

# **Summary Operating Notes for Chichester Farmers' Markets Traders 2018 - 19**

## **Trading times and Locations**

Chichester; East and North Streets, 1<sup>st</sup> and 3<sup>rd</sup> Fridays of every month, 9am-2pm

Stallholders must have arrived at the markets site by 8am at the latest.

## **Payment of Fees**

Fees from 1<sup>st</sup> April 2018 will be as follows:

Chichester £51 per market (+ £3 parking per market per vehicle)

Fees for shared stalls will be £26 per trader

Electricity supply is an additional £5 per market

Payment for pitch fees will be done by invoice on the month following the markets attended.

At the discretion of the Council, we do permit sharing of a stall. Of course this is dependent on availability of suitable sharers. Please take note of the terms and conditions relating to sharing of stalls.

## **Cancellations**

Stallholders must give more than one weeks notice if they are unable to attend the market to avoid losing their pitch fee.

Very occasionally due to adverse weather conditions, usually wind, we have to cancel the market. If this happens we will make every attempt to contact traders as soon as this decision has been made. It is therefore important that stallholders keep us up-to-date with current mobile phone numbers. Please see Severe Weather Policy.

## **Application Forms**

At the beginning of every year we send out new application forms which must be completed and returned with all necessary paperwork by the deadline set.

## **Booking Markets**

We do not currently have a formal booking system with a booking fee. However to managed the allocation of stalls in a proactive fashion, we ask all traders to indicate through the annual application process which markets they will be attending. For seasonal producers please indicate when crops are expected to be ready, we understand that there may be slight variations in these dates.

## **Stalls**

We supply traders at our markets with a designated trading canopy (3m by 2m). These Zapp umbrella style canopies are designed in our corporate colours and are erected and dismantled for each stallholder. Back sheets are set up as standard, and if side sheets are required arrangements should be made with the Farmers' Market Co-ordinator.

Side sheets and back sheet occasionally have to be removed as the weather conditions dictate.

### **Allocation of Pitches**

Wherever possible we try to keep traders on the same pitches. However all traders should note that they have no right to be in the same pitch from week to week. Sometimes works to surrounding buildings dictate that trading pitches have to be changed and we try to minimise disruption when this occurs.

### **Traders Vehicle Access to Stalls**

For all markets, traders can drive up to their allocated pitch to unload stock. All vehicles must be removed before trading begins. Due to the market operating in the pedestrianised streets, vehicles are not allowed back onto the trading area. Therefore traders must make arrangements to safely move remaining stock, tables etc from the pitch to their vehicle located in one of the adjacent car parks.

Traders operating from trailers, must have sought prior approval, and note that special arrangements need to be put in place for the Council owned vehicle to pull trailers from the pedestrianised areas at the end of trading in Chichester.

### **Car Parking**

For Chichester Markets, where there are charges in place for the car parks, we allocate one car parking pass for parking during the market at a discounted rate these are for Little London and Baffins Lane Car Park. A valid car parking voucher must be displayed during chargeable hours.

### **Health and Safety**

We have completed risk assessments for all our markets and take health and safety matters very seriously. We ask that all traders do the same, in particular keeping pitches clean and tidy and not causing any obstructions. Any accidents and incidents must be reported to the Farmers' Market Co-ordinator.

No smoking is allowed near pitches for both food safety and fire safety reasons.

### **Selling Alcohol**

Chichester farmers' market do not have Premises Licences. Therefore to sell alcohol at the markets you must make a Temporary Event Notice (TEN) application. When applying for a TEN please note the following:-

- The TEN application **MUST** be received by the Licensing Department at the Council and the Police at least 10 working days before the market date.
- Anyone holding a Personal Licence can apply for a maximum of 50 TENs in any one year. Without a Personal Licence there is a restriction of a maximum of 5 TENs per year.
- A maximum of 15 TEN applications can be made for any one stall location. You should liase with the market manager with regards to changing your stall location when necessary and to identify your pitch number as you will have to state this on your application form.
- The endorsed TEN **MUST** be displayed at the stall during trading hours.
- The cost of each TEN application is £21

### **Communications**

The Farmers' Markets team can be contacted on 01243 785166 during office hours. The Farmers' Market Co-ordinator works on Tuesday and Friday and at the markets and can also be contacted on 07767 291 356 during these times.

The Farmers' Market Co-ordinator is always present at the markets

### **Information on the internet**

We have several pages about the Farmers' Markets on Chichester District Council's website; [www.chichester.gov.uk/farmersmarket](http://www.chichester.gov.uk/farmersmarket). It is optional if current traders wish to appear on the stallholder directory. Once a new trader is established on the market, we will discuss appearing on this list.