



Market Regulations

- 1 The Market Day is Thursday.
- 2 Oundle Town Council is the ultimate authority for the operation of the Market. The Town Clerk, or any other nominated Officer, is the duly authorised Officer of Oundle Town Council and as such has full authority over the operation of the Market and the charging and collection of market rents.
- 3 Market pitches are available in various frontage widths (minimum 300cm to 600cm) and all vehicles, equipment and goods for sale must be confined to the approved pitch area. All vehicles must be parked away from the Market Place and under no circumstances may vehicles be parked on the York stones within the Market Place at any time.
- 4 Pitches are let for the sale of a particular line of merchandise, which must not be altered or extended, without first obtaining permission. On no account must goods for sale be placed so as to obstruct the public footpaths, and space must be kept clear for pedestrian access across the Market Place.
- 5 All pitches must be occupied by **8.00 am** and vehicles removed. Pitches must be cleared and vacated by **6.00pm**.
- 6 Pitches must be occupied every week - holidays should be notified to the Town Clerk in advance and unavoidable absences, due to vehicle breakdown or illness, notified by telephone as soon as possible.
- 7 Rents are payable monthly, in advance, and are reviewed annually by the Town Council. The Council expects the appropriate rental to be paid whether you attend the market or not. Absences attract no rebate, except when an absence is notified at least 7 days in advance and the site is re-let. In such instances, the Clerk or designated Officer, will endeavour to re-let the site to a casual trader; however, no guarantees can be given.

Payments should be made by Direct Debit or by post or in person to **Oundle Town Council, Fletton House, Fletton Way, Glaphorn Road, Oundle, Peterborough, PE8 4JA.**

If you wish to make payment via Direct Debit, our bank details are as follows:

Bank: Barclays Bank
Sort Code: 20 45 77
Account No. 90985996
Account Name: Oundle Town Council

Please quote your account name on the Direct Debit form (located on the monthly invoice) in order that payments are assigned correctly.

- 8 A pitch holder who fails to attend for 4 consecutive weeks will be deemed to have left the Market and the pitch may be let to another trader. Pitches may not be re-assigned or sub-let by Market Traders.
- 9 All pitches must be well presented, and the area nearby must be kept free of litter and the site left clear at the end of the day. Traders are to remove all refuse.
- 10 All activities must be within the law - for example there must be no disorderly conduct or violence and Public Health and Fair-Trading Acts must be complied with.
- 11 All Traders must have sufficient Public Liability Insurance cover.
- 12 Pitches are allocated solely by the Oundle Town Council and the Council takes no responsibility for any arrangements made or not made between pitch holders.
- 13 The Town Council reserves the right to:
 - a) cancel any letting or
 - b) impose an additional charge where a Trader abuses the Market Regulations.
- 14 All Traders are required to display a notice giving their business name, and the name and address of the proprietor of the stall.
- 15 All vehicles must be unloaded and removed by 9.00am. A permit for all day parking on Thursdays in St Osyth's Lane, East Road is available to Market Traders on application to the Town Council. Parking is also available at Amps Fine Wines for £2.00 providing easy access to goods. The Long Stay car park at East Road is also free and close to the town centre and frees up parking for your customers.
- 16 Oundle Town Council has the right to let stalls to whom so ever they feel appropriate and will not provide exclusive rights to the sale of products to anyone trader.
- 17 In the event of adverse weather conditions, Oundle Town Council will decide at midday on the prior Wednesday as to whether the market will take place. If Oundle Town Council cancels the market, no charge will be made for that week's rent. Traders must telephone the Council to ascertain if the market is on or check the website (www.oundle.gov.uk). The office is open from 9.00am to 2.00pm; however, notification will be left on the telephone answer machine and signs will be placed in the Market Place.'
- 18 Oundle Town Council advise that no abuse, hostility, or negativity whatsoever will be tolerated to their staff, to the public or about the Council as a body by any persons in any location. Any such behaviour may result in prosecution and the person responsible being banned from Council premises and services.

Emma Baker Town Clerk

I acknowledge receipt of the Market Regulations re-issued with effect from November 2013.

Signed:

Name: Date:

Trading Name and merchandise:

Address:

Postcode:

Telephone Numbers:

Insurance Company:

Insurance Reference:.....

Insurance Expiry Date:.....