

LEIGHTON BUZZARD MARKET RULES AND REGULATIONS 2017

1. All Traders and their representatives must have the Right to Work in the United Kingdom.
2. All traders must have a minimum of £5 million Public Liability Insurance and Employee liability where applicable. This is a legal requirement.
3. Rents are reviewed annually at committee.
4. All pitches must be occupied by 8:00am. Any trader who arrives after this time without prior consent or notification by phone that morning may lose their pitch on the day and any due rent will still be levied.
5. Trading hours are from 8:30am to 3:00pm with the exception of the Farmers Market where trading hours are from 8:30am to 1:00pm. No trader is to leave the market before 3:00pm without prior consent of the Market Manager, with exception of the Farmers Market.
6. All vehicles to be off site by 8:30am. Vehicles may return onsite from 3:00pm but stall fronts are not to be packed away until market closes at 3:00pm. Any trader in breach of this will be issued with a verbal warning in accordance with disciplinary procedures.
7. All vehicles must use hazard warnings lights at all times when entering and leaving the High Street and adhere to a 10mph speed limit.
8. Traders are expected to leave their pitch clean and tidy and in the manner they found on arrival (see Market Standards document for further information).
9. Rents will be collected daily and is to be provided when requested by the Market Manager or representative. Failure to pay rent may incur a fine. As a regular trader, any day that you are absent, you will still be liable for the rent. This includes vehicle breakdown (unless taken as holiday). Sickness will be treated as holiday unless supported by doctor's note.
10. Regular traders are permitted four holiday days a year per trading day. These must be booked at least 24 hours in advance.
11. Traders are to comply with current Consumer Rights Act 2015 (and any future amendments in Law)
12. Anti-social or abusive behaviour will not be tolerated at any time and liable to disciplinary procedures.
13. No music or radios to be played on site until after 9:00am and may be subject to PRS licence.
14. Traders shall not display or offer for sale any illegal, counterfeit or copyright infringing goods that do not comply with Consumer Rights Act 2015. We are a 'Real Deal' Market.
15. Traders must not change their product line without the expressed permission of the Market Manager and the completion of a new trader agreement.
16. Allocation of stalls is managed at the sole discretion of the Market Manager or representative and must be adhered to.

17. No goods are to be sold or displayed beyond the foot print of the stalls and no encroachment onto footpaths is allowed without prior agreement of the Market Manager or representative.
18. There is to be no sub-letting of stalls.
19. Trader parking is made available by the principal authority, Central Bedfordshire Council (at present is an area behind Duncombe Drive car park. Parking is free but at your own risk).
20. The market may be cancelled on the day or ahead of trading on the grounds of public safety including severe weather, acts of god, terrorism, one off sporting event etc. See cancellation policy.
21. All traders are to comply with current legislation regarding Food Hygiene and Safety and must meet our guidelines in the Food Trader Appendix where appropriate. This includes the use of all Gas Cylinders and appliances and traders should be able to demonstrate a Gas Safety Procedure.
22. All electricity points are 110v. Electricity is charged for. Traders must supply their own step up boxes and cables.
23. All electrical items must comply with annual PAT tests and certificates must be shown on request.
24. Each stall must have rubber cable covers for anyone needing the use of electricity cables –these cables should be covered if they are on the ground. All cables must be raised in the risk assessment.
25. The use of small portable low noise generators and their location must be approved by the Market Manager or representative prior to their use.
26. Small portable low noise generators will need to be positioned so as to ensure that:
 - they do not present a danger to the passing public;
 - they do not present a fire or similar hazard risk to the stall or goods displayed;
 - they do not produce fumes or any airborne solids, or noise, including vibration, beyond that reasonably expected in normal use, having regard to the proper functioning of any equipment;
 - any inflammable fuel not being used shall be stored away from the stall in a location and container conforming to The Petroleum (Consolidation) Regulations 2014;
 - Any generator shall be turned off at the discretion of the Market Manager or representative if it is felt that a nuisance is being caused.
27. Appropriate licensing and rules overseeing sales of certain products (alcohol, tobacco, knives etc.) must be maintained and updated as per law amendments.

PLEASE NOTE

Leighton-Linslade Town Council or the Local Authority may make recommendations as to the look and feel of your stall and may request reasonable changes to be made – this is to be done within two weeks from being asked.

All Rules and Regulations are subject to Leighton-Linslade Town Council's discretion, through the Market Manager or their representative.

If you have any questions or queries regarding this, please do not hesitate to contact to the Market Manager.

These rules will be enforced and are to the benefit of ALL. Any trader in breach of them will be dealt with subject to Disciplinary Procedures.