



Rules and Regulations

Leighton Linlade Town Council Charter Market Rules and Regulations May 2025
Ratified in May 2025 by the LLTC Market Subcommittee

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Welcome and Introduction

Welcome to the Award-Winning Leighton Buzzard Charter Market, trading since 1086 in our historical town setting. We believe that Markets are a valuable part of our local community and make a vital contribution to the consumer shopping experience.

What does the Market have to offer for traders?

- Vibrant open-air setting
- Prime town centre location
- History of low shop vacancy rates, with a good mix of independent businesses and chains
- Healthy weekly footfall circa 11K with a growing population
- Short term and temporary Licences available
- Great pitches from only £15 (3m x 3m) on the general Market
- Prices include full set-up of gazebos and 2 tables, refuse collection and free parking
- We encourage traders to use their own gazebos where possible
- Permanent Traders receive 4 days holiday entitlement per trading day
- Mobile retail vans and trailers are also acceptable

Rules and Regulations

Nothing in the regulations below shall be construed as placing an obligation on the Council to provide a Market on Tuesdays and Saturdays. It is agreed that the Council will endeavour to provide the Market (Farmers and Producers, Vintage, Handmade and Craft Markets included) except where prevented from doing so by circumstances beyond its control such as if adverse weather makes the holding of a Market unsafe for the Market traders or the public. Through consultation with Market Traders, Trader Representative and other relevant traders within the market, the Council will endeavour to accommodate individual traders' preferences, but any alteration will be audience-driven and for the greater good of the Market. From time to time the Council may add special events or host events from outside sources.

The business, stall owner or person whose name is on the license shall be referred to as the "Licensee." The rules and regulations will be enforced by the Market Manager or a representative of Leighton Linlade Town Council ("the Council").

It is illegal to smoke inside our Market stalls. (See <https://ash.org.uk/resources/view/smokefree-legislation#:~:text=Smoking%20has%20been%20prohibited%20by,Children%20and%20Families%20Act%202014>)

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1. Equal Opportunities Policy

Leighton Linlade Town Council is committed to equal opportunities where it applies to both the running of all services, and the trading on the Market. The Equality Statement is available on both the Leighton Linlade Town Council and Leighton Buzzard Market websites. This means that no one will be treated less favourably or suffer any detriment on the grounds of sex, race, ethnic origin, marital status, sexual orientation, age, or disability. Leighton Linlade Town Council is also committed to anti-discriminatory practices regarding the service our customers, clients, or contractors on the same grounds as above. This means that no licensee may abuse or refuse service to any customer or fellow trader on the grounds of sex, race, ethnic origin, marital status, sexual orientation, age, or disability.

2. Shoppers Charter

Licensees must acquaint themselves with any Shoppers Charter provided by Leighton Linlade Town Council and conduct their business in accordance with the Charter. We are members of the Real Deal for Markets and follow their Shoppers Charter, which can be found on their website: -

<https://www.realdealmarkets.co.uk/resources/>

3. Licences

- a. All Traders and their representatives must have the Right to Work in the United Kingdom, provide two forms of ID and provide their National Insurance number on the application form. This is mandatory.
- b. Proof of public liability cover (minimum five million pounds) and employee liability must be provided in all cases by the licensee. Licensees not providing evidence of their insurance schedule as required will not be permitted to trade. Licensees must notify the Market Manager or representative of any changes in insurance and provide copies on request and on renewal.
- c. The Council is not responsible for the actions, proceedings, damage, claims, losses, or outgoings caused by third party actions on the Market. Each stall must have their own PLI which covers the above. Traders are responsible for their own pitch. The Council is only responsible for the actions of its own staff.
- d. If a pitch is unavailable, through unavoidable circumstances, and a licensee refuses an alternative pitch, a licensee shall have no claim for compensation for any loss whatsoever nor for loss or damage to stock, to stalls or to any other items.
- e. Should a licensee become terminated or suspended from the market, this will result in their pitch being unavailable. The licensee shall have no claim for compensation for any loss whatsoever nor for loss or damage to stock, to stalls or to any other items, or loss of earnings if the licensee has been terminated or suspended.
- f. Permanent Licensed traders are permitted four holiday days a year per trading day. These must be booked at least 24 hours in advance.

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- g. The Licence is personal to the licensee and may not be transferred, resold, or sub-let without prior approval from The Council. The stall must be operated at all times by the licensee, a member of the licensee's immediate family, or an individual employed directly by the licensee.
- h. No licensee will be given the exclusive right to sell any item, type of item, or range of items and the Council may accept product lines that compete with existing licensees. The decision of the Council or representative on such matters will be final. Licensees that sell multiple lines will be assessed on the predominant item or items that they sell, in consultation with traders. The Council does, however, reserve the right to decline any application if it considers that any trade or line will be over-represented in the Market. Separate rules apply to the specialist Markets.
- i. It is the Licensee's responsibility to ensure that the appropriate licensing and rules overseeing sales of certain products must be maintained and updated as per law amendments.
- j. Traders shall not display or offer for sale any illegal, counterfeit or copyright infringing goods or goods that do not comply with Consumer Rights Act 2015. More information can be found on the Central Bedfordshire website:
https://www.centralbedfordshire.gov.uk/info/60/trading_standards/862/trading_standards_-_our_responsibilities **We are a 'Real Deal' Market.** (See <https://www.realdealMarkets.co.uk/> for more information) In addition, there shall be strictly NO weapons, including replicas, tobacco, vapes, live animals, or fireworks. Due to their nature, articles such as ivory and furs will not be accepted on the Market. Furthermore, there shall be no offensive items, graphics, or language on items, including for example, pornographic, racist, or homophobic imagery or terminology.
- k. Leighton Linlade Town Council reserves the right to exclude and/or to terminate the license of any licensee who has breached the Market rules and regulations or falsified application information or whose actions are not in the best interests of the Market. See our Market Trader Disciplinary Procedure, or Market Trader Grievance Procedure and our Leighton Linlade Town Council Complaints Procedure for more information. These are available on the Leighton Buzzard Market website.
- l. The Market Manager can seek the immediate removal of a licensee, his employees, attendants, or any other person associated with the licensee, who in the Market Managers opinion, is causing a nuisance, annoyance or danger to other licensees, Leighton Linlade Town Council representatives or the public or who damages any property of the Council.
- m. Elected Town Councillors who wish to have Market stalls must follow the Elected Councillor's Surgeries Policy, available on both the Leighton Linlade Town Council and Leighton Buzzard Market websites.

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4. Food Traders

The Food Safety Act 1990 (General Food Hygiene) & Food Regulations 2006 (including any amendments) shall be complied with as far as they affect moveable and/or temporary premises in respect of the following:

- The placing, design and construction must aim to avoid contamination of food and harbouring of pests.
- The provision of appropriate facilities for personal hygiene.
- Surfaces in contact with food must be easy to clean and where necessary disinfect.
- Adequate provision must be made for cleaning food stuffs and the cleaning and where necessary disinfection of utensils and equipment.
- An adequate supply of hot and/or cold potable water must be available.
- Adequate arrangements for storage and disposal of waste must be in place.

The Food Safety (Temperature Control) Regulations 1995 (addition EC Regulation 852/2004, Annex II, Chapter IX, part 5 and 6) shall be complied with by ensuring that no food raw materials, ingredients, intermediate products and finished products likely to support the growth of harmful bacteria, or the formation of toxins at temperatures which would result in a risk to health are kept at any stall/pitch. Relevant foods that need temperature control must be held at or above a minimum temperature of 63° Centigrade (hot holding) or kept at, or below, a maximum temperature of 8° Centigrade (Chilled). General Food Regulations 2004 and EC No 178/2002(Traceability).

Food traders must legally be “Food Registered” with their local authority 28 days prior to selling. Traders must provide details of registration to the Town Council. More information can be found on the Central Bedfordshire website: https://www.centralbedfordshire.gov.uk/info/59/licensing/40/food_business

The clauses above must be strictly adhered to by all food traders. Notwithstanding any legal action taken for infringements, failure to adhere to these requirements shall be deemed a material breach of these “Terms and Conditions of Trade” and shall lead to a termination of their Trading Agreement and the Trader will be required to vacate their pitch immediately. Dependant of type of food business, traders must provide Food Hygiene Cert level 2 or equivalent. Named employees of traders must also be food hygiene trained/certified to work. The Trader warrants that they shall comply with all applicable laws and regulations at all times. For the avoidance of doubt, it is the Trader’s responsibility to know and implement all current laws and regulations relating to their trading. This includes new legislation around ‘green’ initiatives and single-use plastics. Traders selling food stuffs are encouraged to inform the Environmental Health Department before they trade.

5. Pitches

- a. Pitch size is agreed when the traders license is issued/reviewed and stated on the licence document. Unless otherwise agreed, a minimum pitch size will be 3m (frontage) x 3m (depth), except for the speciality markets. A gazebo, sheets, tables, weights will be provided free of charge

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on request. Any additional area used (up to 3m²) will be charged in accordance with current tariffs and must be approved by The Council.

- b. No goods are to be sold or displayed beyond the footprint of the stalls and no encroachment onto road/footpaths is allowed without prior agreement of The Council.
- c. The Council reserves the right to change pitch location of any trader to enhance the overall look of the Market or benefit the Market as a whole, in consultation with the trader concerned.

6. Trading Hours, Loading/Unloading and Parking

- a. Trading hours are as stated by Leighton Linlade Council. Currently trading hours are from 8:30am (all vehicles off Market) to 3:00pm (vehicles allowed back on Market). No trader should leave the Market before finishing time without prior consent of The Council, except for the Farmers Market which closes at 1:00pm.
- b. All pitches must be occupied and all vehicles to be off site by the starting time. 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. Stall fronts are not to be packed away until Market closes. Any trader in breach of this will be dealt with in accordance with disciplinary procedures, see separate policy. All vehicles must always use hazard warnings lights when entering and leaving the High Street and adhere to a 10mph speed limit
- c. Licenses and pitches will be allocated by the Market Representative as he/she considers best for the Market. Licensees are not permitted to set up without prior consent or in pitches that have not been allocated to them. If works are taking place in an allocated pitch or the allocated pitch is for some other reason not available, no refund will be due where there is an alternative pitch available anywhere on the Market. If a pitch is occupied but reduced in size due to an obstruction, a reduced fee may be offered at the Market Manager or representative's discretion.
- d. During loading/unloading, vehicles must be positioned to cause minimum disruption to others. Vehicles must not deliberately block the highway at any time and must always move their vehicles for any emergency vehicle. If asked to do so by another trader or by others, please do so quickly and courteously to keep vehicles moving.
- e. Emergency vehicles always have priority and may need access at any time.
- f. 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. Please Park allowing ALL to enter and exit easily.

7. Rents

- a. Rents will be received on time as requested by the Market Manager or representative. Failure to make payment will be referred to the disciplinary procedure. As a licensed trader, any day that you are absent, you will still be liable for the rent. This includes vehicle breakdown (unless taken

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as holiday). Sickness will be treated as holiday unless supported by doctor's note. Please see our Pitch Fee Arrears Procedure for further information on recuperating rent arrears. If a trader is experiencing financial difficulty, they are requested to bring this to the attention of the Market Manager for consideration and an agreement to pay in increments can be reached.

- b. Rents are payable using cashless payment system (all cards taken). Cash taken at the discretion of The Council or representative.
- c. Rents are reviewed annually at the Markets Sub-committee of Leighton Linlade Town Council.

8. Trading Regulations

- a) It is the responsibility for all licensees to acquaint themselves with the trading regulations regarding their own specialist area and abide by them. The licensee must ensure that all staff are properly trained to meet the necessary standards and regulations. Certificates of proof must be available to the Market Manager or representative on request.
- b) Traders are to comply with current Consumer Rights Act 2015 (and any future amendments in Law)
- c) Licensees must ensure that they comply with all relevant legislation regarding employment of minors.
- d) Under 16's cannot be employed on the Market, unless aged 13-16 and employed and directly supervised by the child's parent, in connection with their retail business within set hours allowed and who already have a Child Work Permit from Central Bedfordshire Council. For more information, see Central Bedfordshire Council's current Child Employment Policy.
- e) 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.
- f) Traders must support the Council's 'green' initiatives, especially regarding the ban on single-use plastics and best practice.

9. Electricity

- a. There is a limited number of electric points available. All electricity points are 110v. Electricity is charged for, and traders must supply their own step-up boxes and cables.
- b. All electrical items must comply with annual PAT tests and certificates must be shown on request.
- c. Licensees may only use electrical equipment that it is in good condition, weatherproof and suitable for outside use.
- d. Licensees must ensure that trailing cables do not present trip hazards or any other hazard and are suitably protected and at a safe height. Alternatively, Licensees should cover any cables with cable covering. The cable covering should lie flat and cover the entire length of

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the cable. It is the licensee's responsibility to bring adequate length cables/extension leads and cable covering.

10. Generators

- a. The use of small portable low noise generators and their location must be approved by the Market Manager or representative prior to their use.
- b. Petrol generators are not permitted.
- c. Small portable low noise generators will need to be positioned 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 expected in normal use, having regard to the proper functioning of any equipment.
- d. 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.
- e. 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.

11. Behaviour

- a. Licensees are expected to present a positive image at the Market and to treat customers, fellow licensees, and others with courtesy always. Anti-social or abusive behaviour will not be tolerated at any time and will be liable to disciplinary procedures. Likewise, vendors may expect the same in return.
- b. Licensees are required to conduct themselves in a manner that does not bring any adverse publicity to the Market, fellow licensees, or Leighton Linlade Town Council. This includes any comments on social media, online or in any other publications.
- c. A licensee shall not bring any animals (whether domestic or otherwise) onto their pitch, on any part of the Market except where the animal is an assistance dog for a person requiring such assistance. The sale of any animals is prohibited. Animals belonging to the public are allowed on the Market.
- d. The following must be observed by licensees and their staff while operating their stall:
 - e. No swearing or arguing.
 - f. No fighting
 - g. No drugs (promotion or consumption)
 - h. No consumption of alcohol
 - i. No children (unless in exceptional circumstances and prior approval of the The Council. Children must be supervised by their parent/guardian at all times.)
 - j. No smoking within any stall/pitch

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- k. Responsibility for adherence to the rules and for the behaviour of any person employed or manning a stall remains with the person to whom the Licence was allocated. Failure to behave in accordance with these rules may lead to permanent termination of a Licence.
- l. No music or radios to be played on site until after 9:00am and may be subject to PRS Licence.

12. Presentation

It is the intention of Leighton Linlade Town Council to ensure that the Market is well presented and adequately stocked to be attractive to potential customers and traders. A high standard is required of all licensees' presentations and merchandising and in pursuit of this the Council have set quality standards for all licensees to abide by. These should be regarded as a minimum. Guidance on how to achieve this level can be given by the Market Manager. (See Market Standards document for further information).

13. Complaints Procedure

Complaints by licensees in respect of any matters affecting the Market must be brought to the attention of the Market Manager or representative promptly for investigation, relevant action, and notification to the complainant of the result. Licensees must comply with any request from the Market Manager or representative to provide written notification of a complaint.

Please see Town Council Complaints Procedure and Disciplinary Policies, as well as Market Traders Grievance Procedure and Disciplinary Procedure. These are available upon request or on the Leighton Buzzard Market website.

14. Disciplinary and Grievance Procedures

The Council has set procedures for traders, and these can be found in a separate policy document. In the case of Disciplinary Procedures against traders, there is also the right to appeal, as set out in a stage-by-stage policy.

15 Health and Safety Requirements

Leighton Linlade Town Council is committed to delivering, improving, and developing a safe Market for licensees and customers. To ensure this Leighton Linlade Town Council requires licensees to comply with the following requirements:

- a. Licensees are responsible for ensuring that their stall is properly constructed and assembled as per market standards policy.
- b. Licensees must co-operate with the Market Manager regarding risk assessments of the Market, both as a whole and of individual stalls.

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- c. Licensees must immediately comply with any reasonable instruction given by the Market Manager or representative or other Council employee in the interests of Health and Safety.
- d. Licensees are required to ensure that their stalls are positioned so as not to obstruct the highway in a way which impedes pedestrian or vehicular movement around the Market, presents a safety hazard or which may be detrimental to the efficient operation of the Market. This includes a minimum of 4.5m clearway for emergency vehicles to pass through.
- e. Licensees' stalls must be weighted correctly in relation to the weather conditions (this could vary in one single trading day).
- f. Licensees must not remove Council fitted weights to gazebos/umbrellas unless asked to by Market Manager or representative.
- g. Licensees are required to ensure all other health and safety provisions are met in accordance with their stall and business in relation to weather condition and in line with our Critical Incident Policy (available on the Leighton Buzzard Market website) if applicable.
- h. The decision of the Market Manager or representative is final on the interpretation of this section.

16. Environment

The Council is committed to a set of environmental aims and actively seeks to reduce its carbon footprint, including that of the Market. Environmental matters are assuming a growing importance, and an increasing number of customers are environmentally conscious. Markets typically offer products with low or zero packaging, frequently locally produced, sold in a low energy environment. The Council will seek and promote green credentials, prioritise new traders who have green policies and will encourage existing licensees to be environmentally conscious and work together to this aim.

17. Litter and Waste

- a. Licensees must ensure that all pitches and the immediate surrounding areas are cleared of all refuse generated by their business throughout the day and at the close of business each day. This includes sweeping pitches and the immediate surrounding areas.
- b. Licensees must not under any circumstance put their trade waste in public litter bins.
- c. Licensees providing containers for food or drink consumption on the Marketplace must also provide disposal facilities unless permission has been given in writing from the Market Manager or representative.
- d. Traders must dispose of their own rubbish responsibly from 1st April 2025.

18. Temporary Legislations

Licensees are responsible for ensuring their business is operating in line with the current guidance and regulations issued by the government, local authority, and specialist bodies. Licensees are also

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responsible for ensuring that they are aware of guidance and regulations that are specific to their sector or business, and implement any measures required.

- a. All traders to complete a specialist risk assessment (as necessary) that has been approved by the Market Manager or representative before they can begin trading at the Market.
- b. Licensees are responsible for ensuring that customers and persons around their stall adhere to guidance and regulations issued by the government, local authority, and specialist bodies.
- c. Licensees must have all measures that are stated by the government, local authority, and specialist bodies in place always when trading at the Market.
- d. Licensees must comply with reasonable requests from the Market Manager or representative to improve measures in and around their stall.
- e. Licensees must comply with any local regulations and guidance which has been implemented by the government and local authorities, for both Leighton Buzzard and their home address
- f. Licensees that do not comply with requests given by the Market Manager or representative to implement prevention measures, or contravene guidance and regulations issued by the government or local authorities will have their license suspended or terminated.

19. Adverse Weather

Throughout the year, the Market experiences different and sometimes difficult climatic conditions. The Council has a duty of care to its' staff, traders and public alike and has various policies in place, including our Adverse Weather Policy. These include for high winds, ice and snow and extreme heat. The Market Manager or representative may implement these policies at short notice (12hrs – 48hrs but also on the day if deemed too dangerous to work). All policies are available on request and via the Leighton Buzzard Market website.