



Wokingham Town Council

Market Regulations

These regulations are made for the proper conduct and organisation of Wokingham Town Markets. Wokingham Town Council reserve the right to add, omit, modify or create new regulations from time to time as they see fit.

Definitions

1. Wokingham Town Council hereafter shall be known as 'WTC'
2. The 'market place' shall refer to the area around the Town Hall, or any other area specified by WTC, from which traders shall conduct their business on market days
3. The term 'Farmers Market' covers sellers who are actively involved in the production of goods for sale. Produce on offer should be grown, reared, caught, brewed, pickled, baked, smoked or processed by the stallholder. Priority for the Farmers Market is given to 'local' producers defined as an area within a 30-mile radius of Market Place, Wokingham RG40 1AS. The Town Council will use its discretion beyond this limit to a maximum of 100 miles if producers of certain products cannot be found within the local area.
4. In the Farmers Market ingredients for processed goods should also be sourced locally where possible, however processed goods must contain at least 10% of local ingredients. Processed meat products must contain meat that is 100% sourced from local primary producers. The stallholder should understand and have knowledge of the entire life cycle of their produce.
5. The use of GMOs is strictly prohibited.
6. All traders must comply with current trading standards, environmental health and health & safety requirements, particularly with regards to food processing, storage, handling, display, packaging and labelling.
7. As the Farmers' Market is currently held alongside the General Market, all Farmers' Market stalls must display a notice stating "Farmers' Market Trader". This will be provided by WTC.
8. The term 'General Market' caters for all other traders selling goods, hot food or who promote theirs or others businesses.
9. The term 'trader' shall refer to any person or organisation who has been allocated a pitch by WTC for a particular market day.
10. The term 'casual trader' is a person who requests to book a specific market day with his/her goods, so that they may be allocated a trading position for that day only from the vacant positions remaining available after Regular traders attendance deadline.
11. A Casual trader is not guaranteed a pitch. A Casual trader will be considered for a Regular trader privilege when a suitable trading position becomes available and after 12 months of regular trading (minimum 45-week attendance in that 12 months). A Casual trader will pay the full pitch fee applicable.
12. The term 'regular trader' is a trader who has been granted the use of a pitch for trading on a particular market pitch and attends and pays for 45 weeks of the year on that site in monthly instalments or any agreed method of payment. He/she must claim their pitch by the appointed time (1st February of each



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year) relevant to that market, or they may risk the pitch being allocated to a 'Casual Trader'. He/she must have been a regular trader in this way for at least 12 months.

13. The term 'pitch' shall refer to the area allocated to a trader by WTC for trading or promotional purposes.

14. The 'Market Manager' shall refer to the person duly appointed by WTC to supervise the operation of the market, or any person acting as his/her agent.

15. The 'Charity Stalls' shall refer to all groups, societies, associations registered by the Charity Commission and provide their proof of current registration. They will be positioned in the Market Place by the Market Manager or representative.

Regulations

1. The Market will operate weekly on Tuesday, Thursday, Friday and Saturday except on statutory Public holidays and will be closed over the Christmas period until the New Year (date to be confirmed). The Market shall be open on Good Friday for those stall holders who wish to attend, however WTC does not provide staff or representative on site or any facilities on that day. A Farmers Market is also held on the first Thursday of every month. WTC retains the right to alter or amend the trading days as required.

2. General Market trading hours are between 9.00 am and 4.00 pm. Traders are expected to be present for the core market hours of 9.00 am – 4.00 pm unless agreed with the Market Manager in advance. Farmers Market hours are between 9.00 am and 2.00 pm. WTC reserves the right to close the Market at any time due to adverse weather conditions, safety issues or for any other reason.

3. Vehicles (with the gross vehicle weight of max 18 tonnes) are permitted in the market place solely for the purposes of loading and unloading between 7.00 – 9.00am and 4.00 – 6.00pm (2.00 – 3.00pm for Farmers Market). No vehicle is allowed in the market place outside of these times without the express permission of the Market Manager. Use of vehicles is subject to all statutory regulations and specialist vehicles for the purpose of trading will be allocated a pitch at the discretion of the Market Manager.

4. The standard pitch size shall be 3m by 3m. Traders will be allocated a pitch according to the instructions of the Market Manager. Goods placed beyond the designated pitch area may be charged for or removed at the discretion of the Market Manager.

5. Traders must provide their own stall and equipment. From 1st January 2019, all stalls must be of a pop-up gazebo canopy style. All display tables and equipment must be sound and stable condition and gazebos must be firmly secured with weights. Traders must display their name and/or trading name on their stall. Traders, whose operation might cause any spillage, waste or staining to Market surface must provide a protective cover under their workplace. Where it is not practical, spillage or waste must be cleared imminently.

6. Traders must be mindful of public safety when constructing and dismantling their stall and with regard to the storage and display of goods. No one shall cause unnecessary obstructions to anyone using the market place at any time.

7. Each trader is responsible for the health and safety of all employees, representatives and persons visiting and in the vicinity of their stall and must ensure there are no slip, trip or other hazards liable to



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cause injury. Disabled persons and wheelchair users must have access and be adequately served from the stall/vehicle. Accidents in the market place must be reported at the first available opportunity to the Market Manager. Assistance can be obtained from WTC Information Centre in the absence of Market Staff.

8. It is an essential requirement for every trader to have in place public liability insurance to a minimum of £5 million and indemnify WTC against all claims for injury, damage or expense from whatever cause which may arise in the Market.

9. Traders are responsible for the cleanliness of their pitch during Market hours and should take away all waste for appropriate disposal at the end of the Market day. Public litter bins are not to be used for waste disposal.

10. No person shall in any way alter or interfere with any of the amenities, appliances or fittings provided by WTC and take all reasonable precaution to prevent damage to the surface of the market place. No attempt whatsoever should be made to effect a repair of any kind. WTC shall be paid on demand the cost of any necessary repair other than through fair wear and tear.

11. Traders must comply with all statutory regulations and bye-laws relevant to their business including where applicable those related to food hygiene and safety. Food traders should be registered with their local authority and food hygiene ratings must be displayed clearly for the general public.

12. Electric or gas appliances must have an up to date accredited test certificate available for inspection at any time. Traders using electrical or gas appliances for cooking, heating and reheating purposes must have a fire blanket, appropriate extinguisher, adhere to all statutory fire safety regulations and provide risk assessment.

13. Consent to trading at any days of WTC Markets does not entitle the trader to any form of tenancy of the site occupied.

14. Consent to trade is solely at the discretion of the WTC and shall be terminable by one week's notice in writing by either party unless such termination shall be due to unreasonable or discriminatory actions by the Market Trader.

15. Pitch fees for the day's trading shall be paid to the Market Manager on demand unless already paid in advance. No refunds will be given in the event of early closure of the Market for whatever reason. Pitch fees are determined and reviewed annually by WTC Amenities Committee. The Market Manager or authorised representative can apply a discount at their discretion. Charity stalls are allowed to attend free three times in any 12 month period. Current pitch fees are available on WTC website.

16. A trader shall not sell any goods from their pitch other than those agreed by the Market Manager in the application process. Any trader wishing to make a material change or addition to the class and type of goods sold from their stall must first apply in writing to the Market Manager. Any application will be considered in the context of all other market traders and may be refused.

17. WTC prohibits the sale of products wholly or partially made with real fur or the selling of counterfeit or illicit goods.



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18. Traders shall not use any audible device that may cause annoyance to other stallholders, businesses or members of the public in the vicinity of their stall. Likewise, no stalls shall be used to hold mock auctions. Hawking or the carrying of goods for sale is forbidden.
19. No person shall post or distribute any printed material within the market place, other than a description of goods for sale without the permission of the Market Manager.
20. Traders shall immediately comply with any request to remove or reposition their stall/vehicle by the Market Manager or emergency services.
21. The Market Manager has the authority to remove any trader or their employee from the market place if that person's conduct interferes with the proper use of the Market and/or causes offence to the public or other traders.
22. WTC encourages a cooperative spirit within the Market. As such traders are strongly advised to refrain from open criticism of another trader and/or their goods for sale. All business should be conducted professionally and without the interference of the business of another trader.
23. Traders shall conduct their business in such a manner as to maintain the good order, discipline and reputation of the market.
24. The following codes of conduct are to be adhered to at all times by all stallholders and their representatives:
 - a. No swearing or arguing
 - b. No fighting
 - c. No drugs (promotion or consumption)
 - d. No alcohol (consumption), with the exception of sampling
 - e. No smoking in the vicinity of the market stalls.
 - f. No children (unless approved in advance by the Market Officer)
 - g. No mock auctions are permitted
 - h. No explicit and/or loud music
25. Traders are expected to present a positive image at the market and to treat customers, fellow traders and others with courtesy at all times.
26. The Council reserves the right to exclude a stallholder who has breached the rules or falsified application information or whose actions are deemed against the market code of conduct.
27. Traders are reminded to be respectful of decisions made by WTC and must not publically defame, photograph or film any WTC employee(s), representative(s), trader(s) and/or members of the public without explicit permission.
28. Any trader who has an issue with the Market operation or another Market Trader must report this in the first instance to the Market Manager or representative verbally, who will then resolve the matter. Any



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trader not satisfied with the outcome may put in writing the nature of their complaint to the Market & Building Manager for consideration. If the trader is still not satisfied the issue can be referred to WTC Town Clerk who will be the final arbiter in any dispute. Pending such a decision, the position of the Market Manager or representative shall remain in force.

29. WTC reserves the right to suspend or exclude from the Market any trader in breach of the current regulations as follows the Disciplinary Procedure Breach Procedure (as per appendix A)

Appendix A - Disciplinary Procedure Breach Procedure

Breaches of licence conditions, terms and conditions of the Market Traders' Handbook or market procedures:

1. First breach – the Market Management shall issue a verbal warning. A record of the verbal warning will be made by the Council.
2. Second breach (within any 12 month rolling period) – a first written warning shall be issued by the Market Management.
3. Third breach (within any 12 month rolling period) – a final written warning shall be issued by the Market Management.
4. Failure to comply with a written warning shall be reported to the Market Manager who will invite representations from the trader and will then decide on the appropriate action which may include termination of the licence. Furthermore, the trader may be permanently excluded from trading at Wokingham Market depending on the seriousness of the breach.

Please note - the Council reserves the right to suspend a trader from the market immediately if the breach or level of behaviour is likely to cause serious difficulties with the continued operation of the market, consists of threats to others or involves the sale of unauthorised or unsafe goods.

Appeals Procedure:

At all stages of the disciplinary procedure the trader has a right of appeal. The following appeal procedure applies:

1. The trader must make the appeal in writing within 10 working days of receipt of the warning. The appeal must be sent to the Buildings and Grounds Officer, Wokingham Town Council, Town Hall, Market Place, Wokingham RG40 1AS.
2. If the appeal is against a decision made by the Buildings and Grounds Officer, the appeal should be addressed to Town Clerk, Wokingham Town Council, Town Hall, Market Place, Wokingham RG40 1AS.
3. If an appeal hearing is necessary, the trader shall be given adequate notice of the hearing and shall have the right to be accompanied at any hearing by a representative of their choice.



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DECLARATION

I confirm I've read, understood and acknowledged the above regulations and I agree to abide these conditions while trading on Wokingham Market. A hard copy of the regulations has been provided and explained to me and I fully understand my responsibilities.

.....
Name and Business Name Signature

Date:

Business owner copy

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