

BURGESS HILL OPEN MARKET REGULATIONS

1. The Burgess Hill Market (“the Market”) is held on the second Saturday of each month from 9am to 2pm.
2. Traders are either casual or permanent. Casual traders are offered a stall or pitch for a specific trading day only. Permanent traders are allocated a stall or pitch for the year. Permanent trader’s stalls will as far as possible be in the same location each week.
3. Traders must provide their own table and if required a gazebo.
4. Traders may sell fruit, vegetables, herbs, eggs, fish and shellfish, poultry (direct from a farm), game, dairy products, honey and bee products, wine, spirits, cider, beer, juice, preserves, baked goods, flowers, plants, craft items, certain clothing items (on application), certain antiques (on application and not bric a brac) and homemade items. Traders must ask permission to sell items not listed here and any items not listed on their application.
5. Aspirant traders must complete and submit an application form obtainable online or at the Council. The Town Clerk or his representative will grant or refuse permission after considering the product and the interests of other traders both in town and on the market.
6. The allocation of stall sites to market traders will at all times be under the direction and supervision of the Town Clerk or his representative.
7. An approved stallholder shall be the principal trader. Stall sites and products for sale are not re-assignable. Any infringement of this regulation will result in the forfeiture of the trader’s permission to trade on the market.
8. Stalls will be approved and sites allocated on a first come first served basis and in a way as to provide variety. Duplication of product will only be permitted at the sole discretion of the Town Clerk or his representative

9. Stall sites for permanent occupancy will normally be allocated to applicants of the longest standing on the waiting list of applicants kept by the Council.
This rule may be varied to allow for an even balance of trade on the Market at the discretion of the Town Clerk or his representative or the Market Subcommittee.
10. Vacant stall sites will be allocated to casual applicants present at the discretion of the Market Supervisor.
11. All stall sites are allocated on the basis that the stallholder or one of three registered nominees (none of whom shall be under the age of 16) shall be present at all reasonable times during trading hours on the market day.
12. Any permanent stallholder shall give a month's notice of leaving the market.
13. On becoming a permanent stallholder eleven monthly pitch payments are required to be made by Standing Order. This payment includes the twelfth week per year free, to be used if necessary for holiday, illness or bad weather cancellations. A stallholder who cancels the Standing Order without first obtaining permission will forfeit the right to the allocated stall.
14. A permanent stallholder will be allowed 1 absence in a twelve month period after which any absences will result in the stallholder either being required to reapply for their space and/or being removed from the list of permanent traders. This will not apply in the case of certified sickness or where exceptional circumstances have been agreed.
15. The nature of the trade declared by a trader must include goods for sale and shall not be changed without prior consent of the Town Clerk or his representative and/or Market Subcommittee.
16. The Town Council supports "Plastic-Free Trade" and all traders (both casual and permanent) are encouraged to help minimise the sale and use of single-use plastic and plastic items e.g. Lids, straws, bags, cups, bottles, cellophane, containers, cutlery etc. This includes where

possible the use of biodegradable or compostable packaging. Traders should seek to encourage customers to bring their own containers/bottles/bags for reuse.

17. The trader shall not trade or do anything that causes or is likely to cause a danger, nuisance or annoyance to the Council, other traders, local traders, residents or visitors to the Market. In particular a trader shall not use any amplifier or any other device that creates a noise which may or is likely to cause such a nuisance.
18. A maximum of one charity stall per month will be permitted at no cost and subject to the market regulations. Applications will be considered two weeks ahead of a market and be allocated fairly. Proof of Charitable status will be required i.e. providing the Registered Charity Number. The Council reserves the right to terminate such bookings without notice.
19. A trader must pay to the Town Clerk or his representative upon demand the stall site rent payable at the rate applicable for the size of the stall site. This is currently £2 per foot (30cm). A Casual trader who has attended on 6 consecutive Saturday's can be confirmed as permanent. Permanent traders are required to have payments made by a Standing Order bank mandate.
20. Should a permanent trader be ill they must advise the Town Clerk or his representative as soon as possible and no later than 7.00am on Market Day. Notice of annual leave must be provided one month in advance. No reimbursement of site fees will be considered if less than 48 hours' notice is received.
21. Traders must ensure that all vehicles used in connection with the unloading and loading of goods are parked in such a way, and for as short a period of time, as to avoid unnecessary hindrance to pavement users and the public in general. Vehicles shall be removed from the market not later than 8.45am. A banksman shall escort the vehicle on and off the market. Specialised vehicles may be given permission to operate instead of a table and

gazebo at the discretion of the Town Clerk or his representative.

22. Vehicles will be allowed to return to the market no earlier than 2.00pm to commence the close of business; all stall sites must be cleared and vacated before 3.00pm.
23. The length of the stall site may vary according to the size of the stall site but the maximum in each case shall be determined by the Town Clerk or his representative.
24. Traders must display a sign in a prominent position on any stall containing the name or registered trade name of the trade and business and location (i.e. town, village) in legible block letters not less than 5cms high. This condition does not remove a trader's obligation to display any other information required by law.
25. Traders shall confine any goods and associated containers safely within the area of the stall site and leave any adjacent access between or through stalls completely free of any obstruction.
26. Traders shall ensure that all refuse and litter originating from the stall is placed securely in suitable containers and not allowed to disperse and at the end of the day's trading, remove such containers and refuse.
27. Traders must, where applicable, comply with requirements of the Food and Drugs Act, Food Hygiene Regulations and any other statutory provisions applicable to the sale of their goods in the Market and display relevant permissions prominently.
28. Traders must provide a copy of Public Liability Insurance (PLI) of £5 million minimum, Food Hygiene Ratings, and any other relevant licence or permission as well as confirmation of the Local Authority the stallholder is registered with if applicable to the stallholder's activities.
29. Ensure all trade is conducted in an orderly and safe manner, and comply with all proper and reasonable instructions of the Town Clerk or his representative and instructions given by the Police.

30. If the trader fails to observe the above conditions or perform the obligations herein contained, he/she shall forfeit the site allocated to and shall, if appropriate, and if so required by the Town Clerk or his representative, vacate the stall site immediately.
31. In the event of a forecast of, or in deteriorating extreme weather conditions issued by The Met Office by midday Friday prior, the Town Clerk or his representative, may decide to cancel or curtail the market for public, trader or staff safety reasons. Every attempt will be made to contact all permanent stall holders by email and text as early as possible once the decision has been made. Cancellation of the market is viewed as a last resort. A decision of this nature will not affect the conditions set out in 10 above. Permanent traders will be reimbursed their booking fee for markets cancelled by the Council.
32. The Council reserves the right to amend the above regulations at any time, and in particular does not bind itself to abide by the normal practices stipulated above and shall not be required to give reasons to applicants or stallholders when normal practices are varied. The foregoing rules shall be read and interpreted with each other.
33. Information provided will be held in accordance with the General Data Protection Regulations (GDPR) and will not be shared with third party organisations or be used for any purpose that is not compatible with the purpose for which it was collected. Details of our General Data Protection Policy can be found on the council website.