



## **Regulations for Market Stallholders Shaftesbury Town Council**

### **1. Definitions**

- 1.1 "The Market" is held in Shaftesbury on Thursdays of each week.
- 1.2 "Stallholders" are those who trade regularly in the town and have accepted the following regulations.
- 1.3 "Pitch" means the size of area to be used by a stallholder. The size of a Pitch is ten feet by eight feet (10 ft x 8 ft).
- 1.4 "Charge" is the cost of each Pitch to be paid to Shaftesbury Town Council (STC). The charge per pitch is £19.00.
- 1.5 "Registered Trader" means a Stallholder who has traded regularly in the town for a continuous period of 13 weeks and has completed a registration form.
- 1.6 "Casual Trader" means a Stallholder who is not a Registered Trader.

### **2. General Conditions**

- 2.1 Applications for Pitches are to be made to Shaftesbury Town Council.
- 2.2 Applicants must be in possession of a suitable stall as determined by STC.
- 2.3 Shaftesbury Town Council has authority to refuse to let a Pitch to any Stallholder who does not comply with any of these Regulations. Allocations of Pitches are made on the express understanding that they may be terminated immediately by Shaftesbury Town Council in the event of any contravention by a Stallholder of these regulations.
- 2.4 Stallholders must inform Shaftesbury Town Council of their names and addresses and the name of each Stallholder (including a trade name if any) is to be prominently displayed on each stall.
- 2.5 Stallholders shall ensure that their stalls are continuously manned by at least one competent person over the age of sixteen (16) years.

### 3. General Obligations

- 3.1 Stallholders shall indemnify the Council from and against all claims, damages, loss, expenses and costs in respect of any explosion, fire, accident or injury to property, persons or things which may arise or occur through or in connection with the occupation or use of the stall. Valid Public Liability Insurance up to a sum of £5 million and, if appropriate, Market Traders Employers' Liability Insurance Certificates shall be available for inspection at all times.
- 3.2 A Stallholder and persons employed by the stallholder shall conduct business in an orderly manner, and shall refrain from making any remarks likely to cause an offence to customers or to persons using the Market Place or occupying premises fronting thereon.
- 3.3 No Stallholder shall use any public address system, radio or similar apparatus in the Market. No Stallholder shall use any generator or similar apparatus in the Market.
- 3.4 The continuity of specific locations by Registered Traders is encouraged. However, no Stallholder has the right to trade from a particular Pitch in the Market.
- 3.5 Stallholders may not transfer, sublet or allow any other person to occupy a pitch without the consent of the Council.
- 3.6 Registered Traders who intend to cease trading in the Market are requested to advise Shaftesbury Town Council accordingly.
- 3.7 No individual may hire more than two pitch areas (i.e. 20 ft frontage) unless otherwise agreed by Shaftesbury Town Council in writing.
- 3.8 In the event of sickness or bad weather, sites will be kept for Registered Traders for a period of 4 weeks or at the discretion of the council, **provided the authority is aware of the situation**. If a Registered Trader is absent from the site for a period in excess of 4 weeks, except by reason of sickness or bad weather he shall become a Casual Trader.
- 3.9 Notice of non-attendance by Stallholders must be given to Shaftesbury Town Council no later than 16.00 hours on the day before Market day; the charge for that day will not then be forfeited. In addition, the Council must be advised when Stallholders are going on holiday and the date on which they intend to return.
- 3.10 Selling of goods shall commence at 7.30 am and shall cease at 4 pm. The Market Place must be vacated and left clean and tidy by 4.30 pm. All loading and unloading of goods shall be carried out with as little disturbance as possible to local residents.
- 3.11 A Stallholder shall comply with any directions given by Shaftesbury Town Council on all matters concerning the conduct of the Market.

3.12 Stallholders shall sell or offer for sale from their stalls only those goods approved beforehand by the Council. A Stallholder may not make any material change in the class of goods sold from a Pitch without the Council's consent.

#### **4. The Stalls**

4.1 Should any site be vacant after 08.30 hours then, at the discretion of Shaftesbury Town Council, the first Casual Trader in attendance will be allocated the vacant site.

4.2 Stallholders shall not place goods beyond the limits of their Pitch as allocated by the Council either on the ground or hanging. All Stallholders goods empty crates and refuse must be stored within the area of the Pitch.

4.3 No vehicles are to be parked within the Market Area, unless trading from the vehicle and it is sited within your allocated pitch. Market Traders are to adhere to all highways regulations at all times.

4.4 Canopies, clips and display goods must be positioned high enough so as to cause no risk or danger to pedestrians.

4.5 Stalls and Stallholders shall not obstruct or endanger the users of the adjacent highway.

4.6 The Council disclaims all liability for accidents caused by or arising from the disrepair condition or construction of any stall not owned by it.

#### **5. Food**

5.1 Market Stallholders must comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995 and Food Safety (Temperature Control) Regulations 1995. Protect open foods from handling by the public and environmental contamination. No foods should be placed directly onto the floor - it is best to keep all unwrapped food off the ground by at least 45cm.

5.2 Store and display raw and ready-to-eat foods separately to prevent cross-contamination.

5.3 All preparations and selling must be carried out from within the stall and food exposed for sale must be additionally protected by transparent front, top and side screens.

5.4 All food businesses must be registered with a Local Authority. Please contact Dorset Council, Environmental Health and Licensing (Tel: 01305 221000), [envhealth@dorsetcouncil.gov.uk](mailto:envhealth@dorsetcouncil.gov.uk)

#### **6. Litter**

6.1 Stallholders are responsible for ensuring that all rubbish, litter, unwanted goods, etc., are properly stored throughout the day, and removed at the end of the day's trading. Additional precautions shall be taken by Stallholders during inclement weather to

prevent litter from their stalls being blown along the highway. Without prejudice to any liability that there may be under the Litter Act 1983 if a Stallholder fails to comply with this regulation the Council may remove the refuse and cleanse the area and the Stallholder shall be liable for the Council's costs in so doing.

6.2 Rubbish must not be deposited in litter bins around the town.

**7. Complaints**

7.1 Any complaint with regard to these regulations shall be made to the Town Clerk.

**The Council reserves the right to exclude from the Market any trader who contravenes any of the above regulations.**

Signed on behalf of Shaftesbury Town Council

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Signature of Market Trader

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Name (Please Print).....

Trading Name .....

Contact:  
Shaftesbury Town Council  
The Town Hall, High Street  
Shaftesbury , Dorset . SP7 8LY  
Telephone: 01747 852420  
Email: office@shaftesbury-tc.gov.uk