

Market Plain

Trader Information Packet

Contains-

Market Days & Hours

Arranging Bespoke Markets for Your Organisation

How to Register as a Trader

Map of Stalls

Rules and Regulations

Stall Prices

Insurance and Licensing Requirements

Trader Registration Forms



Lowestoft
Town Council

admin@lowestofttowncouncil.gov.uk

www.lowestofttowncouncil.gov.uk

0330 053 6019



Market Days & Hours

Markets on Market Plain are generally held on the 4th Saturday of the month. There will be no markets in January or February. Special markets are held in December.

Hours for all markets are 10am to 4pm. Traders may stay later if trade is good and the LTC representative agrees, but no later than 7pm.

Set up is no earlier than 9am. All vehicles must be away from the stalls by 10am. Tear down is no later than 7 to 8pm and all stalls must be completely empty and clean and loading must be completed by 8pm.

Market Plain Dates

Dates can change as needed at the discretion of LTC.

2019 Schedule	2020 Schedule	
Sept. 28 (G) Oct. 26 (G) Nov. 23 (G) Dec. 7 (Xmas) Dec. 21 (Xmas)	Mar. 28 (G) Apr. (Garden) May 23 (Antiques) Jun. 27 (TBA) Jul. 25 (Food) Aug. 22 (TBA)	Sep. 26 (Antiques) Oct. 24 (Garden) Nov. 28 (Food) Dec. 5 (Xmas) Dec. 19 (Xmas)
		G= General Sales

Bespoke and Pop-Up Markets

Registered charities, 3rd sector non-profits, community organisations, and licensed and specialist event planners may arrange bespoke and pop-up markets.

Special one-time markets may be arranged on other LTC properties such as parks and community centres. Please contact LTC about alternative locations and arranging an event.

The opening/closing times, rules and procedures are the same as they are for Market Plain general market days.

Reservations for the event date must be a minimum of 6 weeks in advance of the date.

The cost to the organisation will be £150 for 20 stalls on Market Plain or £7.50 each for all stalls on other locations, payment due when the date is reserved. The cost to the stall holders will be set by the organisation, with all net proceeds going back to the organisation.

There are no refunds for cancelled markets for any reason.

You may NOT exceed the number of stalls or the arrangement of them. You must follow the map plan. Stall holders who wish a larger space can purchase two stalls next to each other.

DO NOT block the roads or the pedestrian paths with signs, cones or barriers of any kind. Markets must be free to enter and open to the public.

Bespoke markets will have a theme (food, a charity, books, crafts, heritage etc.). General car boot sales are not permitted.

Bespoke markets may offer insurance coverage for the stallholders
OR individual traders can register with LTC and be required to have their own insurance. Proof of adequate and up to date insurance cover must be submitted to LTC along with the reservation information.

No insurance, no market.

Organisations may set up one charity information/promotion stall at no charge.

Additional fees may be assessed if LTC deems that your event will involve extra expense. For example, extra expenses could be additional security, extra rubbish collections, extra electricity, etc.

All LTC trader rules must be followed and each stall holder must agree to and sign a copy of the rules. The organising event planner is responsible for making sure that rules are followed.

The organising event planner or a designated representative must be on the market site during the entire market.

Ideas for themes

Outdoor Fun

Media (movies/music)

Cooking and Baking

Automotive

Books

Toys and Games

Parties/Events

Painting & Art



How to Register as a Trader

By registering as a trader ahead of time, you may reserve and pay for your stall from the Eventbrite website. Registering means we have your contact details, copies of your insurance and liability, and business registrations on file at the Lowestoft Town Council offices.

Registration is free and lasts for calendar one year. You must re-register every year.

You must have current contact details on file at LTC's offices and you must agree to all GDPR requirements.

You must agree to the Lowestoft Town Council Market Rules and Regulations.

Your **insurance documents** must be dated and current.

Your **licenses and/or charity registrations** must be current.

Registration can be by email with any needed documents scanned and attached to the email OR **in person** at the Lowestoft Town Council offices at Hamilton House, Battery Green Road, Lowestoft.

All registrations must be **completed by 2pm on the working day before** the market you wish to participate in.

**YOU CANNOT REGISTER AND PAY AT THE MARKET.
Registration must be completed at the Lowestoft Town Council
offices at Hamilton House, Battery Green Road.**

How to Reserve a Market Stall

First you need to register as a trader with LTC and provide copies of your licenses, insurance details and contact details. Once you've done that, you're eligible to reserve a stall.

- 1) Set up an EventBrite account at <https://www.eventbrite.co.uk/signin/>
- 2) Set up a credit or debit payment, or use PayPal.
- 3) Search for "Lowestoft Market" and see the market options and dates available and choose where you want to sell. Remember, there are no refunds if you can't make it on the day, or if the day looks like bad weather.
- 4) Pay and print off your ticket.
- 5) You must display the ticket on your stall.

Show up on the day and claim a space, first come first served.

Make sure you display your ticket on your stall.

Market Plain

Map of the Stalls

There must be 50cm between the stalls to allow access to the rear.

The area in red are the permanent stalls and they cannot be blocked in any way.





Rules and Regulations

Here is your copy of the official Rules and Regulations for traders on all Lowestoft Town Council property.

Please sign a copy to keep on file at Lowestoft Town Council.

Your conduct

- 1- **Traders will be respectful and kind to their customers, to the LTC staff and volunteers, and to each other.** Lowestoft Town Council reserves the right to not sell stalls to traders or their colleagues (to include family members) who are found to be unethical, dishonest, aggressive, confrontational, intoxicated, or not suitable by word or deed to be in a family environment.
- 2- Traders will keep their stall areas clean and tidy and leave the area clean at the end of the day. No unbagged rubbish, boxes, marquees, tables, chairs, or broken and discarded items of any kind will be left behind.
- 3- All dogs or pets will be caged or on a lead and controlled at all times.
- 4- Stall holders may not leave their underage or vulnerable children or charges unattended in the stall or allow them to disturb other stall holders or customers.
- 5- Any trader who is intoxicated with any substance will be removed and will not be allowed to trade in the market for a minimum of one year.

Payments and Refunds

1- All payment for space must be made through the online Eventbrite website. No cash will be accepted at the site or at the LTC offices.

2- Paid tickets must be clearly displayed on your stall.

3- Traders may not sub-let or transfer rights to use their stall.

4- There will be no refunds given for any reason. The only exception is if the entire market is cancelled by the LTC.

Stall Prices

Single stalls are £10 each.

Traders may reserve up to 2 stalls if a larger space is required. While the Market Manager will make every effort to make sure that two side-by-side stalls are reserved, it is important that the trader comes early on the day.

Allowable Items for Sale, Banned Items

1- All food businesses will comply with their appropriate local authority's food safety regulations.

2- No out-of-date food items will be sold.

3- No open flames, bar-b-ques, deep fat fryers or any other potentially dangerous heat source will be used without prior written authorisation from the LTC.

4- No weapons may be sold or displayed. This includes, but is not exclusive to- air guns, BB guns, sprays, knuckledusters, knives, clubs, swords, whips, throwing weapons, and martial arts fighting weapons.

5- No smoking items or accessories of any kind may be sold or displayed. This includes all tobacco, hookahs, pipes of any kind, and

vape items.

6- No drugs or intoxicants of any kind may be sold. No drug accessories may be sold or displayed.

7- Alcohol vendors must have appropriate licenses and must be approved in advance by the LTC.

8- No pornography or items of an overtly purient sexual nature may be sold or displayed.

9- No item of any kind that promotes or displays images, sound, or writing from government banned or known hate groups or organisations will be sold, promoted, or displayed.

10- No hazardous or inflammable chemicals or solvents may be sold. LTC reserves the right itself to determine what is hazardous and what is not.

11- NO item may be displayed or sold which LTC or its designated representative feels is in poor taste or does not reflect a positive image for the Market.

LTC or its designated representative has the express right to determine what CAN OR CANNOT be sold in the Market at any time. All decisions are final and there is no appeal.

Display of Items

You must properly display your merchandise within the confines of your stall area.

NO merchandise may be displayed in the aisles or paths.

This means:

1- No merchandise hanging into the paths.

2- Signs cannot protrude into the aisle.

3- Shelves, racks, and walls cannot be higher than 2 metres and may not protrude into the aisle. Display furniture must be sturdy, steady, and secure.

4- All curtains must be fire-proofed before use.

5- All booths and spaces are to be kept clean, neat, orderly, waste and clutter free.

6- No unprotected electrical cords, stakes, weights, cables, leads or trip hazards are permitted on paths or areas accessible to the public. This includes the back and sides of the stall.

Loading and Unloading of Wares

1- You may park in safe manner near your stall (if legally permitted) to load and unload only, before 10am and after the market closes.

2- During market hours (10am to close), there will be no trader cars, trailers, vans or lorries parked in the market area.

3- Please do not block the paths and aisles with your loading and unloading.

4- Please do not block or impede other traders.

5- The LTC does not provide parking for traders' vehicles.

Insurance and Licencing Requirements

All individual traders must prove that they have liability insurance that covers their business. The coverage can be purchased themselves or, in the case of bespoke markets, can be provided by the organisation that is running the market. You will need public liability coverage no smaller than £5 million.

If you are trading in food (including ice cream) please contact your local authority's Environmental Health section for further information regarding details of food safety regulations and the registration of a food business (this is a legal requirement). The vehicle/stall will be subject to an inspection to determine its suitability and to check compliance with food and safety regulations.

There is no premises licence for the sale of alcohol on the Market Plain. All alcohol sales will require a Temporary Events Licence and prior permission from LTC. Please discuss any plans you have for retailing alcohol with Lowestoft Town Council at least 10 weeks before your reservation.

Agreement to Abide by the Lowestoft Town Council Market Terms and Conditions

**I, _____,
(market trader name)
agree to follow and abide by all terms and conditions set by
Lowestoft Town Council for the Market Plain market stalls.**

**I understand that terms and conditions can change throughout the
calendar year and I will follow new rules as they arise.**

**I understand that if I'm found in breach of these terms and
conditions I could lose my privilege to sell at the market.**

**I understand that all rules and conditions will be interpreted by
Lowestoft Town Council or its designated representative and that
there is no right of appeal.**

Signature and date

Trader Information Form

Submission Date_____

Please make sure your stall payment information online matches the information here to avoid confusion between your payment and stall reservation and your permission to trade on LTC property.

You cannot reserve a stall without first submitting your trader details to Lowestoft Town Council.

You cannot reserve an individual stall for someone else using your details. The exception is for event planners reserving an entire site.

This submission form will be active for one year from the submission date. A new form will need to be filled out every year and/or if your license and insurance runs out and/or the information needs to be updated.

Name_____

Name of Company_____

Company Address_____

Company Telephone_____

Company Email_____

If your home contact details are different from your business details, please fill out home contact details. If not, just skip it.

Home Address_____

Home Telephone _____

Home Email _____

Who will be staffing the stall?

Details here. At least one person above the age of 18 must be on site at all times.

Trading Licences

Details here, if needed, to include type and expiration date.

Trader's Liability Insurance.

Details here, to include type, amount of coverage, and expiration date.

Tell us what kind of stall you are setting up.

Details here (tables? marquee? caravan?)

Tell us what you are selling or displaying.

Details here. If you change what you are selling, you must notify LTC and update this form.

Health and Safety Issues

Will you be cooking or displaying food? Displaying any moving equipment? Using ladders, electricity, etc? Please include any Risk Assessment here.

Market Plain

Recycling and Environmental

LTC is an environment-friendly council with the duty to consider our environment and biodiversity in its decisions. We have made a “Climate Emergency” declaration that guides our choices and actions.

This means that events on LTC property, including our markets, will operate in as eco-friendly way as possible.

What does this mean for you?

1- All food sold on LTC property will use recyclable materials to serve to customers whenever possible. This means stall holders should use paper plates, bags and boxes; drinks in cans or glass and not single use plastic bottles, offer to use customer’s refillable containers, and use recyclable utensils.

2- Rubbish will be bagged and removed by the trader from the site at the end of the day, leaving the stall location as clean as possible.

3- Walkers and cyclists in the Market Plain will always have priority over cars and lorries.

4- Brand-new single use plastic carrier bags will not be permitted. We encourage all traders to use paper bags. Reused plastic bags are permitted for those small stall holders who want to reuse bags they’ve saved.

There are many sources on the internet for recyclable point-of-purchase items. We encourage traders to investigate alternative ways to package their wares that are carbon-neutral that keep Lowestoft tidy.