



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 small market on a Thursday. Car parking is available within 100 metres at the King Street car park and you’re 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

Market Manager Kevin Mitchell Tel: 07805 218389

Southwell Town Council Office Tel: 01636 816103

Email: admin@southwell-tc.gov.uk

Trader Registration Form

Full description of goods.....

.....
Trader’s vehicle details: Make.....

Registration No.

Name of insurance company (public liability)

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 Manager on registration

**PLEASE COMPLETE BOTH SIDES OF THIS PAGE AND RETURN TO MARKET
MANAGER PRIOR TO STANDING MARKET**

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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MANAGER PRIOR TO STANDING MARKET**

Southwell Market Fees and Charges 2015/2016

MONDAY-FRIDAY	Stall Rental	£15.00
	1 Additional Stall	£8.00
	Extension	£1.00 per square metre
	Mobile Unit	£6.60 per linear metre
SATURDAY	Stall Rental	£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	£7
* PROVIDE OWN CHARITY COMMUNITY STALL	All Days	Free of Charge
OFF SITE HIRE OF MARKET STALL	All Days	£18

The rental price includes stall with table trestles but NO OVERHEAD COVER (provide your own – see Kevin) parking for the day and trade waste disposal.

* Reservations should be made in advance by contacting Southwell Town Council Office; Tel: 01636 816103; Email: admin@southwell-tc.gov.uk

SOUTHWELL MARKETS – GUIDANCE NOTES FOR TRADERS

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 therefrom and in particular without prejudice to the generality of the foregoing such provisions as are applicable to retail markets in Southwell aforesaid including all conditions prohibitions, instructions or directions issued by Southwell Town Council or other relevant authority.
2. No material change in class of goods sold shall be made without the prior consent of the Market Manager. Traders allowed to change their line of goods must forfeit their position on the casual list and will be repositioned as if they had just commenced trading on this market.
3. Pathways must not be blocked and nothing must be permitted or suffered to be done which in the opinion of the Council may be a nuisance damage or annoyance to or in any way interfere with the Council, their servants and agents or persons rightfully using the market.
4. 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.
5. A public liability insurance cover 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 should be produced if requested by the Market Manager.
6. Traders shall ensure that all litter and refuse from their stall is collected and placed in bags or boxes and the area relevant to the stall is left in a clean and tidy condition.
7. Traders may not interfere with or alter the electricity system of any stall.
8. Traders must comply forthwith with all reasonable requirements of the Market Manager.

SOUTHWELL MARKETS – GUIDANCE NOTES FOR TRADERS

9. Vehicles owned by traders shall not enter the market area until a stall has been allocated.
10. Market traders shall not be allowed to bring dogs to the market.
11. No traders shall endeavour to attract custom by using unreasonable noise or by mock auction or pitching subject to relaxation of this rule after 1.30pm for perishable goods.
12. The description of goods allowed to be sold from a particular stall shall be clearly defined, avoiding terms of a general nature.
13. The Market Manager shall have discretion to limit the number of stalls selling similar types of goods.
14. Subject to the discretion of the Market Manager a vacant stall shall not stall be allocated to a trader in merchandise of a similar nature to that of the holder who would not normally occupy that stall.
15. Goods shall not be displayed beyond the area covered by the stall tilt, unless the additional space is paid for.
16. Traders shall not block any pathways nor to permit or suffer to be done hereunder anything which in the opinion of the Council may be a nuisance damage or annoyance to or in any way interfere with the Council their servants and agents or persons rightfully using the market.

GENERAL INFORMATION

- There is limited 240V electricity supply which may be paid for(not available Oct- Mar).
- 110V electricity is available for lighting only.
- Any gas appliance must have relevant gas test safety certificates for each appliance and be registered (e.g. CORGI registered).
- Light bulbs can be supplied on request – there is a small charge.
- Our markets do not allow generators on site.
- Please contact **Kevin Mitchell on 07805218389** 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:

- A completed Trader Registration form. Fill in on the day or download from; www.southwelltowncouncil.com
- Proof of ID of name and address
- Photo 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

Contact **KEVIN MITCHELL on 07805 218389** to check availability of a stall

- Come to the site at 7.30am
- Bring all your relevant documentation to the Market Square. Kevin will register you, allocate and show you to your stall, give you a parking permit for your vehicle for the day and answer or deal with any questions or requests you may have.
- The rental price includes stall with table trestles but **NO OVERHEAD COVER** (provide your own – see Kevin) parking for the day and trade waste disposal.

**Please go onto the website
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

