



## **Market Regulations**

These regulations are made for the efficient management of the market and are to be read in conjunction with the market bye-laws of 1928. They govern the use of stalls in the market by traders. Any trader who contravenes any of these regulations or bye-laws relating to the market may have their stall agreement terminated by the council or otherwise be refused permission to use a pitch in the market. A trader may appeal against a decision to terminate or suspend their agreement to the Town Council

Reepham Town Council may change these regulations at any time in the future upon giving 4 weeks written notice to traders. All traders will be given a copy of these regulations and any trader who commences trading agrees to abide by these regulations.

1. The Market Day is Wednesday.
2. Reepham Town Council is the ultimate authority for the operation of the Market. The Town Clerk, or any other nominated Officer, is the duly authorised Officer of Reepham Town Council and as such has full authority over the operation of the Market and the charging and collection of market rents.
3. Reepham Town Council welcome new traders. Applications for new stalls shall be made to the Town Clerk giving details of name and address, trading name and the type of product or service. New applications will be forwarded to the Town Council for consideration / approval. Applications will also be considered from groups / organisations wishing to promote themselves and their services.
4. Market rents will be set and regularly reviewed by the Town Council. Market rent is payable on market day and shall be paid to the Town Clerk or authorised representative. A receipt will be given.
5. Market pitches are to be no more than 6m in width. All vehicles, equipment and goods for sale must be confined to the approved pitch area. In accordance with the bye-laws the Town Council reserves the right to require stall holders vehicles to be parked away from the Market Place after the stalls have been set up, unless used for trading purposes.
6. Pitches are let for the sale of a particular line of merchandise, which must not be altered or extended, without first obtaining permission. Reepham Town Council has the right to let stalls to whom so ever they feel appropriate and will not provide exclusive rights to the sale of products to any one trader. No trader shall sell, display or promote any item or service which is offensive to public taste and morals.
7. Stalls shall not be set up before 06.30am and shall be cleared away by 15.00pm. Stallholders are requested to keep noise to a minimum when setting up, especially if early in the morning.
8. All pitches must be well presented and the area nearby must be kept free of litter and the site left clear at the end of the day. Traders are to remove all refuse.
9. Traders are responsible for their own conduct and that of anyone working on or in connection with their stall at all times while they are on the market and are responsible for complying with all legislation and regulations that apply to the individuals they employ or engage.
10. Traders and those working with them must not
  - Use abusive or bad language, shouting or intimidating behaviour

- Discriminate against anyone on the grounds of age, gender, race, sexual orientation, disability, gender reassignment, religion or belief
- Use or permit the use of illegal substances on the market
- Use stalls for any purpose other than trading or promotion of their registered charity, public service or campaign group
- Pitch or call out goods for service
- Cause or encourage any nuisance or annoyance to the public or other traders or occupiers of property in the vicinity of the Market place
- Play music

11. All activities must be within the law - for example there must be no disorderly conduct or violence and Public Health and Fair Trading Acts must be complied with.

12. All Traders must have Public Liability Insurance cover of at least £5 million and must be able to produce evidence of this when requested.

13. All Traders are required to display a notice giving their business name, and the name and address of the proprietor of the stall.

14. Stallholders are expected to co-operate with one another and with the Town Clerk in the operation of the Market. Reepham Town Council advise that no abuse, hostility or negativity whatsoever will be tolerated to their staff, to the public or to fellow traders. Any such behaviour may result in prosecution and the person responsible being banned from Council premises and services.

15. All Traders are advised to contact the Town Clerk with any grievance where the aggrieved person and his/her representative will be given the opportunity to discuss the issue.

In the event that any grievance relating to these regulations cannot be resolved by the Town Clerk, the trader may put their grievance in writing to the Chairman of the Town Council who will raise the matter at the next available meeting of the Council.

16. In all matters concerning these regulations, the decision of the Town Council will be final.

All communications should be addressed to the Town Clerk,

Reepham Town Council, Town Hall, Church Street, Reepham, NR10 4RN  
 Tel: 01603 873355  
 Email: clerk@reephamtowncouncil.org.uk

I acknowledge receipt of the Market Regulations re-issued with effect from November 2017.

Signed: .....

Name: ..... Date: .....

Trading Name and merchandise: .....

Address: .....

Postcode: .....

Telephone Numbers: .....

Insurance Company: .....

Insurance Reference: .....

Insurance Expiry Date: .....