



Street Market Traders' Handbook 2025

Thank you for your interest in Honiton Street Market!
Enclosed in this handbook are the rules and guidelines
for Honiton Street Market.

Should you wish to make an inquiry or apply to trade
please contact marketsuperintendent@honiton.gov.uk

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Honiton Street Market

1. Market Working Group

Honiton Town Council has established a Market Working Group to oversee the operation of the market. The Working Group will keep under review the rules and guidelines for the market. Its primary goal is to engage in discussion and offer changes and ideas to benefit and improve the market and it will work alongside the Market Superintendent in advising the Town Council on any necessary changes or improvements.

2. Definitions

‘Market Day’ is taken to mean any day on which the market is deemed to be open and stalls have been allocated a pitch. Traditionally Market Days are Tuesday and Saturday and more recently included Thursday (currently Market Day Thursday is temporarily suspended).

‘Designated Market Area’ is marked at the High Street with road studs or other areas designated by the Town Council. Previous reports suggest all Honiton as designated (and the Market Charter cannot be found).

‘Year’ for the purposes of these rules extends from 1st April to 31st March.

‘Application Form’ is the form used for traders wishing to hire a pitch

‘Registration Form’ is the form used for traders to become a regular trader

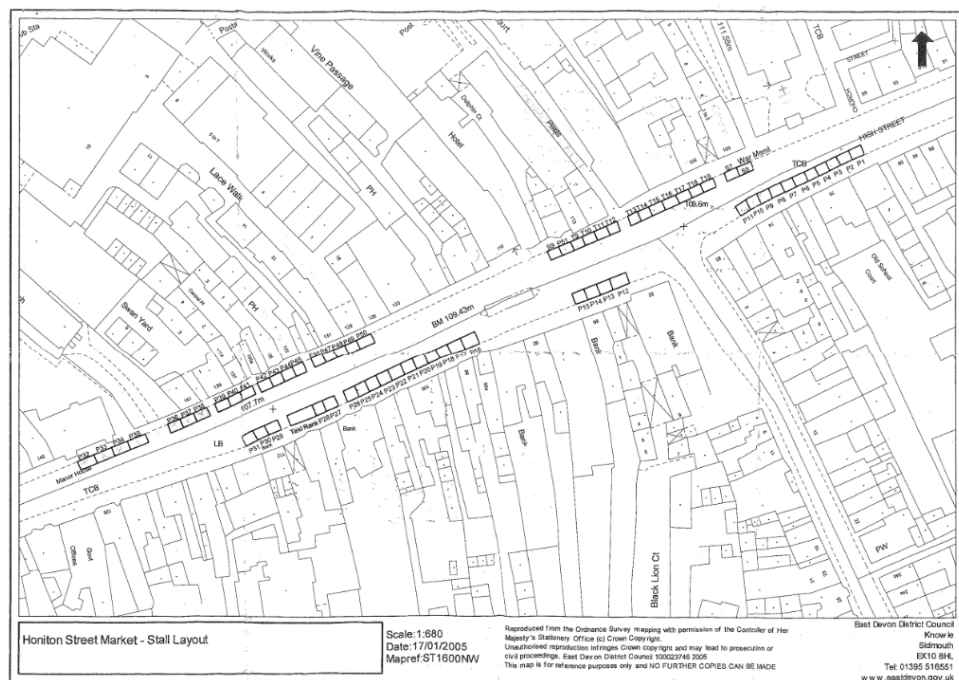
3. Applications to Attend the Market and Enforcement of Rules

- a) For enforcing the provisions of these Rules, the Market Superintendent appointed by the Honiton Town Council shall be empowered to take such action as is necessary to ensure compliance therewith.
- b) Applications to join the market in advance of a market day shall be made to the Market Superintendent in writing on the approved application form. The Market Superintendent shall determine applications made based on the nature of the items being traded / purpose of the stall and any other relevant factor. If Traders are not satisfied with his/her decision the matter shall be referred for review to the Town Clerk at Honiton Town Council, who is responsible for market matters, and his / her decision shall be final and binding.
- c) The Market Superintendent is authorised to determine applications to join the market made on the day.

4. Market Days

- a) Street market days are every Tuesday, Thursday (currently temporarily suspended), and Saturday, excluding public and bank holidays.
- b) The last street market day of the calendar year is Christmas Eve, (or nearest available market day to Christmas Eve). The market then closes until the first official market day of the next calendar year.

- c) Additional specialised markets may be held on any day throughout the year as organised by the Honiton Town Council with any permissions required
- d) Stalls which have not been allocated a market pitch shall not be sited, and articles shall not be sold or displayed for sale, in any street or public place within the designated market area, except with the agreement of the Town Clerk, and in any event only on market days.



6. Pitch Reservations

- a) Traders may register their intention to require a regular pitch with the Market Superintendent; this will reduce the pitch fee by £2 on each registered day. The registration lasts for a period of 12 months ending on 31 March each year; such reservation can be made on payment of the sum of £15 (per Pitch), which covers the street markets held on each Tuesday, Thursday (currently suspended) and Saturday. This charge is separate from the daily pitch fee.
- b) Traders who have registered for regular pitches must inform the Market Superintendent of their attendance, lack of attendance or any change to their regular schedule by the day before each market. Failure to do so could result in the loss of a traders registered pitch on that given Market Day and may incur a charge. If a trader is not going to be present on any particular market day their registered pitches can be re-allocated if necessary.
- c) No part of any reservation fee which has been paid will be refunded in the event of a Trader ceasing to occupy a reserved pitch, whatever the reason.
- d) In the event of a Trader who has reserved a pitch not occupying it on a Market Day for three successive weeks the site shall be treated as if no reservation had been made (but see e) below). The site may then be registered and reserved by another trader, unless the original registered trader informs the Market Superintendent before 8.00am on the next Market Day after the three-week period and pays 50% of the pitch fee to continue the reservation.
- e) The provisions of (d) above shall not apply in the event of sickness or other acceptable extenuating circumstances preventing occupation of the space, if such circumstances are notified to the Market Superintendent before the three successive weeks referred to therein have expired. Weather conditions affecting decisions about attending during those three weeks will also be taken into account, as will the fact that the market has been suspended during that time. In the event of a disagreement as to whether such circumstances are acceptable or not, the matter shall be referred to the Honiton Town Clerk, whose decision shall be final and binding.
- f) Honiton Town Council, through its officers, reserves the right to move market traders from their normal pitch locations if required or deemed necessary. There shall be no sub-letting of stalls.
- g) If a trader informs the Market Superintendent that they do not require one or more of their pitches for a period of time the Market Superintendent may reallocate these pitches within the timeframe given, without reference to the registered trader.

7. Market Operating Times

- a) The set up of the Market is between 6 – 9 am. Traders can attend between those times to set up stalls but must have completed setting up by 9 am. After 9 am the market is closed for set up and no stalls can be set up unless previously agreed with the Market Superintendent.

- b) The Market shall cease operations by 4.00pm to begin packing up (save on occasions of a late planned Market which shall end at 8.00pm). Traders must be packed up and have left their pitch(es) by 4.30pm. The Market Superintendent and Honiton Town Council are not responsible for the safety of traders, their property or their customers after 4.30pm.
- c) On the occasion of certain special events in the town, such as town carnivals, the closing time for the Street Market may be shortened or extended, dependent upon the event. Traders will be given advance warning of such events, when operations will be expected to close by 3.00pm, or alternatively extended to 8.00pm, with traders being given an additional half hour to clear their pitches.

8. Size and Type of Stalls

- a) Traders will be expected to use the gazebos provided by the Council if asked to do so, unless special dispensation has been agreed by the Market Superintendent or the Town Clerk.
- b) Traders may provide their own stalls, gazebos, temporary structures or purposely built vehicles (see below) to be used with the permission of the Market Superintendent or the Town Clerk. Awnings should match the general appearance of the market (i.e. similar to the Council's own gazebos) and be in good condition.
- c) Traders will need to provide their own tables.
- d) Traders shall only be permitted to trade goods declared on their registration form.
- e) A vehicle may be used as a stall providing it forms the main part of their stall or for Health and Safety reasons. Vehicles not being used for these purposes should be removed from the pitch to a nearby parking area, unless authorisation to remain on the pitch is given by the Market Superintendent. A ticket allowing parking within nearby car parks (as identified by the Market Superintendent) will be provided by the Market Superintendent. Vehicles remaining on a pitch may not normally be used for the storage of goods, unless for frozen/chilled food.
- f) At sites P1-P51 (P1-P11 inc currently suspended) and T9-T19 the stall shall not exceed 12' in width and 8' in depth and 8' in height. At sites S7-S9 the stalls shall not exceed 12' in width and 5' in depth, and no vehicles shall be used as a stall.
- g) Stalls may not impede the free flow of traffic and adequate space must be provided for traffic to flow freely.
- h) Stalls must be set up safely and under the supervision of the Market Superintendent. Traders must abide by the Market Superintendent's directions.
- i) All applications shall be considered on their own merits, but the Market Superintendent has discretion to limit stalls to two of a kind.

9. Tolls and Charges

- a) The payment of a daily market toll by a Trader shall be deemed to be acceptance of and compliance with these Market Rules.
- b) Subject to a minimum charge as advertised on the registration form, the tolls shall be paid to the Market Superintendent in addition to any registration fees.
- c) All tolls and charges shall be paid to the Market Superintendent by midday on the morning of trading.
- d) Traders are expected to have the funds to pay for tolls on arrival and not rely on their takings that morning to cover the tolls; a receipt will be issued for any monies collected.
- e) A reduced pitch fee may be requested / introduced as an incentive for new traders. Additional pitches and agreements may be negotiated with the approval of the Market Superintendent. Discounts may be available for multiple pitches and for any other reason deemed appropriate, but all fee reductions must be ratified by the Town Clerk before being applied.

10. Insurance and Certificates

- a) All Traders must have a current public and product liability insurance for a minimum of £5,000,000 and must provide the Market Superintendent with physical evidence to that effect; a copy will be taken and filed.
- b) Traders are responsible for having all relevant certificates and documentation that are legally required of them, including, but not limited to, Food Safety and Hygiene certificates, as well as Gas and Electrical certificates if applicable.
- c) Traders must use gas and electrical appliances safely and in accordance with the law. Generators may be used, but only with the agreement, and under the directions of, the Market Superintendent; this is to prevent pollution and nuisance from noise to the public and local traders.

11. Siting of Charity Stalls

- a) Charity stalls are usually sited on the forecourt of St Paul's church and are booked through the parish office (01404 44035).
- b) Should a charity stall be sited within the street market it shall be free of charge for local charities and CIC's based within the Honiton parish area (but see c) below). Charities based outside the Honiton parish area shall be charged the full toll fee.
- c) Allocation of a charity stall on a market pitch without charge shall be restricted to three markets per year per charity. Any additional requests for a market pitch will be charged at the normal rate.

12. Free Passage of Traffic

- a) Stallholders shall observe all lawful directions of the Market Superintendent, and also the directions of the Police and Civil Enforcement Officers on matters of traffic and pedestrian safety.
- b) No stalls shall encroach on to any entrance, exit, zig-zag lines or pedestrian crossings on the High Street.
- c) Traders' vehicles may be double parked to unload and reload only before 08.30 am and after 3 pm, causing minimum disruption to traffic flow or pedestrian safety.
- d) Any requirements to locate a vehicle within the market area between restricted hours must be approved by the Market Superintendent first. Vehicles must be parked in a designated parking area. They may not be parked adjacent to the stall being used by the trader or in any vacant pitch area without his authority.

13. Attendance

- a) If a trader leaves before 9 am and does not trade, there will be no charge for their pitch(es) or parking. In both circumstances they must inform the Market Superintendent, vacate their pitch(es) and return their parking ticket.
- b) If a trader does not leave before 9 am a charge of 50% per pitch will apply up to 11 am after which full payment is due.

14. Behaviour of Stall Holders

Every Street Trader shall always, when trading on the Market, conduct him/herself in a civil and orderly manner, be clean and respectable in dress and person and shall always act with propriety, particularly towards every person purchasing or seeking to purchase goods from him/her.

15. Litter

Traders must not deposit litter or any other waste matter on the street or in the bins provided for the use of the public, i.e. it should be removed by the trader and deposited elsewhere. Each pitch shall be left in a clean and tidy state when vacated, having been swept if necessary (traders to supply their own brush/dustpan).

16. Guidelines for Buskers

- a) Honiton Town Council does not manage, control, permit, audition or instruct buskers and takes no responsibility for their performances or any actions or activities they undertake. However, the Council requests that buskers take account of the following guidance and operate responsibly whilst performing in Honiton.

- b) These guidelines are purely to assist buskers to operate in such a way that they will obtain maximum benefit from their performances and are able to operate within an environment that is harmonious and enjoyed by all.
- c) They do not need a licence to busk, but certain activities may require a licence or permit, as mentioned below.

Arrival

- d) If possible, it would assist the town council if buskers could inform the Market Superintendent or the Council Office that they are intending to busk on any particular day.
- e) On arrival it would be beneficial if they could make themselves known to the Market Superintendent, as he will be able to assist them in choosing an appropriate pitch and provide them with any advice about what is happening on the day.
- f) An arrangement has been reached with local cafes for buskers to receive some basic refreshments during the day and the Market Superintendent will be able to tell them which café is providing the service for that particular day.

Setting Up

- g) If other buskers are present, they should choose a pitch which is sufficiently distant from them to avoid any overlap of performances. For various reasons it would be helpful if they could move their pitch regularly, including to allow other buskers to use a pitch if they wish so to do.
- h) Once they have chosen a pitch, we advise that they speak to any shops or traders in the vicinity in order to gauge how they will be received. If there is clear animosity, then it may be best if they choose somewhere else. In any event they should only spend a limited amount of time at one pitch to avoid annoying those operating around them.
- i) Buskers may only perform on public land, unless they have the permission of the landowner. Two potentially favourite locations are the frontage of St. Paul's Church and Lace Walk shopping arcade, but these are both privately owned.
- j) They should ensure that they keep the area around ATMs free, so that members of the public are able to access them safely.
- k) When setting up they should take account of public safety, in particular ensuring that they do not create any trip hazards with their equipment.

Performance

- l) Buskers should be conscious of the sensitivities of others, otherwise it may result in complaints. In particular they should ensure that volume is kept at a reasonable level and that they have plenty of variety in their repertoire, as excessive noise and constant repetition will annoy those working around them.

- m) If a complaint is made, they should take notice of what is being said, and either adjust their performance accordingly or move to another pitch. It is not helpful if they either take no notice of what is being said or respond aggressively, as this will create resistance to the concept of having buskers in the town.
- n) Buskers are allowed to make collections as reward for their performance and this does not require a permit, but if they are collecting for charity, they may need a street collections permit, which is obtainable from East Devon District Council.
- o) Similarly, the sale of goods, such as CDs of their performance, may require a street trader's licence, but further information can be obtained from East Devon District Council. They can, however, give items away and request a donation, the amount of which is at the discretion of the person receiving the goods.

Insurance

- p) Honiton Town Council does not offer insurance cover for buskers, who should consider obtaining public liability insurance; this is available specifically for buskers through a search on the internet.

Market fees from April 1st 2025 to March 31st 2026

January 1st to March 31st

One pitch: Registered Trader. £9.00 per market

One Pitch: Casual Trader. £12.00 per market

Vehicle Parking: £2.00 Per Vehicle

April 1st to December 31st

Each pitch: Registered Trader. £12.00 per market

Each Pitch: Casual Trader. £15.00 per market

Vehicle Parking: £2.00 Per Vehicle

Annual Registration

Each pitch: £15.00