

# DAVENTRY MARKET INFORMATION PACK AND APPLICATION FORM

## WELCOME

Thank you for your interest in trading at Daventry Market.

The Market is a significant feature of the town and the local economy as it offers fresh, local and competitively priced produce and products.

Daventry Market offers Traders, both experienced and new, an opportunity to develop an existing business or start up a fresh new one. If you own your own business, it's the perfect place to have another outlet for your goods or services in addition to extra advertising promoting your business.

The Market is situated on Daventry High Street and opening times are 8am-2pm.

Market days are Tuesdays and Fridays, and you are permitted to trade both days.

This pack will provide you with the following:

- Useful information for traders
- Terms and conditions
- Application form

## USEFUL CONTACTS

### **Daventry Town Council (Market authority)**

3 New Street  
Daventry  
Northamptonshire  
NN11 4BT

Tel: 01327 301246

### **Market Officer**

Email: [operations@daventrytowncouncil.gov.uk](mailto:operations@daventrytowncouncil.gov.uk)

### **National Market Traders Federation (NMTF)**

Hampton House  
Hawshaw Lane  
Hoyland  
Barnsley  
S74 0HA

Tel: 01226 749 021

Website: [www.nmtf.co.uk](http://www.nmtf.co.uk)

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## Market Terms and Conditions

The Council dictates the conditions under which the market operates, each market trader must abide by these terms and conditions and satisfy the Council that they are bona fide market traders.

These terms and conditions govern the use of stall/s in the market area by traders. Any trader who **contravenes any of the terms and conditions, statutory provisions, regulations, order of any byelaws relating to the market, may be refused permission to use a pitch in the market.**

Traders must comply with the directions of the Market Officer or other authorised Council Representative and no other action shall be carried out on a stall other than that for which the trader is granted permission.

All traders **MUST** apply for permission to trade on Daventry Market by completing the attached Market Application Form and submit the required documentation.

The Council reserves the right to decline any application if it considers it inappropriate or any trade/product/service will be over-represented.

## INSURANCE AND LIABILITY

All Traders must hold a valid insurance policy for Public Liability Insurance for claims of up to £5,000,000 and make it available, together with a receipt for the current premium to the Market Officer or other Council Representative. Traders not holding this cover will not be permitted to trade on Daventry Market.

All traders shall indemnify the Council from and against all actions, proceedings, damage, claims, losses or outgoings of whatever nature arising out of the trader's use of any stall, pitch, vehicle or stand etc. on the market.

A trader shall have no claim for compensation for any loss whatsoever on the termination or suspension or where a pitch is not available or made available to the trader for whatever reason, nor for loss or damage to stock, to stalls or to any other items brought onto the market by the licensee.

The Council will not be responsible for personal injury or death unless the personal injury or death has been caused by the negligence of the Council or its officers or agents.

## PITCHES AND SERVICES

Daventry market provides 3m x 3m pitch, free of charge.

Traders shall provide their own stalls and only use the pitch permitted to them by the Market Officer or other authorised Council Representative.

If a pitch is not occupied for a period of two consecutive weeks (excluding holidays) in any year, it may no longer be reserved and may be re-allocated accordingly. The Market Officer and/or Council Representative may, at his/her discretion grant extensions to periods of absence (e.g. prolonged illness).

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A pitch booked in advance, shall only be held until 9.00am on Market Day. After that time the Market Officer or other Council Representative may re-allocate the pitch to another trader. Traders will not exhibit or display any other board, sign or advertisement without written express permission of the Market Officer or other authorised Council Representative.

Traders shall not place goods beyond the limits of the stall they have been allocated.

## TRADING HOURS, LOADING AND UNLOADING

Davertry Market will be open for Trade every Tuesday 8.00am – 2.00pm and every Friday 8.00am – 2.00pm.

Traders must be set up by 8.00am ready to trade and vacate by 4.00pm at the latest.

Traders must always occupy the pitch space during the trading times and should not pack up before, as a courtesy to fellow traders.

The Market Officer and/or Council Representative may, at his/her discretion, may allow vehicles onto the High Street, but they must not obstruct any right of way or inconvenience or cause any nuisance to other traders or the occupants of any premises adjoining the market area.

The Market Officer or other authorised Council Representative will monitor the weather and wind speed and in the event of exceptionally adverse weather conditions (heavy rain, snow, wind speed in excess of 30mph) may vary any of the hours specified in these terms and conditions or close the market.

The Market Officer and Daventry Town Council cannot and will not be responsible for the loss of trade and/or goods on days where the weather conditions are bad.

## GOODS AND SERVICES

Traders shall sell or offer for sale from their stalls only the goods listed on their application form.

A market trader may not amend the approved list unless the Markets Officer is notified in writing and approval for such variation is given.

## LITTER AND WASTE

Traders must remove all goods, materials, containers, receptacles, equipment, and waste by 4:00pm.

Failure to remove waste may result in termination of the licence.

## BEHAVIOUR

The following must always be observed by traders and/or their employees:

- No arguing
- No fighting
- No drugs or alcohol (promotion or consumption)

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Traders are expected to present a positive image at Daventry Market and treat customers, fellow Traders, the Markets Officer and any Representative of the Council and others with respect and courtesy.

Traders must demonstrate respect and be mindful of comments made whilst trading and/or on social media and/or or any publications.

A trader shall not, to the annoyance of any other person, use any loudspeaker, noisy instruments, or loud music.

Traders are not allowed to bring any animals onto the market, except Assistance Dogs.

## CASUAL

If a space is available for a casual trader, he/she will trade under the same market terms and conditions as those of a regular trader.

## SMOKING

Smoking will not be permitted within the confines of the market area.

## ELECTRICITY

If traders are intending to use electrical equipment this must be declared at the point of application. NICEIC certificates must be provided upon request to Daventry Town Council's Market team or an authorised Officer.

Electricity is supplied to the Traders via feeder pillars and in turn an armoured waterproof cable, which Traders may plug into providing all their electrical equipment meets the required British Standards. The electrical supply is on a timer-switch, which starts at 5.30am and automatically turns off at 4.00pm. Traders must ensure that all trailing cables are covered with an anti-trip matting.

Traders must only use electrical equipment that is in good condition, weatherproof and suitable for outside use. All equipment must have a valid up to date PAT test certificate which must be available to view upon request by the Markets Officer or any Council Representative.

Traders must contact the Markets Officer immediately if there is a problem with an electrical bollard and should not attempt to re-activate a bollard if the circuit breaker has cut the electrical supply.

Electricity is only available to Traders who have booked their facility in advance of arriving at the Market. Traders who have booked electricity must declare in advance what equipment they will want to bring. All electrical installations must be installed by a competent person, and appropriately certified.

Daventry Market does not allow generators.

## GAS

Daventry Market does not permit the use of gas canisters.

Date Reviewed: Finance and Policy 13<sup>th</sup> December 2021

Date Approved: Town Council 20<sup>th</sup> December 2021

Version: 1

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## HEALTH AND SAFETY

Traders have a duty to protect themselves and others from health and safety risks created in the course of trading. Such activities can include, but are not limited to:

- Setting up and packing away.
- The supply and use of electrical equipment, materials and substances.
- The use of any powered tools.
- The movement of vehicles.

Slips and trips are the most common hazard to pedestrians from the items placed on the ground, including trailing leads and spillages. Fixtures and fittings should be in good condition and securely erected. Any sheeting or gazebos must be weighted down with suitable weights and securely tied using clips and ties that are in good condition and fit for purpose. Protrusions from the stall should not cause obstruction or pose a risk to passers-by. Trip hazards should be minimized, and anti-trip matting used where needed.

Any Trader handling food for public consumption must be aware of and compliant with the current Food Safety Legislation and have registered with their Local Environmental Health Improvement Team as a food business.

## EQUAL OPPORTUNITIES POLICY

Daventry Town Council is committed to anti-discriminatory practices where it applies to both the running of, and the trading on the market. No trader may abuse or refuse service to any person on the grounds of sex, race, colour, nationality, ethnic origin, religious or political belief or affiliation, gender reassignment, marital status, sexual orientation, age, disability, socio-economic background, or any other inappropriate distinction.

## COVID-19

- All traders must comply with latest Covid-19 government guidelines.

## TERMINATION

Daventry Town Council reserves the right to withdraw permission to trade of any trader who has breached the market terms and conditions or falsified application information or whose actions are not in the best interests of Daventry Market.

The Market Officer or Council Representative can seek help in removal of a Trader, employee/s, attendants or any other person associated with the Trader, who in the Market Officer's opinion, is causing a nuisance, annoyance or danger to the other traders, Daventry Town Council Representatives or the public or who damages any property of the Council.

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## DAVENTRY MARKET APPLICATION FORM

### Trader/Company Details

Company/trading name: \_\_\_\_\_

VAT Registration No: \_\_\_\_\_

Preferred contact details: Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Business address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Email: \_\_\_\_\_

Number of pitches:  
(pitch size 3m x 3m)  
\_\_\_\_\_

Days you would like to trade: (please circle)                      Tuesday                      Friday

If you require electricity, please list what equipment you have and state how many AMPS you require:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please state the name  
and days of other  
markets you currently  
trade at: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goods to be sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DOCUMENTATION

Please enclose the following documentation with your application form, and make available at any time thereafter at the request of the Market Officer or other nominated Council Representative:

- |                                                                                                                 |                          |
|-----------------------------------------------------------------------------------------------------------------|--------------------------|
| Photo ID                                                                                                        | <input type="checkbox"/> |
| Market Trader Insurance/Public Liability Insurance (Public Liability Insurance should be at least £5m of cover) | <input type="checkbox"/> |
| Risk assessment                                                                                                 | <input type="checkbox"/> |
| NICEIC certificates (if applicable)                                                                             | <input type="checkbox"/> |
| Portable Appliance Test (PAT) certificates (if applicable)                                                      | <input type="checkbox"/> |
| Food Hygiene Certificates and Food Rating (if applicable)                                                       | <input type="checkbox"/> |

Daventry Town Council will not except any claim without them and you will not be invited to trade if false details are given.

## DECLARATION

I acknowledge receipt of and confirm I have read Daventry Town Council's terms and conditions of trading and agree to abide by those terms and conditions.

I also understand that Daventry Town Council may use the above information I have provided for the detection and prevention of fraud and/or be passed onto the principle authority's Food Safety Team.

**Signature:**

**Date:**

**Print name:**

# DAVENTRY MARKET INFORMATION PACK AND APPLICATION FORM

**Please return completed form to:**

Market Officer

Email: [operations@daventrytowncouncil.gov.uk](mailto:operations@daventrytowncouncil.gov.uk)

Post: 3 New Street, Daventry, Northamptonshire, NN11 4BT

**Please ensure you keep a copy of this application form for your own records.**

*In accordance with the General Data Protection Regulations (GDPR) Daventry Town Council are collecting this data to enable us to manage your application. We will only use it for that purpose and will not pass your information on to third parties.*

**Office Use: Form received by .....** **Date .....**