market. Ludlow Town Council reserves the right to remove any vehicle or mobile unit remaining on the square after this time.

3. REGULAR STALL ALLOCATION

a) Trader Contact Details

Traders must provide their full contact details to the Town Council and undertake to clearly display their name, postal address and telephone number on their stall at all times when trading. Email addresses where available should also be displayed. This can be in the form of business cards, leaflets, packing or simply a notice.

b) Applications

These should be made on an official application form obtainable from the Market Officer. Applications should be specific regarding the type of goods to be sold e.g. 'country clothing' or 'baby clothing'. General descriptions such as 'clothing' or 'fancy goods' are not sufficient. Applications from Traders for a change of line, additional lines or additional stalls should be made in the same way. The Traders' Committee will be consulted on any potentially contentious new applications.

c) Waiting List

This will comprise data from the completed application forms, and permanent stall allocations will only be made from this list.

d) Type of Goods Sold

Stall allocation is based on the type of goods sold and the quality of stall presentation allowing no undue duplication and taking into account the date of application and the maintenance of the widest possible variety on the Market. In accordance with our stall allocation guidelines.

f) **Regular Stall Allocation**

This is to be decided by the Market Officer. Vacant stalls will be let on a casual basis until permanent allocation is decided.

e) **Spreading Over**

Traders may, with the Market Officer's permission, occasionally spread goods over to a neighbouring stall that is vacant through the absence of a trader. On Mondays and Wednesdays occasional spreading over is free of charge. On Fridays and Saturdays occasional 'spreading over' is charged at £5.00 per day rent. Casual Traders' stall allocations will be given precedence over existing Traders spreading over. Regular spreading is not allowed as traders requiring extra stalls on a regular basis need to be allocated and licensed accordingly.

4. CASUAL STALLS ALLOCATION

Casual Traders should arrive by 8.30 am. Stalls will be allocated after 8.30am taking into account the number of times the trader has previously attended the market and the time of that days arrival and at the discretion of the Town Clerk. In exercising discretion the Town Clerk will take account of the goods offered by the regular traders on the day in question and the goods to be offered by the casual traders. If there is a significant duplication the Market Manager may refuse facilities to the casual trader. A list of casual traders will be kept and each time a trader attends the market it will be noted. Each trading day is counted as a separate entity and regular attendance on one trading day will not influence any decision pertaining to stall allocation on another trading day. If traders do not agree to become regular traders when invited by the Market Officer they will go to the end of the new traders waiting list. Stalls that are known to be vacant on any particular market day will be allocated from 8.30am.

5. STANDARD REGULATIONS

All Traders should keep fully aware of any current statutory legislation e.g. Health & Safety that may affect an open market, and should comply with such regulations at all times whilst trading on Ludlow Market.

6. NEW TRADERS

When a permanent stall or pitch becomes available the next appropriate trader on the waiting list will be invited to trade. Upon the completion of 3 weeks on the same permanently vacant stall the Trader will be invited to become regular from the fourth week at the discretion of the Town Clerk. If the new trader does not wish to continue the permanent stall or pitch will be offered to the next appropriate trader on the waiting list.

New Traders may also be invited to trade on casual stalls or pitches, available due to holiday/sickness etc., the Market Officer will advise the trader that this is not a permanently available pitch and the trader will have no right to become a



regular trader upon the completion of 3 weeks. New Traders will be granted a one off introductory concession of half price rent for 3 weeks trade regardless of whether the stall or pitch is available on a permanent or casual basis.

To qualify as a New Trader, the trader must not have traded on a Monday, Wednesday, Friday or Saturday Ludlow Market during the previous 2 years.

7. PAYMENT

All payments for the current market day will be collected by the Town Clerk or his/her nominated Member of Staff on each Market day. Stalls must be paid for whether or not the trader attends the Market except for Holidays (see Regulation 8), approved sickness or exceptional circumstances approved by the Town Clerk (see Regulation 10). Unpaid sums will be recoverable by way of a common debt and subject to the Council's Debt Recovery policy. Failure to pay may lead to court action where stall holders could be asked to pay the Council's costs.

8. HOLIDAYS CONCESSION

A concession of two complete weeks holiday per year without charge will be granted to Regular Traders subject to written notice of at least three weeks and provided that no more than a total of 5 stalls are vacant on any one trading day as a result of this concession.

9. CHARITY STALLS

Stalls may be provided free of charge to any registered charity or registered collector for a registered charity. Stalls may also be provided free of charge to any 'not for profit' (NPO) organisation that is not a registered charity at the discretion of the Town Clerk. All charity stall holders are required to clearly identify that they are collecting for a charity or NPO. Stalls will be provided on any general market day where there are free stalls available and no demand from paying stall holders for those stalls. Any person receiving a stall free of charge will be bound by the same stall allocation guidelines as paying traders.

10. NON ATTENDANCE

Any trader who misses a Market due to illness, accident or any other unforeseen problem should contact the Market Officer by phone on 01584 871970 (07800 555692) as soon as they are aware they will not be attending, and to inform the Market Officer when they will be attending the Market for trading again. A regular trader shall be exempt from paying rent due to illness for three days per trader per market (i.e. day of the week) per financial year. Following this traders shall be liable for the rent incurred on the missed day. The Council may reserve the right not to grant this exemption if a trader has not given suitable notice or for any other reason at the discretion of the Town Clerk. Council reserves the right under certain circumstances to re-allocate stalls after 3 months absence through sickness.

11. TERMINATION

The Council shall have the right to terminate this Licence without notice on the following grounds:

- a) If Payment of rent is in arrears for two weeks or more.
- b) If the Facilities shall not be used by the Stall holder for the purposes of his trade on each trading day throughout a period of three (3) consecutive weeks unless a Sick Note or self certification note is provided in which case the Council may require an independent Doctor's examination in the case of prolonged illness and the Council reserves the right to re-allocate stalls after 3 months absence through illness.
- c) If the Stall holder shall be adjudged bankrupt or have a receiving order made against him or make a composition or arrangement with his creditors or suffer distress or execution to be levied on his goods
- d) If the Stall holder or his employees act contrary to the Licence or Market Regulations.

12. ELECTRICITY AND GAS SUPPLY

Traders may not install electrical equipment without the permission of the Town Clerk who will determine the terms and conditions of use of the Council's electricity supply which is open to review by him/her at any time. Traders must only use the supply available for the operation of lighting, tills, scales, refrigerators and other fittings associated with market stalls. All electrical equipment must be safe and sound to the requirements of statutory regulations such as the Health & Safety at Work Act. Permitted maximum amperage for electrical equipment is 10 amps for Vans, 5 amps for all other stalls unless otherwise authorised by the Town Clerk. Fuse capacity must not be altered. In no circumstances should cables be left on the ground. Electricity will be chargeable at £1.00 per trading day. If a trader does not wish to use electricity this charge will not be applied. **ONLY ELECTRIC LIGHTING IS ALLOWED ON STALLS. NO PORTABLE GAS APPLIANCES ARE ALLOWED WITHOUT THE EXPRESS PRIOR PERMISSION OF THE TOWN CLERK IN WRITING.**

13. DISPOSAL OF REFUSE

All refuse must be placed in the containers provided by the Town Council's Contractor if this facility is available to the Stall Holders (This is not available as of right). Only refuse accumulated by the Market Trader on the site is authorised to be deposited in such containers. Dumping of any other rubbish is strictly prohibited. Cardboard boxes must be flattened. Traders are required to keep stall areas and the avenues adjoining the stalls free from refuse and litter of any kind at all times and to take all precautions to prevent litter from being blown about. All associated packaging and rubbish must be removed to the disposal point. All perishable waste and items that may cause a smell must be placed in bin liners and tied by the Stall Holder before being deposited as stated above.

14. CONTACT WITH THE TOWN COUNCIL

Course of action open to Market Traders who wish to contact the Town Council:

- a) In the first instance all problems shall be brought to the attention of the Market Officer or discussed with the Market Traders' Committee.
- b) If you are unable to obtain a satisfactory solution to your problem please put your concern to the Town Clerk in writing.
- c) If you are still dissatisfied please ask an Officer of the local Market Traders' Federation to approach the Town Clerk who may put the matter before the Town Council's Services Committee or Market Sub-Committee.
- d) It is agreed that decisions of the Town Council will be binding on all parties.

15. FORMAL TRADER COMPLAINTS AND COMPLIANCE

A formal trader complaints and compliance system is part of market procedures and each trader attending the market accepts the use of the system as part of these regulations and the licence conditions.

16. INFLUENCING THE BUSINESS OF FELLOW TRADERS

- a) No products may be advertised for sale that are not held on the stall that day and all items that are offered for sale must be specified within the Second Schedule of a traders licence. Any trader proven to be offering for sale, or offering to source any items sold by another licensed trader will be subject to the compliance process.
- b) Due consideration will be given to the 'spirit' of a traders actions. If the Market Manager or the Town Clerk consider a traders actions to be negatively affecting another traders business, even if said action does not directly breach another term or regulation, then the compliance process may still be invoked

17. REGULATIONS REVIEW

These Regulations may be subject to review as the Council shall see fit.