

Welcome to:

Saxmundham Market



Running a regular programme of markets and events in a bustling market town. Traders, stallholders and entertainers of all types are welcome. Regular markets run every Wednesday, year-round. Artisan markets are held on the 2nd Saturday of every month (April-December).



Traders' Pack

Welcome to:

Saxmundham Market

Wishing you a very warm welcome to Saxmundham Markets and events! In this traders' pack you will find everything you need to get started as a trader or stallholder at any of our regular or artisan markets and events.

All paperwork must be filled in and submitted to assistanttownclerk@saxmundham-tc.gov.uk before you may begin trading. In the absence of completed paperwork, you may not be guaranteed of a place, and will not be able to attend on the day.

In this pack you will find:

- Trader registration form with rules and regulations
- An example of a risk assessment (please feel free to sign this one, amend it, or provide your own,)
- Presentation guidelines
- Media and promotions pack



Traders' Pack

Saxmundham Markets and Events Registration Form

Contact Details:

Your Name(s):
Address:
Email:
Phone No:

Stall/Business Details:

Business Name:
Describe what you sell/provide
Size of stall:

Date of event you'd like to attend? (Or, for Wednesday markets; what date would you like to start?)

Date(s):

Public Liability Insurance details:

Name of your provider:
Start and end date:
Policy No:

Please note that you MUST attach a copy of your policy in order for us to confirm your booking.

This must be received no later than 7 days before the event.



Saxmundham Market & Events regulations

This document contains the regulations made by Saxmundham Town Council (called 'The Council') for the control of stalls placed on the Market Place.

Saxmundham regular markets are normally held on Wednesday each week. Saturday markets are held on the 2nd Saturday of the month (Apr-Dec) and Events may be held periodically too. The Town Council promotes a policy of providing the best possible variety of stalls at any time and does not follow a "first come, first served" approval. The right to place and use a stall on the market ('Stallage Rights') is granted by the Council subject to the observance of the following regulations by the person to whom that right is granted ('The Trader'):

1. Where required, the Trader must pre-pay for their stall, either by cash or through our ticketing system- whichever is specified for the particular market or event. Such rental value is to be determined by the Town Council in accordance with Item 2 of the Market Regulations below.
2. The rate of Market rents is as agreed by the Town Council. The Council upon the giving of one-month's notice to the Trader may alter this from time to time.
3. Traders must confine their goods and equipment to the site and frontage allocated. Goods and equipment shall not project beyond the authorised trading site. In case of any dispute the Town Clerk will make a final decision.
4. Stallage Rights will be granted on a permanent basis for regular markets and the Council retains absolute discretion as to the particular site allocated to the Trader on any market day (hereinafter called 'The Site').
5. The Town Council is aware that Traders in nearby towns operate to payment of Stallage for each market day whether they use the site or not. At present this is not the case in Saxmundham.
6. All regular Traders will be granted six weeks rent-free holiday leave entitlement during each year. Notice is required of no less than two weeks in advance and must be given to the Town Clerk in writing.
7. The holiday year runs from 1st April to 31st March. This is not transferable from one year to the next.
8. Should a regular Trader be unable to attend the market any for reason they must contact the offices of the Town Council via telephone/email, prior to commencement of the market day (i.e. by 6.00 a.m.) to confirm their absence or inform a fellow trader. Any trader failing to attend three consecutive regular markets without prior notification of the reason to the Town Clerk, shall have his pitch allocation and licence reviewed.
9. Should an event, or Saturday market Trader be unable to attend for any reason they must contact the offices of the Town Council as soon as possible. No refund for pitch fees will be possible unless notice is given of 7 days or more before the event or market.
10. The Trader shall indemnify and keep the Council, its employees and agents from and against all costs, claims and demands in respect of bodily injury to, or illness or disease of third parties, and loss or damage to third parties, and loss or damage to a third party property arising from the occupation and use of the site and shall effect a public liability insurance policy to cover the risks mentioned. **Such policy to be effected with an insurance company approved by the Council in a sum of at least £5,000,000 in respect of any one occurrence.** Evidence of such insurance cover shall be produced to the Town Clerk annually and in every case before a new Trader is granted a Trader's Licence.
11. The Trader is not permitted to sub-let or assign their stallage rights to any other party.
12. The Trader is responsible for the erection and dismantling of their stall and in doing so must have regard to the needs and safety of other persons on the market.



13. All unloading of goods from vehicles by the Trader, their employees and agents shall cease no later than 15 minutes before the market or event commences. All Trader vehicles shall be removed from the market immediately after this.
14. No motor vehicles, other than a mobile unit used as a stall, or permitted vehicles displaying a permit issued by the Town Clerk, shall be parked on the market during trading hours, except in exceptional weather conditions, where the retention of a vehicle is necessary for the safety and protection of the stall and trader and only with agreement of the Town Clerk.
15. The stall shall not be removed from the market during stated trading hours. In exceptional circumstances Traders may pack up and remove their stall no less than one hour before the close of the market or event.
16. Regular Wednesday market hours are 6:00am – 3:30pm. Saturday market hours, unless otherwise stated will be the same. Event hours will be specified on booking.
17. The Trader shall keep the site occupied in a clean and tidy condition. No refuse or litter shall be deposited by the Trader, their employees or agents. The Trader shall leave the site in a clean and tidy condition at the close of the market. There is a bin available for your use which the Town Council pay for. For further information on standards of appearance, please see separate guidance.
18. In order to comply with food premises regulations, all traders with food stalls must be able to provide proof of registration with the local authority where their vehicle/stall is normally kept. All Food Hygiene and Labelling laws should be strictly adhered to. Traders using cooking equipment must provide their own fire extinguisher and fire blanket.
19. The Trader shall display prominently on the stall at all times the trader's number issued by the Town Clerk.
20. The Trader shall not join their stall to any other stall.
21. All pathways within the market reserved by the Council for the use of pedestrians must be kept free from obstruction. No goods or receptacles shall be placed or allowed to project beyond the limits of the site or onto the designated pathways or highway.
22. The provision of Electricity is currently only available through special prior arrangement. There is currently no access to water or waste drainage.
23. The Trader shall not conduct Dutch Auctions or adopt similar methods of trading.
24. The Trader shall not offer for sale any goods, which by reason of size, smell, noise, condition or any other cause are, in the opinion of the Council's official representative, objectionable. The Trader on their being so requested by the Council's official representative is required to immediately remove these items from display and shall not sell any.
25. The Trader shall comply with any and all instructions given by the Town Clerk or their representative.
26. All traders will be supplied with a copy of the Market Regulations governing the market which must be signed and returned to the Town Council prior to commencement. Further copies may be obtained from the Town Clerk.
27. The Council reserves the right in their absolute discretion to refuse stallage to any particular person or persons without giving any reason whatsoever.
28. If the Trader contravenes any of these regulations or conditions they may be liable to forfeit Stallage rights.
29. Any comments regarding the markets or events should be addressed to the Town Clerk and must be in writing.
30. The Council reserves the right to alter these regulations from time to time in which event notice of changes will be given to the Trader.



31. The Council will state that regular Traders will give one week's notice in writing to: The Town Clerk Saxmundham Town Council, The Old Police Station, Station Approach, Saxmundham, IP17 1BW if they so wish to leave. Once a decision has been made, the Council will offer the place to another trader.

The following documents have been provided

Public liability insurance	yes/no
Food hygiene rating/certificate	yes/no

Name, date and signature of trader:

Name, date and signature of Town Clerk



Risk Assessment for Saxmundham Town Council's Markets & Events

Name of your business

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	'X' denotes done
Electricity	STC staff, market traders and members of the public may injure themselves by electrocution due to faulty goods and unsafe wiring.	The electricity point located on the side of Trinity's café (previously used by the fruit and vegetable stall and the fish van) is not being used anymore after an agreement between the owner and the stall holders. The owner has indicated this power supply will now be locked up. All electrical appliances are PAT tested.				
Manual handling	Market traders may be injured lifting heavy objects.	Market traders are responsible for their own insurance and training to cover injuries at work.				
Slips and trips	STC staff, market traders and public may injure themselves by falling and tripping.	Market traders must sign the Market Regulations document provided by the Town Clerk which refers to keeping the pathways and highways clear within the market.				
Unloading of goods by vehicle and by hand.	STC staff, market traders and public may injure themselves by being hit by a vehicle or individual carrying boxes, stock etc.	Market Traders may bring their vehicles into the Market Place to set up and dismantle in a safe manner at the beginning and end of Market times Traffic is not allowed in the Market Place when the Market takes place but please be aware that slow moving vehicles may be present.				



Risk Assessment for Saxmundham Town Council's Markets & Events

Name of your business

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	'X' denotes done
First Aid	STC staff, market traders and the public may injure themselves whilst within the market buying and selling goods.	Traders should be proficient in first aid and come equipped for their own needs. There is a first aid box in the Market Hall.				
Challenging weather conditions.	STC staff, Market Traders and the public may injure themselves because of flying debris, stock, canopy and structure from a market stall.	Market Traders have to sign the Market Regulations document provided by the Town Clerk which stipulates guidance for adverse weather and the safety of others when erecting and dismantling stalls. Town Clerk has the authority to decide whether to close the Market because of adverse weather conditions.	All stalls and furniture must be stable and weighted down sufficiently.			
Fire	STC staff, Market Traders and the public may suffer injuries as a result of a fire in the market.	Fire assembly point located at East Suffolk Car Park. Non-flammable fabrics should be used for display purposes. Stallholders must provide appropriate equipment & take suitable precautions to minimize any risk from sources of ignition on their stalls. Traders using cooking equipment must have their own fire extinguishers and fire blankets.				
Selling of food items.	Market Traders and the public could become unwell due to food stuffs not being sold in a suitable condition.	Market Traders have to sign the Market Regulations document provided by the Town Clerk which stipulates that Market Traders selling food must be registered with their local authority. SCDC conducts unannounced visits on the Market from time to time.				



Risk Assessment for Saxmundham Town Council's Markets & Events

Name of your business

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	'X' denotes done
Money handling – traders potentially at risk of robbery.	Traders	Keep money secured out of sight of public.				

Your signature



Presentation Guidelines

We want our markets and events to be a safe, inviting place for everyone. So we ask you to make the following considerations when it comes to presentation and accessibility.

- Please make sure all items and displays stay inside your allocated stall footprint. Standard size is 3x3m, stalls larger than this are allowable only with explicit permission. This to ensure safety and accessibility for all visitors.
- Walkways between stalls (opposite each other) should be maintained at 2m.
- Cable covers should be used on any trailing cables, wires or leads to prevent trip hazards.
- All stalls must display a clear sign showing the name of their business or stall (min A4 sized.)
- It's preferable for stalls to be housed in a gazebo (or purpose-built vehicle). The Council have a small number of gazebos which you can borrow on the day by prior arrangement.
- Only items included in your application are permitted for sale.
- All items must be clearly and accessibly placed on racks, tables or other suitable displays. It is not permitted to place items in stacks or piles on the ground.
- All goods for sale should be in a presentable, clean and functional condition.
- If tables are being used to display items, it's advisable to cover them with a table-cloth or similar.

