



Bletchley Market – Conditions Relating to Trade

a) Allocation/ Payment of Stalls/Pitches

1. No person shall trade from the market area except from a stall or mobile vehicle and at a pitch allocated by the Market Officer. All traders must supply their own stalls or vehicles.
2. No person shall trade unless permitted to do so, and upon payment of the current charges
3. Payment of charges for stalls/pitches will be made to the Market Officer as cash or by crossed cheque accompanied by a current bankers card
4. The charges for a stall(s) and/or pitch(es) will be as advised by the Council and may be subject to variation
5. Every person wishing to trade shall occupy only the stall and/or pitch to which they are directed by the Market Officer
6. A person who has traded for a period of at least 6 consecutive weeks or more may apply to trade as a “regular trader”
7. A “regular trader” may pay in advance for their stall/pitch
8. A “regular trader” who is absent and has not paid in advance will relinquish the right to his/her usual trading position
9. A “regular trader” will be permitted a maximum of three weeks’ absence from the market per annum without payment and without prejudice to their normal trading position etc, providing their absence is confirmed in writing to the Market Officer at least seven days in advance.

The Market Officer will be able to let the stall/pitch to a casual trader in the trader’s absence, except where the regular trader has paid in advance for the stall/pitch.

The aforementioned shall not apply to horticultural /agreed seasonal traders who require a season trading regime. Horticultural and other agreed seasonal traders will be permitted a maximum of six weeks absence from the market, providing that they give at least seven days notice in writing to the Market Officer. The trader, if granted permission, will be required to pay 50% of the daily stall/pitch rent that would be due for the period of their absence. The monies shall be paid in advance when the permission is granted by the Market Officer. In the horticultural/agreed seasonal trader’s absence, the Market Officer may let the stall/pitch to a casual trader.

10. A “casual trader” is deemed to be a person who has traded for a period of less than six consecutive weeks and has not made advance payments to the Council.
11. A “casual trader” must not occupy any stall/pitch without prior notification on the day of trading from the Market Officer
12. Refunds of advance payments will only be made in exceptional circumstances and at the discretion of the Town Council
13. Market traders will as far as possible be allowed to use the same site on each market day but a site not occupied by 0830 hours will be re-allocated
14. In the event of a lapse of trading for a 4 week period or more (unless for some authorised or acceptable reason, e.g. holidays, seasonal trade, illness etc and which have been notified to the Market Officer in writing or by telephone to 01908 649469), the status of a “regular trader” will be removed and the stall/pitch re-allocated.
15. In the event of a stall/pitch becoming available for reallocation an existing “regular trader” may request same and be allocated it by the Market Officer, after exercising his discretion, e.g. first request received, suitable separation of similar trades, types of goods etc
16. No compensation will be paid to any market trader upon the determination or non –renewal of the allocation of any stall or pitch and no tenancy or other legal estate or interest should be created or deemed to be created by the allocation of any stall or pitch to any person
17. The allocation of any stall or pitch is the prerogative of the Council and a market trader shall not assign, sublet or permit any person (other than a relative, agent, partner or employee responsible for conforming to these conditions) to occupy or use the stall or pitch or any part thereof.
18. No trader may, without approval by the Market Officer, make a material change in the type and class of goods or articles permitted to be sold
19. The Market Officer will endeavour to ensure that a good balance of trading opportunities exists on the market and the Council’s decision on the similarity of lines shall be final. There will be no more than two identical stalls with no restriction on “like” stalls.
20. The Council reserves the right to refuse permission for the sale of any particular goods or articles.
21. Frequent irregular attendance:
Traders will be sent a warning letter after 2 un-notified non-arrivals. The letter will confirm the non-attendance and that the Town Council reserves the right to take further action.

Failure to attend for a 3rd consecutive week, will result in the Town Council sending the trader a further warning letter which advises that the Town Council reserves the right to let the pitch without any further notice. If the trader was a “regular trader” then this entitlement will be lost and will now be considered a “casual trader”

b) Businesses Selling Food

1. The Food Safety (General Food Hygiene) Regulations 1995 shall be complied with so far as they affect moveable and/or temporary premises in respect of the following:-
 - The siting, design and construction must aim to avoid contamination of food and harbouring of pests.
 - The provision of appropriate facilities for personal hygiene.
 - Surfaces in contact with food must be easy to clean and where necessary disinfect.
 - Adequate provision must be made for cleaning food stuffs and the cleaning and where necessary disinfection of utensils and equipment.
 - An adequate supply of hot and/or cold potable water must be available.
 - Adequate arrangements for storage and disposal of waste.
2. The Food Safety (Temperature Control) Regulations 1995 shall be complied with by ensuring that no food raw materials, ingredients, intermediate products and finished products likely to support the growth of harmful bacteria, or the formation of toxins at temperatures which would result in a risk to health are kept at any stall/pitch. Relevant foods that need temperature control must be held at or above a minimum temperature of 63° Centigrade (hot holding) OR kept at or below a maximum temperature of 8° Centigrade. (Chilled)
 - For specific food safety advice contact the Environmental Health Department at Milton Keynes Council on 01908 252398.The aforementioned must be strictly observed by all food traders and apart from, or in addition to any legal action taken for infringements; a trader may be required to vacate their stall/pitch on the market if these requirements are breached.

c) General Conduct of the Market

1. No person shall, on market days bring onto the market area any vehicle for the unloading of articles or goods later than 0900 hours or at any time prior to same if in the Market Officers opinion undue congestion will be created, or that the next following condition could not be complied with.
2. All vehicles shall, on market days be cleared from the market area before 0915 hours whether unloading has been completed or not.
3. No vehicles shall, on market days, be brought onto the market area for the purposes of loading before the notified market closing time, without the agreement of the Market Officer.
4. No vehicles shall be halted for unloading or loading in any part of the market longer than is reasonably necessary, nor in such a manner as to hinder or obstruct unreasonably any other vehicles or pedestrians.

5. No vehicles shall be driven or halted in any part of the market except as permitted or directed by the Market Officer and no vehicle may be stationed on the market unless allocated a pitch for trading.
6. No person shall bring, convey through or deposit any goods or articles in such a manner as to cause obstruction, or nuisance in the market area or its environs.
7. No person shall deface, damage, or neglect any property of the Council.
8. A person shall not make alterations to a stall or alter or interfere with any fittings, equipment or facilities provided in connection with the market, or discharge or permit the discharge of any matter into any drain or sewer of the market area, or its environs.
9. Electrical devices shall not be connected to the market supply unless they comply with the current approved electrical standards, regulations, and practices. It is the Traders responsibility to ensure that their equipment meets the appropriate standards and to evidence compliance to the Market Officer on demand.
10. The market trader will be held responsible for any damage or injury to any Council property including the surface of the market area caused by him or by persons for whom he is responsible and shall pay to the Council on demand the cost of any such damage or indemnity; likewise he shall be responsible for any damage or injury to any person or property at, on or abutting the market area caused by him or by persons for whom he is responsible and will be accountable for such claims as may be made on him or such persons or the Council.
11. Every market trader or his employee shall:-
 - a) allow the stall/pitch to be properly cleansed as often as may be necessary during market hours and at the end of the market day, and
 - b) place refuse for collection in a position notified by the Market Officer
 - c) Take all practicable steps to keep his stall or pitch and the immediate environs free from waste, fruit or vegetable matter or any other market litter and to prevent such litter from being blown beyond the confines allocated to him.
 - d) The disposal of an excessive amount of waste material is liable to attract a charge additional to normal stall/pitch charges.
12. Other than "Guide/Hearing dogs", no market trader nor his employee shall bring to or keep at any stall, mobile or site any dog or permit any dog under his control to follow him or roam the market area.
13. A market trader or his employee shall not use on or at any stall or pitch any heating or lighting equipment except expressly approved, nor shall any flammable substances, explosives, fireworks or other articles capable of causing fire, explosion, damage or nuisance be brought to or kept at any stall or pitch.

14. The goods, articles or equipment of market traders shall not be placed beyond nor allowed to overhang the boundaries of their stalls or pitches nor shall any pedestrian route between stalls be obstructed in any way.
15. Market traders and their assistants shall conduct themselves in an orderly manner and shall not obstruct, hinder, cause nuisance or do any other act which is likely to cause disruption to the proper conduct of the market. Where any person is guilty of conduct which is likely to interfere with proper use of the market by the public or other traders including premises abutting the market, he may be required to vacate the stall/pitch permanently.
16. Market traders and their assistants are required to carry out any reasonable direction for the general operation of the market which may be given by the Market Officer.
17. Traders will display and maintain in a prominent position at all times on each stall, mobile vehicle or pitch a legible and conspicuous sign bearing the name of the person by whom or on whose behalf the business of market trader is carried out.
18. No trader shall sell goods or services using amplified equipment or any other noisy methods.
19. The attention of the market traders is drawn to their responsibilities under various legislation concerning the sale and exposure for sale of goods or articles, e.g. (but not limited to), Weights and Measures, Trade Description, Fair Trading, Sale of goods Act, and any other related Consumer Protection legislation; contravention of which, apart from any other action may be taken against them, may result in being refused a stall/pitch.
20. The market will be open for trading for the general public between the hours shown below, except when such days are public holidays:

Thursdays & Fridays	0900 to 1630 hrs
Saturdays	0900 to 1700 hrs
21. The Market Officer under the direction of the Town Clerk will, on behalf of the Council, permit, decide or give an opinion, and act generally in all matters concerning the day-to-day control of the market. Any such direction, permission, decision, opinion or act shall be accepted and complied with. Any person aggrieved may bring the matter to the notice of the Council by making a complaint to the Town Clerk in writing.
22. Complaints by the General Public or by any Officer/Representative of Thames Valley Police, Buckinghamshire County Council Fire & Rescue Service, Anglian Water Services Ltd, East Midland Electricity, British Gas, or British Telecom shall be referred to, and dealt with by the Market Officer as deemed appropriate.
23. Traders must not sell goods by a "mock auction".