



Bletchley & Fenny Stratford Town Council

Ref: BMTC-0614

Temporary Pandemic Terms & Conditions of Trade

The following definitions shall apply:

Casual (Daily) Trader shall mean any person who pays and trades on a daily basis.

Regular (Monthly) Trader shall mean a person who pays and trades on a monthly basis.

Trader shall mean any person, who has completed a Trader Application Form and provided the correct documentation, agreed to pay current charges and abide by the Terms & Conditions of Trade, and has been granted permission to trade by the Town Council to trade at Bletchley Market.

Mobile Unit is defined as a vehicle that is required to trade from, normally for food purposes

Town Council shall pertain to the market operator: Bletchley & Fenny Stratford Town Council.

This Agreement shall be between the Bletchley & Fenny Stratford Town Council, the "Town Council", and the "Trader". For the avoidance of doubt named officers, employed by the Town Council, shall be the delegated representatives responsible for the day to day operation of the market and the person responsible for implementing and enforcing the terms & conditions herein

A. Allocation of Pitches

1. No person shall trade from the market area except from a stall or mobile vehicle and from a pitch which has been allocated to them by the Town Council. All Traders must supply their own stalls, equipment.
2. At the re-opening of the market, pitches will be re-allocated to areas which pose the least risk in terms of reducing walkway space, in order to maximise the ability for social distancing.
3. No person shall trade unless they provide proof of current "**Public Liability Insurance**" cover. Insurance documents will need to be in the named person applying to trade, with two (2) further proofs of identity. A person applying to trade as an employee of a company will need to provide a current copy of the companies "Public Liability Insurance" which covers "employer's liability", with

two (2) further proofs of identity. Other legal or specified documentation may be required to trade as requested by the Town Council.

4. No person shall trade without providing the Town Council with a **Pandemic Risk Assessment** demonstrating the ability to keep themselves and their customers safe. All measures should be taken to reduce the risk of spreading infection.
5. A Trader shall only occupy the pitch which has been allocated to them by the Town Council. For avoidance of doubt where a Trader occupies any additional space or where a Trader occupies a different pitch area, the Town Council reserve the right to apply additional charges or move the Trader back to the pitch or pitch size they were originally allocated.
6. No person shall trade unless permitted to do so by the Town Council and only upon the satisfactory completion of a "Trader Application Form", agreement to the "Terms & Conditions of Trade" and to pay the current charges.
7. A Trader's pitch may be reallocated by the Town Council if it is not occupied by 08.15 hours.
8. All reallocation requests would be at the Town Council's discretion after considering the following criteria that includes, but are not limited to:
 - a) First request received
 - b) Suitable separations of similar trades/goods
 - c) Suitability of pitch and trade
9. No tenancy, other legal estate or interest should be created (or deemed to be created) by the allocation of any pitch to any persons and no compensation will be paid upon the non-reallocation or termination of said pitch.
10. The allocation of any pitch is the prerogative of the Town Council and a Trader shall not assign, sublet or permit any person (other than a relative, agent, partner or employee responsible for conforming to these conditions & current charges) to occupy or use the stall or pitch or any part thereof.
11. No Trader may, without prior approval by the Town Council, make a material change in the type and class of goods sold on from their pitch.
12. The Town Council will endeavour to ensure that a good balance of trading opportunities exists on the market. There will be no more than two identical stalls with *no restriction on similar lines and stalls*. The Town Council's decision on the similarity of lines and stall shall be final.
13. The Town Council reserves the right to refuse permission for the sale of any particular goods or articles.

Payment

- 1 The charges for pitches will be as advised by The Town Council and may be subject to change.

- 2 Payment of all agreed charges will be made to the Town Council online. Online payments should be made through the Payments Page (within Services tab on our webpage) www.bletchleyfennystratford-tc.gov.uk no later than **midday** the working day before trading.
- 3 To ensure correct identification of trader and trading date all traders are to include trading date/month and name of the company in their **invoice number**. For example:
 - a) Regular (Monthly) trader Buttons and Bows Ltd, wishing to trade in September should include – Sept Buttons
 - b) Casual (Daily) trader Potts Ltd, wishing to trade on 09 July should include – 09July Potts

Table of Temporary Pandemic Market Rent Charges

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|--|--|---------------------------|
| <u>Regular (Monthly) Stallholders</u> | <u>Monthly</u> Paid monthly online in advance (to be paid by 12 noon on last working day of previous month for the next calendar month ahead) | |
| | per 10ft pitch | £10.85 – Each trading day |
| | Mobiles per day | £16.25 – Each trading day |
| <u>Casual (Daily) Stallholders</u> | <u>Daily</u> Paid online in advance (to be paid by 12 noon the working day proceeding the day you intend to trade) | |
| | per 10ft pitch | £3.75 |
| | Mobiles per day | £5.00 |

- 4 Payments for monthly rates should be paid on by noon on the last working day of the month proceeding the month you wish to trade. Note, monthly fee is the same regardless of the number of trading days within the month.
- 5 For traders paying monthly, there will be no refund for days you have not traded in any given month. If you know you are going away during a particular month it may therefore work out cheaper to pay the daily trading fees during that month rather the monthly fee.
- 6 For traders paying daily there will be no refund if the trader fails to trade on the day paid for.

B. Businesses Selling Food

- 1 The Food Safety Act 1990 (General Food Hygiene) & Food Regulations 2013 (including any amendments) shall be complied with so far as they affect moveable and/or temporary premises in respect of the following:
- 2 The siting, design and construction must aim to avoid contamination of food and harbouring of pests.
- 3 The provision of appropriate facilities for personal hygiene.
- 4 Surfaces in contact with food must be easy to clean and where necessary disinfect.
- 5 Adequate provision must be made for cleaning food stuffs and the cleaning and where necessary disinfection of utensils and equipment.
- 6 An adequate supply of hot and/or cold potable water must be available.
- 7 Adequate arrangements for storage and disposal of waste must be in place.
- 8 The Food Safety (Temperature Control) Regulations 1995 (addition EC Regulation 852/2004, Annex II, Chapter IX, part 5 and 6) shall be complied with by ensuring that no food raw materials, ingredients, intermediate products and finished products likely to support the growth of harmful bacteria, or the formation of toxins at temperatures which would result in a risk to health are kept at any stall/pitch. Relevant foods that need temperature control must be held at or above a minimum temperature of 63° Centigrade (hot holding) or kept at, or below, a maximum temperature of 8° Centigrade (Chilled). General Food Regulations 2004 and EC No 178/2002(Traceability).
- 9 Food traders must legally be "Food Registered" with their local authority 28 days prior to selling. Traders must provide details of registration to the Town Council
- 10 The aforementioned clause E1, E2 and E3 must be strictly adhered to by all food traders. Notwithstanding any legal action taken for infringements; failure to adhere to these requirements shall be deemed a material breach of these Terms and Conditions of Trade and shall lead to a termination of their Trading Agreement and the Trader will be required to vacate their pitch immediately.
- 11 Dependant of type of food business, traders must provide Food Hygiene Cert level 2 or equivalent. Named employees of trader must also be food hygiene trained/certified to work on Bletchley Market.
- 12 The Trader warrants that they shall comply with all applicable laws and regulations at all times. For the avoidance of doubt, it is the Traders responsibility to know and implement all current laws and regulations relating to their trading.

For specific food safety advice contact:

Environmental Health Department
Milton Keynes Council
<https://www.milton-keynes.gov.uk/environmental-health-and-trading-standards>
Tel: 01908 252398

Food Standards Agency
Tel: 020 7276 8829
<https://www.food.gov.uk/business-guidance/registering-and-managing-a-food-business>

C. Vehicles

- 1 No vehicles shall, on market days, be brought onto the market square without supervision by a member of Town Council staff and at the times agreed with the Town Council. Traders should only drive on to the square via the gateway from Oliver Road.
- 2 Hazzard lights should be employed at any time when vehicles are driven on pedestrian areas. A maximum speed of 4mph should be driven and any such movements should be supervised by a member of Town Council staff wearing high visibility clothing.
- 3 No vehicles shall be halted for unloading or loading in any part of the market longer than is reasonably necessary, nor in such a manner as to hinder or obstruct unreasonably any other vehicles or pedestrians.
- 4 No vehicles shall be driven or halted in any part of the market except as permitted or directed by the Town Council's officers and no vehicle may be stationed on the market unless within the trader's allocated pitch or if he / she has been allocated a separate pitch for trading; for which a charge will be levied. Traders must display a valid permit in their vehicle at all times.
- 5 Traders will be issued with a parking permit that allows parking on Queensway or Findlay Way after setting up.

D. General Conduct of the Market

- 1 No Trader or persons they are responsible for, shall bring, convey through or deposit any goods or articles in such a manner as to cause obstruction, or nuisance within the market area or its environs.
- 2 No Trader or persons they are responsible for shall discharge or permit discharge of any matter into any drain or sewer within the market area or its environs.
- 3 No Trader or persons they are responsible for, shall deface, damage, or neglect any property of the Town Council or Milton Keynes Council. In such instances the Trader will be held fully responsible and liable for any damage or injury caused, and they shall pay to the Town Council, on demand, any costs incurred and all costs arising out of any claims.

- 4 No Trader or persons they are responsible for can make alterations or interfere with any fittings, equipment or facilities provided in connection with the market. Nor shall they hinder or interfere with any persons, organisations or companies in the provision of services or while carrying out works/duties within the market and its surrounding area. Traders will be held accountable for any claims cost and claims arising.
- 5 Electrical devices shall not be connected to the market supply unless they comply with the current approved electrical standards, regulations, and practices. It is the Trader's responsibility to ensure that their equipment meets the appropriate standards and to provide evidence of compliance to the Town Council annually or on request. Electricity will be provided to traders either via one of the lampposts and by a qualified member of Ringway's workforce or from a market Feeder Pillar by a member of Town Council Staff. Trader's agree and sign a declaration to document their agreement not to tamper with or change in any way the connection to the electrical power supply once provided. Traders also sign an agreement to operate in line with the stipulations laid out in the Market Risk Assessment. Traders will provide details to the Town Council regarding the draw of electric they require and will ensure that they update the Town Council should their equipment or power requirement change in order that it can be evaluated whether this can still be accommodated. Where Lampposts are used for power connection, maximum draw of electric will be 25amps, where feeder pillars are used maximum draw of power will be equal or lower than that available from the pillar being used.
- 6 All traders and person under their control shall:
 - a. Take all practicable steps to keep his stall or pitch and the immediate environment is free from waste, fruit or vegetable matter or any other market litter and to prevent such litter from being blown beyond the confines allocated to him.
 - b. Remove all the waste from their pitch at the end of trade and leave the pitch in clean condition **Note:** any waste left behind on pitch/market area by the trader/employee could be deemed as fly-tipping and may incur further action or charges.
- 7 Other than "Guide/Hearing dogs", no Trader nor his employee shall bring to or keep at any stall, mobile or site any dog or permit any dog under his control to follow him or roam the market area.
- 8 A Trader or persons under their control, shall not use on any stall or pitch heating or lighting equipment except expressly approved by the Town Council, nor shall any flammable substances, explosives, fireworks or other articles capable of causing fire, explosion, damage or nuisance be brought to or kept at any stall or pitch.
- 9 A Trader's goods, articles or equipment shall not be placed beyond nor allowed to overhang the boundaries of their stalls or pitches, unless agreed by the Town Council Officer, nor shall any pedestrian route between stalls be obstructed in anyway.

- 10 All Traders and persons under their control shall conduct themselves in an orderly manner and shall not obstruct, hinder, cause nuisance or do any other act which is likely to cause disruption to the proper conduct of the market. Where any person is guilty of conduct which is likely to interfere with proper use of the market by the public or other traders, including premises abutting the market, it will be deemed as a material breach and may result in them being asked to vacate their pitch.
- 11 The Town Council Officer on behalf of the Council will permit, decide or give an opinion, and act generally in all matters in the day to day running of the market. All Traders and persons under their control are required to carry out any reasonable request or directions given by the Town Council Officer or Town Council for the overall general operation of the market.
- 12 Traders will display and maintain in a prominent position at all times on each stall, mobile vehicle or pitch a legible and conspicuous sign bearing the name of the person or business and contact details.
- 13 Traders will only be permitted to sell goods or services, either by “barking” or with the use of amplified equipment, if the Town Council Officer or Town Council deems this does not cause a nuisance to others.
- 14 The attention of the Traders is drawn to their responsibilities under various legislation concerning the sale and exposure for sale of goods or articles; but not limited to, Weights and Measures, Trade Description, Fair Trading, Sale of goods Act, any other related consumer protection legislation, and Health & Safety; any breach of which, notwithstanding actions taken by others against them, may result in disciplinary action by the Town Council which could lead to termination of any Trading Agreement.
- 15 Trading days will be **Tuesdays, Thursdays and Fridays**, except when such days are public holidays:
- 16 The market operates a **Core Trading Time of 0900 to 1530hrs** all year round: This means Traders need to be setup and trading by 0900hrs and can stop trading and pack away from 1530hrs onwards.
- 17 Traders must not sell goods by a “mock auction”.

E. General Complaints

- 1 The Town Council Officer on behalf of the Town Council will permit, decide or give an opinion, and act generally in all matters in the day to day running of the market. The Town Council will seek to deal with all complaints quickly, fairly and professionally.
- 2 Traders or their employees who feel aggrieved by a decision of the any Town Council Officer may register an appeal to the Town Council who will investigate and review further.

- 3 If the matter remains unresolved, further appeals or complaints would need to be progressed via the Town Council's formal Complaints Procedure; a copy of which is available on request.

Market Disciplinary Procedure

Please note this is a guide and is not exhaustive

- 1 In most circumstance breaches of our "Terms & Conditions of Trade" can be sorted out easily and quickly. This is normally done by discussion between the Trader and a Town Council Officer and would warrant no further action.
- 2 Action by the Town Council may be taken against any "Trader" for continuous or serious breaches of Bletchley Market "Terms & Conditions of Trade" and will be processed by the following means:
 - a. Verbal warning (confirmed in writing)
 - b. Written warning
 - c. Final written warning
 - d. Suspension
 - e. Permanent ban
- 3 The penalty imposed or action taken for any particular incident will depend on the seriousness of the breach and any previous penalties imposed. Examples of conduct which would normally warrant more serious action such as instant dismissal from the market include, but are not limited to:
- 4 Serious breach of conduct or behaviour, which in the reasonable opinion of the Town Council brings the market into disrepute.
- 5 If the Trader is convicted for selling counterfeit or stolen goods or is in receipt of a caution, formal warning similar offences from the Trading Standards the Police or any other Government Agency.
- 6 Assault, including verbal assault or abuse on a member of the public, Town Council Officers or other Traders.
- 7 Failure to make payment of their pitch fee, outlined within the time limit as specified by a delegated Town Council Officer.
- 8 Failure to comply with the current Health and Safety requirements affecting their stall, market site or environs.
- 9 Continued and constant undermining of Town Council Officers' authority and / or obstructive behaviour which prevents the Officers from carrying out their duties effectively.
- 10 The Trader will be notified in writing of any action taken against them.
- 11 All formal action taken will be recorded held by the Town Council for a maximum period of 12 months.

- 12 At this stage any complaints or grievances from the Trader regarding the action taken would need to be made to the Town Clerk who after investigation would come to a decision. This would then be conveyed in writing to the Stallholder.
- 13 If at this stage the Stallholder still wishes to appeal against the action taken against them, they would need to follow The Town Councils formal Complaints Procedure. A copy of which would be issued on request.



Terms & Conditions of Trade

Please note: It is the Trader's responsibility to read and understand these Terms & Conditions of Trade. Should you need assistance/clarification in this, please contact the Town Council for help.

I confirm I have read, understood and agree to the "Bletchley Market- Terms & Conditions of Trade."

Signed by or on behalf of the Trader

Name..... (Trader)

Signature.....

Date.....

Signed on behalf of the Town Council

Name.....

Signature.....

Date.....

These Terms & Conditions are valid from 1 September 2020

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