

# Report to: Assets and Operations Committee

**Report Ref:** A1914  
**Meeting Date:** 21<sup>st</sup> October 2019  
**Agenda Item:** 10  
**Prepared By:** Town Clerk



**Subject:** Market Hall Regulations

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## 1.0 BACKGROUND

The Market Hall Regulations govern the terms of licences granted for traders to trade within the Market Hall. The existing regulations were adopted in 2014 when the council took on management of the market and minor revisions were made to the opening days in 2016.

The Town Clerk and Town Centre Manager have undertaken a review of the regulations and an track-changes draft is attached for consideration.

The main changes are as follows:

- 1.2 Clarification that the Town Centre Manager is the council's market officer.
- 2.1 A change to opening hours to make the official start time 9am. A number of non-food traders have reported that the 8am to 9am period is not profitable for their businesses.
- 2.4 Provides flexibility for traders to trade between those hours as best suits their business.
- 2.5 Introduces an allowance for traders to close their stalls for up to one week per year, in the event they are unable to get cover. Currently no allowance but discretion has been used to allow stalls to close on occasion.
- 3.3 Introduces a late payment fee to incentivise traders to ensure they have paid their fees on time.
- 4.9 Extends the expected standard of behaviour to cover the public and council representatives.
- 4.12 Sets the expectation that traders engage with activities to promote the Market Hall and reinforces the message that they are responsible for promoting their own businesses
- 7.1-7.3 Introduces new rules and expectations concerning businesses reducing the environmental impact of their business.
- 8.4 Reinforces the expectation that traders maintain good housekeeping throughout the trading day.

## 2.0 RECOMMENDATION

It is recommended that the committee approves the revised Market Hall Regulations.

