



**Knutsford Town Council**

# Indoor Market

Regulations

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## INDOOR MARKET REGULATIONS

- 1.1 The Silk Mill Street Indoor Market (“The Market”) is operated by Knutsford Town Council and supervised by the Council’s Markets Officer.
- 1.2 The Markets Officer is the Town Clerk or any duly authorised representative of the Town Clerk.

## MARKET DAYS AND CHARGES

- 2.1 The official Market Days are the following:

Tuesday	08:00 to 16:00
Thursday	08:00 to 16:00
Friday	08:00 to 16:00
Saturday	08:00 to 16:00

except where these days fall on Christmas Day or Boxing Day.

- 2.2 Market days and times may be varied by the Council
- 2.3 Market Traders will be given one month written notice of any changes under 2.2
- 2.4 All traders will be charged for a stall on all official Market days regardless of attendance
- 2.5 Traders should ensure their stall is open for the duration of the trading hours above unless permission has been given by the Markets Officer to alter opening times.
- 2.6 The Council shall ensure that access to the Market is provided for traders one hour prior and after the opening times above.
- 2.7 The Operations Committee of the Town Council shall annually fix the standard monthly charge to be paid by all traders
- 2.8 Additional services, including but not limited to access to electricity and water services will be subject to an additional charge to be set by the Council
- 2.9 The Council will give at least one month written notice of any change to the level of charge
- 2.10 The Markets Officer shall have the right to waive charges on any occasion deemed appropriate
- 2.11 No trader may trade on non-official Market Days without the written permission of the Markets Officer. Such permission will not be unreasonably withheld.

## PAYMENT OF FEES

- 3.1 Traders will be notified of the monthly fee payable for the year as part of their Licence.
- 3.2 Traders are required to pay their fees in advance of the month forthcoming.
- 3.3 Payment is to be made by Cheque or Standing Order to “Knutsford Town Council”
- 3.4 Cash payments are not accepted for any fees.
- 3.5 A fee may be charged at the discretion of the Markets Officer for the additional processing of a returned cheque. Should cheques be returned on more than 2 occasions in a year, the Council may insist payment is made by standing order.

## CODE OF CONDUCT

- 4.1 No trader shall use any public address equipment, radio or similar apparatus in the Market.
- 4.2 Traders shall refrain from offensive and unduly noisy behaviour
- 4.3 No trader shall hawk or carry about any article for sale.
- 4.4 If any part of a traders display is considered by the Markets Officer to be likely to cause offence to the public or in breach of statutory requirements, the trader shall be required to remove it.

- 4.5 Traders must comply with all reasonable instructions given by the Markets Officer.
- 4.6 Traders shall not offer discounts to any members, employees, officers or agents of the Council.
- 4.7 No "A-Boards", posters, signs or similar are permitted outside of the Market Hall without the permission of the Markets Officer
- 4.8 Traders are not normally to permit the public to use the toilet facilities in the Market.
- 4.9 Traders are to treat fellow traders with respect and courtesy at all times.
- 4.10 Complaints about traders or the Market operations should be made to the Markets Officer.
- 4.11 Traders must keep their pitch in a suitable condition and may be charged for any damage to the stall upon vacation.

## GOODS OFFERED FOR SALE

- 5.1 Traders shall only trade the range of goods specified in their Licence
- 5.2 No trader shall be given the exclusive right to sell any item, type of items or range in the Market
- 5.3 Traders must apply in advance to the Markets Officer to add additional ranges and goods to their Licence

## COMPLIANCE WITH LAW

- 6.1 It is the responsibility of the trader to be aware of all legislation governing their trade
- 6.2 Traders must comply with all current legislation pertaining to the sale of their goods
- 6.3 Traders selling food must ensure compliance with the Food Safety Act 1990, the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995.
- 6.4 Failure to abide by appropriate legislation will result in a Licence being revoked and all fees being forfeited.

## DISPOSAL OF WASTE

- 7.1 Traders keep their stalls and fittings clean and free from litter
- 7.2 Traders shall only dispose of waste using the Market bins on Silk Mill Street.
- 7.3 Traders shall ensure that they recycle cardboard and other materials where such facilities are provided.
- 7.4 Boxes must be flattened.

## LICENCE CONDITIONS

- 8.1 A licence is issued in the personal name of the Trader(s) and is only transferable to the Licence holder's immediate family (i.e. wife, husband, parent or child). Transfer under this clause is subject to the consent of the Markets Officer.
- 8.2 The Licence holder and any of his/her employees left in sole charge of the stall must be over 18 years of age.
- 8.3 The Licence holder(s) will be required to attend the market personally and trade for one full day not less than once per calendar month.
- 8.4 A Licence permits a trader to trade in accordance with the Market Regulations at the Knutsford Indoor Market.
- 8.5 All traders must hold valid Public Liability Insurance for claims up to £5,000,000. A current certificate of this insurance, and the receipt for the current premium, should be available for

- inspection by the Markets Officer on every Market day. Failure to hold a valid policy will result in the revocation of a Licence.
- 8.6 Traders are liable and responsible for all business rates applicable for their unit.
  - 8.7 The Council may relocate, either temporarily or permanently the location of the Market giving traders three months' written notice.
  - 8.8 Failure to abide by any regulation may, at the discretion of the Markets Officer result in a Licence being revoked and monies paid forfeited.
  - 8.9 A trader whose Licence is revoked under 8.8 may appeal to the Operations Committee whose decision is final.
  - 8.10 The Council reserves the right to amend the regulations as required giving traders one month written notice.
  - 8.11 Traders may surrender their licence giving one months' written notice.
  - 8.12 Existing traders have a right to have their licences automatically renewed provided they have fully adhered to the licence regulations for the preceding 12 months.

## APPLICATIONS TO TRADE

- 9.1. All applications for a licence must be made via the official application form
- 9.2. The decision to grant a licence will be made by the Markets Officer with all decisions scrutinised by the Operations Committee at their next appropriate meeting
- 9.3. Decisions to grant a licence will be based upon established criteria as developed by the Town Clerk
- 9.4. Appeals from those who have not been awarded a stall will be considered by the Operations Committee