



TRADING REGULATIONS

Produce Markets

The weekly produce market in Diss is held on a Friday and the operation of these markets is controlled by the following regulations, which all traders are required to adhere to and are a condition of use of a site. Further copies of this document are available from the Town Clerk at the address at the end of these regulations or from the Council's nominated officer or from the website www.diss.gov.uk.

1. Stallholders must occupy the site allocated by 8.30am, unless prior notice has been given to the Council's nominated officer, or forfeit the site for that day. The Council reserves the right to allocate the site to a casual stallholder.
2. Any stallholder who occupies a particular site for four or more consecutive weeks may be considered to have preference over others in the future allocation of that site although the Town Council reserves the right to re-allocate or rearrange sites as it feels necessary. Any permanent changes to pitch location will be confirmed in writing.
3. Any stallholder who fails to occupy a site for four consecutive weeks (except in the case of illness, which should be reported to the Council's nominated officer) may forfeit any preferential claim to a site and traders will be advised in writing that they have forfeited their pitch.
4. Reasonable access must be left between stalls so that an adequate gangway is maintained at all times. Stock and/or empty crates must not be stored adjacent to stalls but should be removed from the Market.
5. The Council may restrict numbers of any particular type of stall at its absolute discretion and no stallholder will alter the type of goods sold without prior consultation with the Council's nominated officer.
6. No stallholders shall vary the size or structure of their stalls without prior approval of the Council's nominated officer.
7. No amplified advertisement methods are permitted.
8. Stallholders are required to display their name prominently on the stall and every stallholder must have third party public liability insurance with a minimum cover of £2,000,000, which will be inspected by the Council's nominated officer prior to first commencement of trading and on the first Market Day in April of each year.
9. Regulation (EC) NO 852/2004, Article 6 (1&2) Stallholders operating a food business are required to register with their Local Authority prior to commencing trading. You will be required to produce evidence that you are registered, either by a letter confirming your registration, or by a copy of your most recent inspection report. Evidence of your Food Hygiene Rating, if you have been allocated one, would also suffice. The Food Hygiene (England) Regulations 2006 Regulation (EC) No 852/2004 Article 5(1). This regulation requires food business operators to have a documented food safety management system based on HACCP (Hazard Analysis Critical Control Point) principles. You should either bring your food safety management pack with you to the market, or your monitoring documents. It is not expected that very low risk businesses such as fruit and vegetable stalls, and stalls selling sweets will have this type of documentation, but you should show the Council's nominated officer the most recent report from your Local Authority as evidence of registration.

10. Vehicles must not be left on the Market Place, Mere's Mouth, Butter Market sites or adjacent roadways after unloading which should be completed by 9.00am. Vehicles should not be brought back until packing-up which is to begin at 3pm (except in cases of emergency or severe weather, at which times the permission of the Council's nominated officer should be sought). This should be completed without unreasonable delay.
11. Anyone may apply to be a stallholder and must observe the regulations without privilege or precedence. The Town Council reserves the right to serve notice on any stallholder who, in their opinion does not comply with the market regulations, or is found to be unsuitable for whatever reason. A minor complaint will be notified to the stallholder requesting that any problem must be remedied. If any complaint is not rectified or a serious complaint ensues, formal notice to quit will be issued to the stallholder. Any stallholder who is issued with a notice to quit will be given the opportunity to respond formally to the Council.
12. The rent shall be **£3.94** per metre (£1.20 per foot) (the rate of rent is reviewed annually by the Council which reserves the right to amend rental charges, with due notice) and the rent shall be paid quarterly in advance or monthly by arrangement. The Council offers a discount to stallholders who pay quarterly in advance, but this does not in any way imply security of tenure, nor is any rent refundable if Rule 1 above is invoked.
13. Stallholders are totally responsible for disposal of their own waste, boxes, cardboard and refuse which should be removed from the site on vacation. Litter bins provided in the vicinity by the Council for use by members of the public, should not be used for the disposal of obnoxious or any other waste. Stallholders must keep their site tidy during the day and those who do not leave the site as found will be charged a cleaning fee.
14. Sites are owned by the Town Council and the Licences given to the stallholders who occupy them are personal to those stallholders. Stallholder's Licences cannot be transferred nor the benefit shared with any other person. Stallholders' Licences automatically cease on the death or retirement of the registered stallholders. Those who wish to sell their business do so without any guarantee that a site will be made available on Diss Market Place to the purchaser.
15. Any and all measures required by the Council to be undertaken for these purposes will be completed without delay. Failure to do so will result in forfeit of Lease.
16. The use of generators is permitted; traders wishing to use generators should ensure that they are suitable to be used in close proximity to other traders and therefore should be:
 - properly maintained
 - will not pollute the environment with excessive exhaust fumes
 - will not create a noise nuisance
 - properly ventilated
 - fuel is stored in an approved container away from sparks and the generator
 - fumes are directed away from food stalls and other premises

The Town Council reserves the right to request a trader to turn a generator off if complaints are received or the noise or fumes are considered to be a nuisance.

17. In all matters relating to the Market, the decision of the Council is final.

Fundraising Stalls

Fundraising stalls are those organised by charities, fundraising and other 'not-for-profit' groups for the purposes of raising awareness of the group and for fundraising. Fundraising stalls will only be allowed on the Market Place on Fridays when space permits. Otherwise

they will be limited to other days of the week. Special rates apply to Fundraising Stalls (as detailed below).

18. All organisers of Fundraising Stalls shall complete a booking form which must be submitted to the Town Council Offices at least four working days before the stall is required.

19. All organisers of Fundraising Stalls shall comply with regulations 1, 4, 6, 7, 8, 10, 12, 13, 14 and 15 above.

20. No more than four bookings per year per group will be permitted (except in exceptional circumstances).

21. The rent shall be **£6.00** for a maximum of one 1.0 metre x 2.0 metre table (payable in advance to the Town Council Offices) with effect from 1st April 2005.

22. The number of charity stalls permitted on the market on any one day will be at the discretion of the Council.

Publicity/Trade/Information Stands

On non-market days, the Town Council permits the Market Place to be used by other businesses or organisations for the display of products or services. Special rates apply to Publicity/Trade/Information Stands (as detailed below).

23. All organisers of Publicity/Trade/Information Stands shall complete a booking form which must be submitted to the Town Council Offices at least four working days before the Market Place is required.

24. Shall provide evidence of Public Liability Insurance at time of booking .

25. All organisers of Publicity/Trade/Information Stands shall comply with regulations 1, 4, 6, 7, 8, 10, 12, 13, 14, 15 and 16 above.

26. Shall complete a Risk Assessment form to Council's satisfaction.

27. The rent shall be **£32.25** per day (payable in advance to the Town Council Offices) with effect from 12th June 2008.

Flea Markets

On the Second Saturday of the Month and at other times as publicised, the Town Council arranges Flea Markets in the Market Place for the sale of general bric-a-brac and second hand goods. Special rates apply to Flea Market stalls (as detailed below).

28. All organisers of Flea Market Stalls shall complete a booking form which must be submitted to the Town Council Offices at least four working days before the Market Place is required.

29. All organisers of Flea Market Stalls shall comply with regulations 1, 4, 6, 7, 8, 10, 12, 13, 14, 15 and 16 above.

30. The rent shall be **£6.00** for a maximum of one 1.0 metre x 2.0 metre table (payable to the Council's nominated officer on the day of trading) (the rate of rent is reviewed annually by the Council which reserves the right to amend rental charges, with due notice). An extra fee of £6.00 per additional 2m² table used may be charged at the discretion of the Council's nominated officer on the day of trading.

Speciality Markets

On non-market days, the Town Council permits the use of the Market Place for other 'Speciality Markets' such as Christmas Markets and Foreign Produce Markets. Special rates apply to Speciality Markets (as detailed below).

31. *Speciality Markets must be organised in full consultation with the Town Clerk.*

32. The rent for the use of the Market Place for a Speciality Market shall be **£500.00** per day. (the rate of rent is reviewed annually by the Council which reserves the right to amend rental charges, with due notice).

Farmers' Markets

The Town Council arranges a Farmers' Market on the second Saturday of each month for the sale of locally grown or made produce. Special regulations are applicable for Farmers' Markets, a copy of which can be obtained from the Town Clerk.

Approved by Diss Town Council at a meeting of its Policy & Resources Committee held on 14th September 2011
