



Falmouth Town Council



# FALMOUTH

*the spirit of the sea*

## THE MOOR WEEKLY MARKET - TRADER'S LICENCE

1	Name:	Trading As:
	Address:	
		Email:
	Tel No:	Mobile:
<p>is hereby licensed to occupy 1 stall on the <b>THURSDAY &amp; SATURDAY</b> Market on payment of the weekly rent as levied by Falmouth Town Council.</p>		
2	Public Liability Insurance Details: <i>(The Minimum amount of cover must be £5 million)</i>	
	Name(s) Insured:	
	Insurance Company:	
	Policy No:	Renewal Date:
<p><b>A copy of the trader's Public Liability Insurance Details must be returned with this form</b></p>		
3	Risk Assessment:	
	Hazards Assessed:	
	Signed By:	Date:
<p><b>A copy of the trader's completed Risk Assessment must be returned with this form</b></p>		
4	This Licence is issued by:	<i>Events Coordinator for Falmouth Town Council</i>
	Date:	
<p><b>This Licence is valid for a period of 1 year from date of issue</b></p>		
5	Trader's Declaration of Agreement with the Licensing Conditions:	
<p><b>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:</b></p>		
	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. Stall extensions are not generally permitted but may be allowed at The Council's absolute discretion. The standard pitch size is 3x4.5m.
- 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 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, at all times 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 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.
- 2.4. 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.
- 2.5. License Holders must adhere to site plans when circulated.
- 2.6. The License Holder and any of his/her employees left in sole charge of the stall must be over 18 years of age.
- 2.7. License Holders are encouraged to work together to enhance the end user experience and to bring value to The Moor Piazza.

**3. Electrical Safety**

- 3.1. License Holders requiring electricity must supply up 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 1 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 LICENCE CONDITIONS**

Following the Council's investment in infrastructure and management of the market, a colour scheme has been chosen and gazebos purchased with a view to giving the market a clearly defined identity. All traders wishing to trade on The Moor as part of this market must adhere to the following conditions.

### **1. Hire Fee**

#### 1.1 Individual stalls:

- a. Pitch Only - £10.00 fee per day (existing traders only or with the express consent of the Events Coordinator – **NOTE - all gazebos used must be of the same colour and quality as those provided by the Council and approved for use by the Council – domestic quality gazebos are not permitted.**
- b. Pitch and Gazebo Hire £25.00 fee per day

**NOTE** – to encourage new traders, a concession is given to those who have not participated or traded previously on The Moor whereby, for a period of two consecutive weeks (a possible four market trading days), new traders will be allowed to trial trade alongside the organised market on the understanding that continued participation will only be allowed under b. above.

#### 1.2 Street Food: £25 fee per day

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

1.4 Payment may be made by BACS, cash or cheque and must be paid no later than one week before trading.

1.5 If paying by BACS, you must include all or part of your business name and the number of markets you wish to book within the payment reference ie. If your business name is Samantha's Scarves are you are booking for 6 out of a possible 8 markets for the month, you should include the reference:  
SAMANTHA 6

**Payment details are: Falmouth Town Council, The Old Post Office Building, Falmouth TR11 3QA  
Bank details – Bank of Ireland – Account No. 12185524 Sort Code – 30-16-07**

### **2. Legal and Local Requirements**

2.1 All stallholders 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 Events Co-ordinator (EC) upon receipt.

### **3 Attendance and absence**

3.1 Pitch bookings and payments must be made for the month ahead no later than one week before the new month starts. A block booking form will be given to all traders by the Events Coordinator.

3.2 In the event of severe weather, then in liaison with the Events Coordinator and Market Manager, a decision will be made before 4pm the day before a trading day to cancel that day's trading.

3.3 If trading days are cancelled for other reasons, such as a lack of traders, then cancellation will be by one week's notice and there will be no charge to the traders.

3.4 A cancellation with less than one week's notice will attract the normal charge.

3.5 A cancellation with more than one week's notice will be credited and the charge taken off a future pitch.

3.6 If a trader cancels their pitch with more than one week's notice and does not wish to book any future pitches then a refund will be issued at the end of the financial year.

3.7 If the Licence Holder fails to occupy the stall or space by the opening time of the market, the stall or space may be re-allocated for that day.

- 3.8 In the event of a permanent stallholder or his/her manager being unavoidably delayed, the stall or space may be reserved provided the EC or the Market Manager (MM) is notified prior to the opening time of the market.
- 3.9 Any absence must be notified to EC or the MM in advance, as far as it reasonably practicable
- 3.10 All stallholders must arrive to begin trading at 0900 and must vacate the space by 18:00 unless otherwise direct by the EC or the MM
- 3.11 The Licence 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 Licence Holder(s) or his/her staff for 3 consecutive weeks out of every 4, failure to do so will render the licence invalid.
- 3.12 Market trading times are 0900 to 1700 unless otherwise stated by EC or MM
- 3.13 Licence holders must arrive between 0745 and 0845 and have vacated their gazebo by 1730.

**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.

**REVOCATION / WITHDRAWAL OF LICENCE**

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.

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 Events Coordinator may be contacted at: Falmouth Town Council, The Old Post Office Building, The Moor, Falmouth, TR11 3QA.

Tel: 01326 313553 Mobile: 07940037969

For office use only:	
Date of commencement:	Paperwork received:
Comments:	