



HONITON STREET MARKET

Traders' handbook

Updated January 2022

Thank you for your interest in Honiton Street Markets.

I am pleased to enclose details of our street markets for your information.

Please ensure you read the enclosed as it may have been updated.

Should you wish to proceed with your enquiry please complete as clearly as possible the appropriate paperwork enclosed within this booklet or through our web site by clicking on the main page top right hand menu icon Council services (High Street Market).

When I have received your paperwork including a copy of your insurance, Health & Safety risk assessment and other certificate(s) as required, I will confirm by telephone the date you may commence trading in the market.

Should you need to talk to us, our details are included within this booklet.

We are working extremely hard to ensure Honiton market works for you and your customers and we offer exceptionally good rates to our traders.

We are also open to any ideas from you or your customers.

Once again thank you for your interest and I hope to see you on one of our markets.

1. Introduction

Street markets have contributed to the vibrancy and appeal of Honiton since the 13th Century when it's Charter was given. Every Tuesday, Thursday and Saturday stalls offering fresh produce, clothing, plants, flowers, antiques, bric-a-brac and crafts are set up to bring life to the heart of the town. The rules which follow are designed to ensure that the Street Market continues to be as vibrant and successful in its eighth century as it was in its first. The Council and its representatives will work to maintain not only the pattern and frequency of the street market but also to ensure that its quality and diversity are maintained.

The payment of a market toll by a Trader shall be deemed to be acceptance of and compliance with these Market Rules.

2. Consultative Arrangements

For the purpose of keeping under review the operation of these Rules and any other matter concerning the Market, a Market working group has been established for the purpose of working alongside and to support the Market Superintendent in advising the Town Council on any necessary changes or improvements.

3. Market Day

- (a) Stalls shall not be sited, and articles shall not be sold or displayed for sale in any street or public place in Honiton except on a Market Day.
- (b) For the purposes of these Rules, a "Market Day" shall be a Tuesday, Thursday, or a Saturday (Public and Bank Holidays excepted).
- (c) Christmas Eve shall be a Market Day when a Market Day falls on Christmas Day.
- (d) Late Markets may be held to complement any late-night shopping evening in Honiton.
- (e) Additional specialised markets may be held throughout the year as organised by the Market Superintendent and Honiton Town Council.

4. Sitting of Stalls

(a) Stalls shall only be sited for the selling or the displaying for sale of articles within the boundaries of sites defined by official corner markings on the highway or footpath and bearing the Site Number and the purposes of identification only shown numbered ***P1-P51, T9-T19 and S7-S9*** on the plan (hereinafter referred to as "the plan").

(b) Street Traders shall not occupy a pitch opposite shops trading in similar goods if this can be avoided.

Additional stalls may be placed on the High Street at the discretion of the Market Superintendent.

Traders shall use the pitch allocated to them and do not have the right to move pitch without the Market Superintendent approval.

The market Superintendent has the right to move any trader to another pitch at his discretion for the benefit of the market.

5. Pitch Reservation

(a) A right to a regular pitch may be reserved by a trader which will entitle them to a reduced pitch fee on any Market Day for a period of up to 12 months ending on 31 March next; such reservation can be made on payment of the sum of £12. (per Pitch) on Tuesday, Thursday, or Saturday Market Day

(b) Should a trader not require a reserved pitch he/she should inform the Market Superintendent by 8.00am on any Market Day so that it may be re-allocated; failure to do so may result in penalties to be paid.

(c) 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 and the site may be reserved again unless the registered trader informs the Market Superintendent before 8.00am on Market Day and pays 50% of the pitch fee to continue the reservation.

(d) In the event of a Trader ceasing to occupy the space reserved for any reason no part of any reservation fee which has been paid will be refunded.

The provisions of (c) 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. 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.

The Street Market shall cease operations by 4.00pm (save on occasions of a late planned Market which shall end at 8.00pm) and Traders shall have an additional half hour to depart.

The Street Market shall cease operations by 3.00pm on the occasions of special events in the town, such as town carnivals. Traders shall be given advance warning of such events. Honiton council through its officers reserve the right to move markets traders from their normal pitch locations if required or deemed necessary.

There shall be no sub-letting of stalls.

6. Size of Stalls

Traders must provide the stalls to be used.

A vehicle may be used as a stall providing it forms the main part of their stall or for Health and Safety reasons, otherwise all vehicles must park as per the instructions of the Market Superintendent, vehicles may not be used for the storage of goods unless for frozen/chilled food.

At sites P1-P51 and T9-T19 the stall shall not exceed 12' in length and 8' in width and 8' in height

At sites S7-S9 the stalls shall not exceed 12' in length and 5' in width and no vehicle shall be used as a stall.

Traders shall only be permitted to trade goods declared on their registration form.

All applications shall be considered on their own merits, but the Market Superintendent has discretion to limit stalls to two of a kind.

7. Tolls and Charges

Subject to a minimum charge as advertised on the registration form, the tolls shall be paid to the Market Superintendent in addition to any sum referred to in Rule 5(a) above.

Vehicles may be parked in designated parking areas or in an adjacent vacant pitch for safety reasons and will be charged £2.00 per day.

All tolls and charges shall be paid to the Market Superintendent by midday on the morning of trading, 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.

8. Insurance

All Traders must have a minimum public and product liability insurance of £5,000,000.

9. Sitting 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 charities in the Honiton parish area. Charities outside the Honiton parish area shall be charged full toll fee.

(c) Allocation of a charity stall on a market pitch shall be restricted to one market per year per charity.

10. Free Passage of Traffic

Stallholders shall observe all lawful directions of the Market Superintendent also the directions of the Police and Civil Enforcement Officers on matters of traffic and pedestrian safety.

No stalls should encroach on to any entrance, exit, zig-zag lines, pedestrian crossings or Footpaths on the High Street.

Traders' vehicles may be double parked to unload up to 8.30am and must then be moved to appropriate parking.

(d) Trader's 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. Any requirements between restricted hours must be approved by the Market Superintendent first.

(e) Attendance: If a trader leaves before 8 am but does not set up or trade from their vehicle there will be no charge for their pitches or parking. However, they must inform

the Market Superintendent and vacate their pitch(es) and return their parking ticket. If a trader does not leave before 8 am or trades a charge of 50% per pitch will apply up to 11 am after which full payment is due.

If a trader informs the Market Superintendent that they do not require some of their pitches for a period of time the Market Superintendent may use these pitches without asking the registered trader.

11. 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 seeking to purchase or purchasing goods from him/her.

12. No traders are to move or interfere with traffic cones or hazard tape which has been put in place for trader safety by the Market superintendent or his assisted without express prior permission.

13. Litter

Litter or other matter shall not be deposited on the street or in domestic bins by any Trader and each site shall be left in a clean and tidy state when vacated. Swept if necessary (Traders to supply their own brush/dustpan)

14. Applications to Attend the Market and Enforcement of Rules

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.

The Market Superintendent shall also be authorised to determine applications made to join the market made on the day. Applications to join the market made at other times shall be made to the Market Superintendent in writing on the approved application form. The Market Superintendent shall determine applications made, but if Traders are not satisfied with any decision the matter shall be referred to the Town Clerk at Honiton Town Council who is responsible for market matters for a decision, which shall be final and binding.

Market fees from April 01st 2022 to March 31st 2023

April 1st to December 31st

Payable:

Each pitch: Registered Trader. £10.00 per market

Each Pitch: Casual Trader. £12.00 per market

Vehicle Parking: £2.00 Per Vehicle

January 1st to March 31st

One pitch: Registered Trader. £6.00 per market

One Pitch: Casual Trader. £8.00 per market

Vehicle Parking: £2.00 Per Vehicle

Different pitch fee may be given / introduced as an incentive for new traders, smaller pitch sizes or a reduction if more than three pitches registered on the additional pitch(es). With the approval from the Market Superintendent or Honiton Town Clerk.

To be reviewed by January 2023

CONTACT DETAILS

Market Superintendent Lee Leppington

Mobile Number: 07572 241835

Email: marketsuperintendent@honiton.gov.uk

Address: Honiton Town Council
 The Beehive
 Dowell Street
 Honiton
 Devon EX14 1LZ

Website: www.honiton.gov.uk

facebook: TBA