

**THE MOOR FALMOUTH
TRADER'S LICENCE**

NAME		TRADING AS	
ADDRESS		EMAIL	
TEL NO		MOBILE NO	

Is hereby licensed to occupy 1 pitch on **THE MOOR FALMOUTH** on payment of the rent as levied by Falmouth Town Council.

PUBLIC LIABILITY INSURANCE DETAILS: *(The minimum amount of cover must be £5,000,000)*

NAME(S) INSURED	
INSURANCE COMPANY	
POLICY NO	
EXPIRY DATE	

A copy of the trader's Public Liability Insurance Details must be returned with this form

RISK ASSESSMENT:

HAZARADS ASSESSED	
SIGNED BY	

A copy of the trader's completed Risk Assessment must be returned with this form

This Licence is issued by Date
Town Manager, Falmouth Town Council

Trader's Declaration of Agreement with the Licensing Conditions:

I hereby agree on my own behalf and on behalf of any person working on my stall(s) to be bound by the Licence Conditions as set out on the reverse of this application:

Signed Date

Falmouth Town Council
TRADER'S CODE OF CONDUCT

The Market is operated by Falmouth Town Council and supervised by the Council's Events Coordinator.

1 Managing the Stall environment

- 1.1 The License Holder is responsible for keeping the immediate area around their stall free of litter and rubbish, spillages or other hazards.
- 1.2 Standard pitch size is 3x3m except for commercial bookings, where size is negotiable.
- 1.3 License Holders must not play music or display video images unless allowed at The Council's absolute discretion.
- 1.4 License Holders must not sell or display anything that can be deemed offensive or potentially harmful in nature. Such items will be removed from sale at the request of the Town Council.

2 Conduct of the Stallholder

- 2.1 The License Holder shall always conduct their trading in an honest, civil and business-like manner without causing nuisance, obstruction or interference in any way with the general public or other stallholders.
- 2.2 The License Holder will refrain from 'pitching' or 'loud selling' with the use of equipment that amplifies or increases voice or sound levels.
- 2.3 License Holders and any of their employees and assistants shall always conduct their communications with Falmouth Town Council staff with civility and respect. Verbal, physical or written abuse of Falmouth Town Council staff will not be tolerated.
- 2.4 License Holders are responsible for the conduct of their employees and assistants in relation to these regulations. All License Holders will also take reasonable steps to ensure the safety of members of the public, their employees, assistants and other stallholders.
- 2.5 The License Holder shall only trade from the stall or space allocated and at the prescribed times and must not trade from any other stall or space unless instructed to do so by the Council.
- 2.6 License Holders must adhere to site plans when circulated.
- 2.7 The License Holder and any of their employees left in sole charge of the stall must be over 18 years of age.
- 2.8 License Holders must work together to bring value to The Moor

3 Electrical Safety

- 3.1 License Holders requiring electricity must sup-to-date certification for electrical/gas equipment
- 3.2 License Holders must not exceed the load limit of 3500 watts. If this load is exceeded and causes electrical issues, Falmouth Town Council reserves the right to disconnect the supply.
- 3.3 License Holders must carry firefighting equipment e.g. fire extinguisher or fire blanket, and have a fire risk assessment when using gas or large electrical loads.
- 3.4 The Moor has 15 separate 16 amp socket outlets sited in cabinets, which will be allocated accordingly by The Council. Each socket requires a 1x blue 16amp external round plug.
- 3.5 Falmouth Town Council expects License Holders selling food to have food facilities wired in accordance with current electrical regulations.

Falmouth Town Council
TRADERS LICENSE CONDITIONS

1. Hire Fee

1.1 Individual stalls:

£12.50 fee per day without gazebo hire (Weekly Market only) on receipt of booking.

£32.50 fee per day with gazebo hire (Weekly Market only) on receipt of booking.

1.2 Street Food: £36.50 fee per day (Weekly Market only) payable to Falmouth Town Council on receipt of booking.

1.3 Commercial Bookings: £125 per day, £500 per week.

1.4 All fees are payable to Falmouth Town Council on receipt of booking. This price will be increased if the pitch size exceeds the recommended size.

1.5 At the discretion of the Council, fees will be waived for charitable and non-profit events.

Payment details are: NALC Falmouth Town Council, The Municipal Buildings, Falmouth, TR11 3EF

Bank details – Bank of Ireland – Account No. 12185524 Sort Code – 30-16-07

2. Legal and Local Requirements

2.1 All License holders are required to have the following documents:

- Public Liability Insurance
- A completed risk assessment
- Food Hygiene Certificate (if dealing with food)

Along with all other relevant documentation as outlined in the Market Application Form.

2.2 All documentation must be up to date, with renewed documents sent to The Council upon receipt.

3. Attendance and absences

3.1 Absences must be notified to The Council as far in advance as possible.

3.2 In the event of a permanent stallholder or his/her manager being unavoidably delayed, the stall or space may be reserved, provided The Council is notified prior to the opening time of the market. (Weekly Market only)

3.3 If there are fewer than six traders for a market, then the market will not run

3.4 Payment credit will only be applied in exceptional circumstances and at the discretion of The Council.

3.5 All stallholders must arrive in time to begin trade at 9am and must vacate the space by 6pm unless otherwise directed by The Council. (Weekly Market only)

3.6 The License Holder(s) will be required to attend the market personally and trade for one full day, not less than once per calendar month. The stall must also be occupied by the License Holder(s) or his/her staff for 3 consecutive weeks out of every 4; failure to do this will render the license invalid. (Weekly Market only)

3.7 Market trading times are 9am-5pm unless otherwise stated by Falmouth Town Council (Weekly Market only)

4. Access

4.1 All vehicles requiring access to The Moor must enter from the roundabout and leave via the Municipal Buildings unless otherwise instructed.

4.2 Vehicles must be loaded and unloaded immediately. When stationary, all engines must be switched off.

4.3 All vehicles must be removed from the market as soon as possible after unloading. No vehicle may return to the market before 30 minutes prior to the end of the market unless authorised.

**Falmouth Town Council
TRADERS LICENSE CONDITIONS**

5 REVOCATION / WITHDRAWAL OF LICENCE

5.1 In the event of a Trader consistently disregarding the conditions of the Licence, including adherence to the 'Code of Conduct' Falmouth Town council may revoke their Trader's Licence forthwith.

5.2 A Trader whose Licence is revoked under this Clause may appeal to the Town Clerk at Falmouth Town Council, whose decision shall be final.

The Market Coordinator may be contacted at:

Town Managers Office, The Old Post Office, Falmouth, TR11 3QA

Tel: 01326 31555

For office use only:

Date of commencement:

Paperwork received:

Comments: