



## LOUGHBOROUGH

# FARMER'S MARKET REGULATIONS

**Definitions:**

- The Council** - Charnwood Borough Council
- Traders** - Regular and casual traders as described in Regulation 3.
- Market Site** - Areas for the standing of the monthly Farmers market, Loughborough.
- Council's nominated Representative** - Any person employed or appointed by the Council to act on its behalf for the purpose of the Regulations.
- Pitch** - Designated area for trading with the market site.

1. These regulations shall apply to the conduct and organisation of the Farmers Market held on the second Wednesday of each month and any other days when the Market stands on dates to be agreed with the Council from time to time.
2. Traders wishing to obtain a stall or pitch should contact the Council at the address below for written information about market days, times, rents and where to attend for the allocation of a stall or pitch. The information can also be viewed on the Council's website at [www.charnwood.gov.uk](http://www.charnwood.gov.uk).
3. Every stall/pitch holder shall accept full responsibility for, and indemnify the Council against, all claims for personal injury, damage to property, nuisance and any other damage or expenses by whomsoever the claim is made and from whatever cause, arising out of, or in connection with, the use and occupation of the site allotted to him/her. Copies of public liability insurance certificates must be provided to the Council before a stall/pitch is allocated and will be subject to annual inspection.
4. For the purposes of allocating stalls/pitches, the Council will classify market traders as regular traders and casual traders, for the sale of specified goods. Traders new to the market will be included initially on the list of casual traders. Providing they prove a genuine interest in the market by good attendance and conduct they may be allocated increasingly greater priority on the list of casual traders and may eventually be transferred to the list of regular traders as soon as a vacancy occurs providing the general balance of trading lines on the market is not affected. Lists of regular and casual traders, indicating the class of goods each sells, will be made available by the Council on request for inspection by traders.
5. The Council will, so far as practicable, ensure that regular traders are allocated the same stalls/pitches on each market day. Regular traders must occupy their stalls/pitches by 8.30am. Stalls/pitches not occupied by 8.30am may be allocated by the Council or its nominated representative at that time to casual traders in attendance in accordance with the order of priority indicated on the priority list. The decision of the Council or its nominated representative on such matters will be final.
6. Traders will continue to trade from their stall until 2.00pm unless otherwise authorised by a nominated representative of the Council. No trading activity will take place after 5.30pm and the site must be cleared no later than 5.30pm
7. Vehicles must be removed from the market site and/or its approach roads by 9.00am unless utilised for the purpose of trading. Non-trading vehicles shall not enter the market site between the hours of 9.00am and 2.00pm. Between these hours vehicles must be parked away from the market site so as not to obstruct any highway, other public right of way or approach to the market site.
8. Trader's vehicles will not be permitted to remain on the market area after 5.30pm.

9. Persons driving or riding any vehicles in a roadway in the market or the immediate approaches thereto shall proceed at a speed no greater than 5 m.p.h.
10. Between 9.00am and 2.00pm hand operated barrows, carts or similar conveyances will be the only permitted method of transporting goods to or from stalls or pitches on the market site. Such conveyances must not be allowed to stand either on the market site for longer than is reasonably required for the loading or unloading of the goods or in the immediate approaches to the market site in such a manner as to cause obstruction, in the opinion of the Council or its nominated representative.
11. Where stalls and awnings are provided by the Council, traders will take all steps to ensure that the stall/awning is kept in good condition. If any deliberate damage is caused to the stall/awning during the time when it is in the trader's occupation, the trader will be charged for its repair/replacement.
12. Traders will be responsible for making good to the satisfaction of the Council or its nominated representative any damage which they may cause during their occupancy of a stall or pitch.
13. No stall/pitch holder shall assign, transfer or sub-let his/her stall/pitch. Failure to comply with this regulation may result in the trader concerned being disqualified from occupying a stall or pitch on the market.
14. A stall/pitch holder must be in attendance at their allocated site at all trading times unless his/her absence has been approved by the Council or its nominated representative.
15. Regular stall/pitch holders will be permitted to take up to four weeks leave of absence (for holidays) etc in each financial year without their privileged position as a regular trader being affected and without rents being levied for that approved period, provided that at least one week's notice in writing is given to the Council of the period of absence.
16. A stall/pitch holder shall take the necessary steps to ensure that all refuse is retained within the curtilage of their stall/pitch or is removed to the designated location.
17. Each stall/pitch holder will be expected to make full and proper use of waste disposal facilities at regular intervals throughout the market day in order to keep the refuse/litter around his/her stall/pitch to a minimum. If refuse/litter is left under or around a stall/pitch at the end of a market day, the trader who occupied that stall/pitch may be given a written warning and if he/she persists may be taken off the list of regular stall/pitch holders.
18. Any stall-boards provided are the property of Charnwood Borough Council and must be used only for the display of goods for sale and must not be placed on the ground or taken from the site.

19. A stall holder must not make any material change in the class of goods sold as indicated in his/her registration document without first obtaining the written consent of the Council.
20. No stallholder shall keep any live animal at his/her stall/pitch with the exception of guide dogs.
21. All facilities on the market site belonging to the Council for the use of stall/pitch holders shall be used only for the purposes for which they were provided. The cost of the repair of any damage caused to these facilities by a trader will be recharged to that trader.
22. No person shall, without the permission of the Council or its nominated representative, post or display any bill, placard or poster.
23. Charges for use of stalls and pitches shall be fixed by the Council and reviewed annually, following consultation with the local branch of the National Market Traders Federation.
24. All fees and charges shall be payable on the day of occupation of a stall/pitch collected by Council staff, or its agents, and no arrears will be permitted.
25. A stall/pitch holder and the persons employed by him/her shall conduct business in an orderly manner and shall not ring any bell or blow any horn or play any radio or amplifying equipment or use any other noisy instrument to attract the attention or custom of any person to any sale or to any goods intended for sale. Where amplification is required in order to conduct business this shall be permitted at the discretion of the Council or its nominated representative.
26. A stall/pitch holder and the persons employed by him/her shall not engage in conduct which causes or is likely to cause nuisance, harassment, alarm or distress to others nor incite or encourage others to act in such a manner.
27. A stall/pitch holder shall comply with any directions of the Council or its nominated representative on all matters affecting the conduct of the market. Failure to do so may, subject to consideration of any prior representations made by the appointed representative of the local branch of the Market Traders Federation, result in the disqualification of the trader concerned from occupying a stall or pitch on the market.
28. Traders conducting from any stall or pitch a food business as defined by the General Food Hygiene Regulations 1995, and Food Safety Act 1990 and any subsequent legislation shall comply with such legislation to the satisfaction of the Council's Environmental Health Officer.
29. All persons conducting a food business from a vehicle or trailer must be in possession of a certificate signed by the Council's Environmental Health Officer confirming that the vehicle has been inspected and approved by the Council as conforming to the requirements of

- The General Food Hygiene Regulations 1995, and Food Safety Act 1990 or any re-enactment or modification thereof.
30. Each trader shall be required to display clearly on the stall or pitch a notice in legible form setting out the trader's name and town in which the trader's business address is located.
  31. Any complaints with regard to the general operation of the Market should in the first instance, be raised with the Markets Officer and thereafter, if necessary, be sent in writing to the Town Centre Manager.
  32. The Council will consult appointed representatives of the local branch of the National Market Traders Federation as necessary from time to time on the control and management of the market. The Federation is requested to assist the Council in the operation of these regulations by promoting and encouraging the co-operation of traders.
  33. Traders will be allocated specific areas on the market and must confine their trading activities on the market site to these areas. The placing of merchandise or other items belonging to, or associated with, traders in any part of a roadway or passage on the market site, which is not part of their stall or pitch, for longer than is reasonably required, in the opinion of the Council or its nominated representative, for the loading or unloading of goods is forbidden.
  34. Traders will make themselves aware of the Fire and Emergency Precautions for the Market site and may be required to participate in exercises or briefings, to ensure that Fire and Emergency Procedures and Requirements are being complied with to the satisfaction of the Fire Service and the Council.
  35. Traders shall comply with all statutory and other provisions, including Trading Standards, Consumer Protection and Health and Safety at Work Act requirements the Industry Guide to Good Hygiene Practice Markets and Fairs Guide ISBN 1-902423-00-3, to be observed and performed in connection with the Market and the sale of goods.
  36. Traders shall ensure that all staff employed by them are legally entitled to undertake such work, either by age, qualification or residency.
  37. Traders will fully comply with all regulations and general laws which affect the conduct of their business.
  38. The decision of the Council's nominated representatives on interpretation of these regulations shall, following consultation with appointed representatives of the local branch of the National Market Traders Federation where the Council or its nominated representative considers it necessary, be final.

39. These regulations may be amended by the Council at any time following consultation with the National Federation of Market Traders (or the Federation's local branch), or on the initiative of the National Federation of Market Traders (or its local branch).
40. The sale or display of any items or products which, in the opinion of the Council or its nominated representative, are likely to cause public offence or pose a threat to public safety, will not be permitted.

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