



# A VERY WARM WELCOME TO SOUTHWELL MARKET

Markets are an integral part of our nation’s historic shopping experience and Southwell Town Council is delighted that you have chosen to stand market here.

Markets are held in Southwell Market Square, off King Street, from 8.30am to 4pm on a Saturday with a smaller market on a Thursday. Car parking is available within 100 metres at the King Street car park and you are only a stone’s throw from the main retail streets of Kings Street, Queen Street, Church Street and Westgate.

Our weekly Markets continue to be successful thanks to the enthusiasm of both our respected permanent traders and those who are new to us.

Our aim is always to support and encourage our valued traders by working together to promote and enhance market usage for our mutual benefit.

**Contact Karen Green; Assistant Clerk on:**

**Southwell Town Council Office Tel: 01636 816103**

**Email: [admin@southwell-tc.gov.uk](mailto:admin@southwell-tc.gov.uk)**

## Trader Registration Form

Full description of goods.....

.....

Trader’s vehicle details: Make.....

Registration No. ....

Name of company for public liability Insurance

.....

Expiry date .....

Policy/membership no.....

I confirm that I have read and understood the ‘Guidance Notes for Traders’ and that the information I have provided is correct.

Signed ..... Date.....

Print Name .....

FOR OFFICE USE ONLY	
Details received and checked	
Date	
Recorded by	
Vehicle pass Number	

Vehicle passes are issued by the Market Operator on registration

**PLEASE COMPLETE BOTH SIDES OF THIS PAGE AND RETURN TO Southwell Town Council to book your place on the market along with your other documentation as page 7.**

# Trader Registration Form

Name .....

Full address .....

Postcode .....

Email address .....

Tel no (inc code) .....

Mobile no .....

National Insurance number .....

Date of birth DD/MM/YY .....

Emergency contact; Name.....

Tel no .....

Business/owner's name, address, tel. no (if different from above)

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**PLEASE COMPLETE BOTH SIDES OF THIS PAGE AND RETURN TO Southwell Town Council to book your place on the market along with your other documentation as page 5.**

## Southwell Market Fees and Charges 2018/2019

MONDAY-FRIDAY	Stall Rental including canopy	£15.00
	1 Additional Stall	£8.00
	Extension	£1.00 per square metre
	Mobile Unit	£6.60 per linear metre
SATURDAY	Stall Rental including canopy	£18.00
	1 Additional Stall	£10.00
	Extension	£1.00 per square metre
	Mobile Unit	£6.60 per linear metre
SUNDAY/SPECIAL MARKETS	Prices by Negotiation with Southwell Town Council	
HIRE FOR CHARITY/COMMUNITY	All Days	£10
PROVDE OWN CHARITY COMMUNITY STALL	All Days	£5
OFF SITE HIRE OF MARKET STALL	All Days	£18
Removal of rubbish if required	All Days	£5

The rental price includes stall with table trestles and canopy (you may provide your own canopy if you wish) and parking for the day. All reservations must be made in advance by contacting Southwell Town Council Office; Tel: 01636 816103; Email: [admin@southwell-tc.gov.uk](mailto:admin@southwell-tc.gov.uk)

**Accounts will be invoiced monthly in arrears either by email or directly from the Market Operator.**

**Payment can be made either by BACS or cheque, details will be on each invoice. Cheques must be given to the Assistant Clerk or delivered to the Town Council office on the Burgage.**

## SOUTHWELL MARKETS – GUIDANCE NOTES FOR TRADERS

**The operations of Southwell Markets are governed by  
Part III of the Food Act 1984**

1. No trader shall be entitled to part with possession of a stall or any part of a stall. Sub-letting is not allowed. Traders must observe and comply with all statutory and other provisions, bylaws and regulations relating to retail markets and sales.
2. Traders must not permit or cause any damage to the stall and must leave it in the same condition at the close of each market day as it was at the beginning of his use on that market day. In the event of any such damage the trader must forthwith at his own expense, effect such repairs as the Council may reasonably require provided that if he should refuse or unreasonably delay so to do, the Council may carry out the repairs and recover the cost.
3. No material change in class of goods sold shall be made without the prior consent of the Market Operator.
4. A public liability insurance cover (minimum £2 million) must be obtained to indemnify the against all actions, claims and demands by any person for loss, damage or injury arising out of, or as a result of trading on this market. Evidence of current insurance must be produced if requested by the Market Operator.
5. Traders shall ensure that all litter and refuse from their stall is removed after each market and either taken away or placed in the refuse bins provided by the Town Council. The area must be left in a clean and tidy condition.
6. Traders may not interfere with or alter the electricity system of any stall.
7. Traders must comply forthwith with all reasonable requirements of the Market Operator.
8. You may only park in the loading bay adjacent to the Market Square while you set up and take down your stall. If you require a day permit for the carpark please obtain one from the Market Operator.
9. Market traders are not allowed to bring dogs to the market.

## **SOUTHWELL MARKETS – GUIDANCE NOTES FOR TRADERS(cont.)**

10. Pathways must not be blocked and traders must not interfere with other persons using or organising the market.

11. The description of goods allowed to be sold from a particular stall must be clearly defined as under the Trade Descriptions Act.

12. The Town Council shall have discretion to limit the number of stalls selling similar types of goods, including when stalls become vacant.

13. Goods shall not be displayed beyond the stall area, unless the additional space is paid for.

14. Traders may not attract custom by using unreasonable noise.

15. All accidents which occur in the immediate vicinity of the stall and involving either the Market trader or a member of the public must be reported by the trader to the Market Operator before leaving the site. The location of the nearest public use Defibrillator is outside the Library on King Street (call 999 for access).

16. Generators are only allowed with prior permission of the Town Council and strict safety guidelines must be followed.

17. There is limited 240V electricity supply which may be paid for.

18. 110V electricity is available for lighting only and light bulbs can be supplied on request at a cost of £2 each.

***Please contact Southwell Town Council on 01636 816103 if you have a mobile unit you wish to bring to the market. Details of length, tare weight etc. will be required for assessment purposes.***

## **TRADING REQUIREMENTS FOR TRADERS AT SOUTHWELL MARKETS**

**To trade at Southwell Markets we require you to have provided Southwell Town Council with;**

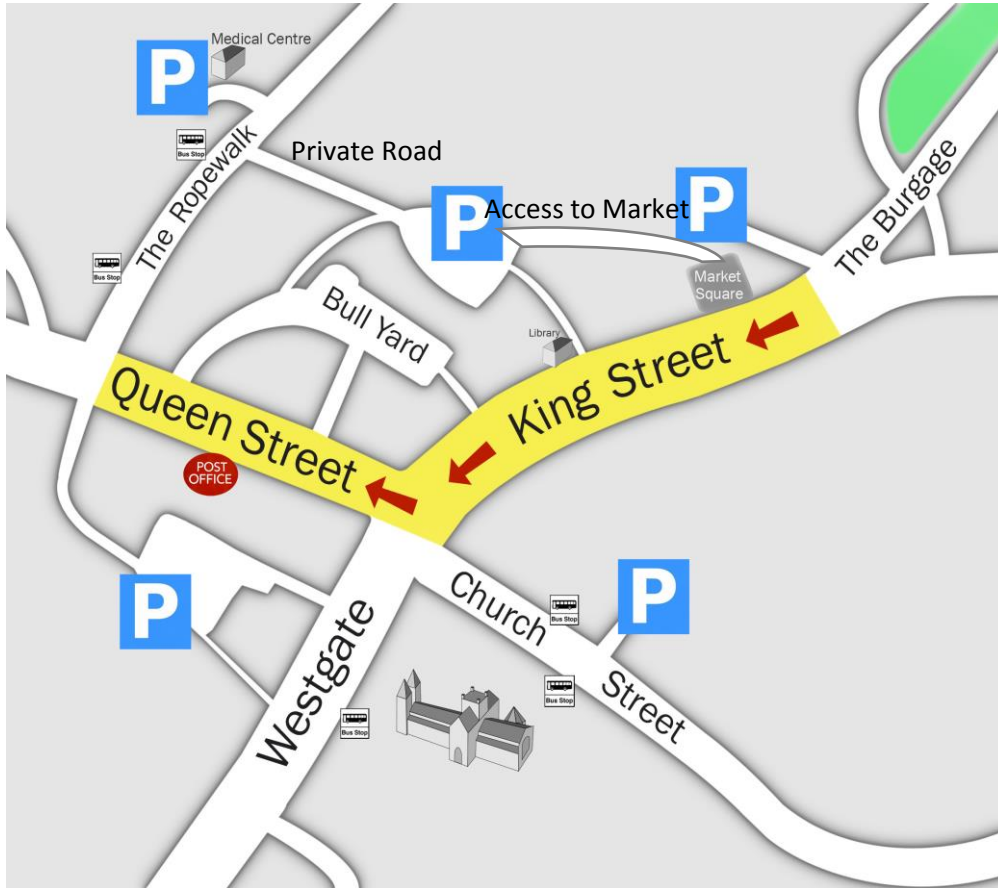
- A completed Trader Registration form, which can be download from; [www.southwelltowncouncil.com](http://www.southwelltowncouncil.com)
- Proof of ID
- Public Liability Insurance cover documentation (minimum £2 million)
- Food Hygiene Registration with Newark and Sherwood District Council  
Tel 01636 650000 if food is involved.
- Proof of current PAT certification for any electrical equipment used
- Relevant gas test safety certificates and registration (eg. Corgi) for each appliance.

### **On the day**

- The Market operator will be on site from 6am and if necessary show you to your pitch.
- He will register you, give you a parking permit for your vehicle for the day and answer or deal with any questions or requests you may have.

***Please go onto the website  
[www.southwelltowncouncil.com](http://www.southwelltowncouncil.com)  
For further details***

## MAP OF MARKET SQUARE ACCESS



Access to the market is from The Ropewalk. On to Private Road and then bear left to the back of the Market.

# MAP OF SOUTHWELL

