

**THETFORD TOWN COUNCIL**  
**TUESDAY AND SATURDAY MARKET RULES**

1) **GENERAL CONDITIONS**

- a) Market Days shall be: TUESDAYS AND SATURDAYS  
Except that any Market Days may be cancelled by the Town Council if they consider that to be necessary or desirable.
- b) Market Hours shall be: 6.00 a.m. to 4.00 p.m.

2) **OCCUPIERS OF PITCHES**

- a) The Council recognises that, through custom, certain traders use specific pitches. This established order will not be interfered with unnecessarily and will continue in force until either:

- (i) a trader gives up business; or

- (ii) a trader breaks normal Market Rules or Bye-laws or acts in a manner which would be disruptive to the normally agreeable working of the market.

However, the Council reserves the right to change the established order if it becomes necessary as the result of the above and to reposition pitches in order to maintain a balanced market with regard to stall sizes and merchandise for sale.

- b) No stall shall be erected or remain in the Market area for any period outside the normal market hours.
- c) Except with the consent of the Market Superintendent, no vehicle used in connection with the loading or unloading of goods shall be allowed in the Market Place after 8.30 a.m. (Provided that, with the consent of the Market Superintendent and if the vehicle is used solely for the sale of goods, this Rule shall not apply.)
- d) Pitches may only be used by the regular trader or such other person authorised by the Market Superintendent, and no person may grant permission for their pitch to be used by another without prior authority from the Market Superintendent.
- e) The allocation of a particular pitch shall be for one day only and its size and position shall be at the discretion of the Market Superintendent. No trader shall occupy any pitch which has not been duly allocated to them.
- f) Traders may not load their goods before 4.00 p.m. in the summer months and 3.30pm in the winter without authority from the Market Superintendent.

3) **PITCHES**

- a) No pitch shall be extended without the consent of the Market Superintendent and the trader must conduct business from within the perimeter of that pitch. Pitch areas are measured in square metres and must be authorised by the Market Superintendent. A trader must confine goods and equipment to the pitch area allocated.
- b) Traders will not be permitted to obstruct pedestrian gangways and rails will not be permitted beyond the boundary of the pitch.
- c) Traders are not permitted to sell items other than those specified on the application form.

- d) If a trader is not in position by 8.30 a.m. on a Market day, the pitch may be allocated for that day to a casual.
- e) If a regular trader does not propose to attend on a Market day, the Town Council should be given as much notice as possible. Traders must phone the Town Council Offices on Thetford (01842)754247, or the Market Superintendent on mobile 07943 313084
- f) Traders failing to attend the market for four consecutive weeks without notifying the Council of the reasons will lose their allocated pitch. Notification must be made in writing to the Town Clerk, Council Offices, King's House, King Street, Thetford, IP24 2AP. (6d also refers below.)

#### 4) **TOLLS**

- a) The tolls and charges for the use of a pitch shall be payable monthly in advance in accordance with the scale of fees normally approved at intervals by the Council.
- b) The Council's charges for the use of the pitch do not include provision for fixing in position, removing and storing of the stalls by the council. These tasks shall be undertaken by the trader at their own expense.
- c) Traders making use of the electricity power supply will have to supply their own temporary connecting cable, which will conform to current safety specifications and regulations. The temporary cable will at all times be covered on the ground with safety matting supplied by the trader. The Market Superintendent will open up the supply cabinet for the traders to plug into the sockets. The cabinet will be locked by the Market Superintendent during the day and opened up again at the end of the trading day to enable traders to remove plugs from sockets. The toll for the power supply per market day is:
  - 1) £3.00 to power a lighting circuit
  - 2) £5.00 to power a compressor

The Town Council is responsible only for supplying the cabinet and the power supply. All cables and fittings to the supply cabinet are the responsibility of the trader.

#### 5) **MARKET CLEANLINESS**

- a) Every trader shall ensure that their pitch is kept clean and tidy during trading hours.
- b) The trader shall remove all refuse directly or indirectly caused from occupation of the pitch and ensure that the site is left tidy.

#### 6) **GENERAL RULES**

- a) A trader shall at all times conduct business in a proper and business-like manner.
- b) A trader shall not cause any obstructions within the Market area.
- c) A trader shall conduct business without interfering in any way with the business of any other trader.
- d) Any trader who is absent for more than four consecutive weeks, without giving notification of the reasons for such absence, shall forfeit the pitch and this will be re-

allocated. (3f also refers above.)

- e) Regular traders who pay monthly in advance are entitled to two weeks holiday a year (two markets for traders who regularly trade once a week and four markets for traders who regularly trade twice a week).  
Holidays must be notified to the Council Offices in writing at least a month before. The trader will then not be charged on their regular monthly invoice for those dates. All other normal market days must be paid for unless the Council cancels the market in advance (for holiday periods such as Christmas) or cancel on the day for health and safety reasons.

The holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March inclusive.

- f) A trader shall not cause danger to other traders or patrons of the Market or members of the public generally.
- g) The Council, at any time, may close the Market. In the event of the Council taking such action, it shall not be liable for any loss sustained by the trader directly or indirectly.
- h) In the case of danger or an emergency, the Market Superintendent may stop the sale of goods from any pitch at any time. In the event of such action, neither the Council nor the Market Superintendent shall be liable for any loss sustained by the trader. The decision of the Market Superintendent as to what constitutes a danger or emergency shall be final.
- i) The Council reserves the right at any time and from time to time to amend these Market Rules in such manner or to such extent as it shall in its absolute discretion think fit and upon written notice of any such change being given by the Council to each person, firm, company or body, to whom a Market pitch has been allocated.
- j) Traders will supply annually to the Town Council up-to-date copies of: NMTF membership details, insurance cover, food hygiene certificate (if applicable), food vendor registration (if applicable). Signed acceptance by a trader of these rules and regulations must be received by the Council before any trader can trade.
- k) Stallholders are reminded that contravention of any of these rules may result in expulsion from the Market.

Town Clerk  
31<sup>st</sup> August 2011

**TRADER'S DECLARATION**  
*I agree to abide by these rules.*

Signature:

Name:

Date: