



TAVISTOCK TOWN COUNCIL

TAVISTOCK PANNIER MARKET RULES & REGULATIONS

Tavistock Pannier Market is the premier market in the South West to which we welcome and encourage new traders who should apply to the Market Office for information about the various Market days, time, rents and where to attend for the allocation of a stall/table/pitch or lock-up.

The following Rules and Regulations govern the operation of the Tavistock Pannier Market and Market Operations in surrounding areas administered by the Tavistock Town Council. Specific additional rules apply to trading on Bedford Square.

Definitions

Council	Tavistock Town Council
Town Clerk	The Clerk to Tavistock Town Council
General Manager	Person with overall responsibility for the Market and other Council Operations
Reeve	Pannier Market Reeve
Duty Officer to act	Any person so designated who has the Council authority as a stand-in for the Market Reeve in their absence
Child	Any person who is 15 years of age or younger
TTC	Tavistock Town Council

REGULATIONS APRIL 2014

1. All traders must occupy their stall/pitch/table/lock-up by 9.00 a.m. (Saturdays 8.00 a.m.) After 9.30 a.m. (Saturdays 8.30 a.m.) the stall/pitch/table space may be re-let for that day. The late arriving regular may be allocated another stall/pitch/table if available, if not they will be turned away for that day.
2. Traders are required to trade with stock in situ until 4.30 p.m.
3. Traders are to vacate the Market Hall no later than one hour and fifteen minutes after the conclusion of the trading day.

4. No assignment of a stall/pitch/table space/lock-up is allowed between traders.
5. The Council will, as far as is practicable, ensure that regular traders are allocated the same stall/pitch/table space on each Market day.
6. All refuse generated by traders from trading operations in the Pannier Market is to be placed by them in bins provided by the Council. No refuse is to be left at any time in the curtilage of the Traders stall. All cardboard boxes must be flattened and placed in the cardboard receptacle(s). Cardboard must not be cross contaminated with any other product (paper plastic etc.).
7. Any trader generating "refuse" that falls outside the Council's Certificate of Registration under the Control of Pollution (Amendment) Act 1989 or any subsequent/revised Act shall be responsible for the prompt removal of such "refuse" at their own expense from the Market and its environs. If in doubt regarding what constitutes acceptable rubbish, advice must be sought from the Market Reeve. Failure to abide by the Council's waste rules may cause a trader to be barred from trading.
8. No trader shall keep any live animal, including pets, at their stall/pitch/table without the permission of the Market Reeve or the Duty Officer. Where a live animal is permitted by the Market Reeve it shall be securely tethered/safely secured and the trader shall provide, on demand, evidence to demonstrate that the animal is covered by their public liability insurance (see also Rule 15).
9. All facilities on the Market site belonging to the Council and provided for the use of the traders shall be used only for the purposes for which they are provided. The cost of repair occasioned by misuse or deliberate damage to the facilities by a trader will be recharged to that trader.
10. No person shall without the permission of the Market Reeve or in the absence of the Market Reeve, or the Duty Officer, post or display any bill, placard or poster.

11. All charges for the use of stalls/pitches/tables spaces shall be fixed by the Town Council only. All table space rates are unified, the Market Reeve and Duty Officer have no authority to vary these. Exceptionally, in extreme weather or other such events, the Market Reeve has the authority to do this after consulting the General Manager.
12. Any trader not attending for three consecutive weeks without providing notification and receiving approval from the Market Reeve or the Duty Officer for such absence shall be deemed to have terminated their right to trade.
13. Every trader shall accept full responsibility for, and indemnify the Council against all claims for personal injury, damage to property, nuisance and any other damage or expense by whomsoever the claim is made and from whatever cause arising out of or in connection with the use and occupation of the site allocated to him. Copies of Public Liability Insurance Certificates, and if requested by the Market Reeve, the relevant insurance schedule, must be available for inspection by the Market Reeve or the Duty Officer at all times. Upon annual renewal, a copy of the renewal certificate must be provided for the Market Reeve to keep on file.
14. Traders may use a radio or amplification equipment (provided that it has been PAT tested) for their own quiet enjoyment but not to cause intrusion or nuisance to fellow traders or the public and not in any circumstance in such a way as to constitute a public performance. Any complaints made with regard to intrusion or nuisance shall be dealt with by the Market Reeve or the Duty Officer, his/her decision being final.
15. Traders conducting from a stall/pitch/table space/lock-up a food business as defined in any current food hygiene regulations Laws and any subsequent legislation shall comply with such legislation. Any breach or breaches will make that trader liable for disqualification from trading within the Market. No such trader shall be permitted to be accompanied by a dog or other live animal.

16. All fees/charges due shall be paid in full on demand to the Market Reeve or the Duty Officer, for which a receipt will be issued and retained for that day.
17. All pitches and non-table space used will be charged for. During any Monday opening periods the Market Reeve may vary this regulation to encourage new traders and assist the commercial activities of the market.
18. Friday Market charges may be made on a square footage basis, covering the whole area of the trade site but excluding reasonable access to the site.
19. Free use of any stall/pitch/table space not hired on any Market day (spreading) shall be at the discretion of the Market Reeve or the Duty Officer.
20. Traders shall be entitled to four free weeks in any one financial year for the purpose of holidays. Written notice of at least fourteen days prior to absence is required.
21. Regular pitch traders are obliged to give a minimum of fourteen days' notice in writing to terminate their occupancy of a stall/pitch/table space.
22. No trader shall make any material change in the class of goods sold as indicated in the List of Traders, without first obtaining the written permission of the Market Reeve or Duty Officer.
23. Regular pitch traders shall pay rent for all absences other than the four weeks' holiday allowance, whether they attend or not. Credit will be given when the stall/pitch is re-let for the day. The Market Reeve, after consulting the General Manager has exceptional powers to adjust payment in circumstances where compassionate or other grounds exist.

24. All traders shall remove all their stock, fixtures and fittings from the Pannier Market Hall at the completion of the day's trading except at the discretion of the Market Reeve or the Duty Officer.
25. All traders currently renting and trading stock from lock-up units shall secure their stock, fixtures and fittings within their lock-up at the completion of each day's trading except at the discretion of the Market Reeve or the Duty Officer.
26. No person shall hawk or carry about any article for sale within the Market or any area administered by the Market without the permission of the Market Reeve or the Duty Officer or the appropriate charge being made.
27. Any Parking Policy of the Council applying to the Pannier Market area perimeter road, which is a separate entity, shall be complied with.
28. Market days may be varied or cancelled by virtue of Public Holidays or when deemed necessary, and shall not be held on Christmas Day, Boxing Day or New Years Day.
29. Aladdin's Cave/Saturday Markets – Any trader who attends these Markets regularly and who subsequently does not attend without giving reasonable notice may forfeit the regular use of these table spaces.
30. No trader's children under the age of 13 shall be allowed in the Market without permission from the Market Reeve or the Duty Officer. Children (ages 13 to 15 years of age or younger) may only work in the Market during term times with the agreement of the local Education Authority, and during holiday periods in accordance with the relevant statutes. Guidance regarding this can be provided by the Market Reeve on request. In all cases relating to children, the Market Reeves decision is final. Any permission given may be revoked at any time by the Market Reeve if he/she feels there is good reason for this.

31. No electrical equipment of any description is to be used in the Market without a PAT certificate or proof that it is under a year old.
32. Costume Theme Markets – Where the wearing of costume by traders is a feature, this then becomes a pre-requisite for trader attendance. Continual failure to comply with this pre-requisite will disqualify a trader from attending any such Costume Market.
33. Regular traders must, unless prevented by good reason, inform the Market Reeve or the Duty Officer of their intention not to stand on any particular day or when annual holidays are taken, giving a minimum of twenty-four hours notice.
34. All traders must provide the Market Reeve or the Duty Officer with their names, addresses and telephone numbers. This information shall be available on demand to anyone legally empowered to request such information.
35. Any trader who attends any Market regularly and who subsequently does not attend without giving reasonable notice will forfeit the regular use of these tables.
36. Sickness: Any regular trader being absent through sickness will be required to keep the Market Reeve or the Duty Officer informed of progress. Such a trader shall only be charged half fee/charge for a maximum of four weeks (excluding the first week at the Market Reeve's discretion). If the stall is re-let a full rebate will be given. In the event of absence extending beyond four weeks, arrangements with regard to stall fees/charges and reserved occupancy shall be referred to the Market Reeve.
37. Smoking. There is a no-smoking policy in all Council buildings. No-one may smoke in the Market Hall. No member of staff may smoke under the colonnades or in the Pannier Market Surround.

38. All traders shall comply with any reasonable instruction by the Market Reeve or the Duty Officer on all matters concerning the operation of the Market. Should any trader be dissatisfied, then written representation must be made to the General Manager in the first instance (with copies to the Traders Representatives) and, if dissatisfied with the General Managers ruling, appeal in writing to the Town Clerk. If still dissatisfied the trader may progress the matter through the Councils Complaints Procedure. Until such time as the trader is in receipt of a written decision concerning any appeal made under the Complaints Procedure, the Town Clerk's decision will stand.
39. The final decision on the management and the use of the Pannier Market is vested in the Tavistock Town Council. In the event of a dispute about the interpretation of these Regulations the Council's decision will be final.
40. Traders must at all times abide by normally accepted social standards and good conduct towards Council Staff, other traders and the general public. If traders cause such abuse, alarm or concern towards others, due to their actions, omissions or the goods/services they are providing, the Market Reeve, or in his absence the person deputising for him and always in conjunction with the General Manager, has the right to ban that person from trading on Council premises or on premises controlled by the Council. Any trader so banned may appeal in the same way as described under rule 38, but this appeal will not lift the ban which will remain in place until decided upon by the Council.
41. No naked flame may be used for heating, lighting, cooking or for any other purposes within the market hall unless permission is given by the Market Reeve or the Council in writing. The Market Reeve and the Council will be guided by the TTC Safety Adviser and in consultation with our insurers who normally ban such activities.
42. All Monday traders are to inform the Market Office if they are not trading on a particular Monday by noon on the preceding Saturday.
43. These Regulations may be amended by the Council from time to time and will be communicated to all parties when changes occur.

44.

There is a requirement that all Market Traders shall conduct themselves whilst operating as a trader responsibly and lawfully. They are expected to exhibit a high degree of personal integrity, ethics and professionalism at all times when trading in and around the Pannier Market. Whilst doing so they are expected to abide by these regulations.

45.

The Town Council reserves the right to terminate any licence to trade on reasonable grounds by giving a minimum of 14 days' notice in writing to the trader.

The signing of these Regulations is in acceptance and agreement of compliance in their entirety:

Signed:

Date:

Trading Name:

Your privacy is important to Tavistock Town Council which is subject to the General Data Protection Regulation. To view a copy of the Council's Privacy Notice and related information visit the 'Council Rules Policies & Procedures' section of the [Tavistock Town Council website](#) at or telephone 01822 613529