

# Summary Operating Notes for Chichester Farmers' Markets Traders 2020 - 2021

## Trading times and Locations

East Street, Chichester 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 2019 will be as follows:

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

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.

## Application Forms

Since April 2008 traders attending our markets will be required to complete an annual application form. 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

To manage 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.

In order to maximise the number of stalls at markets we may require stallholders to bring their own stalls. Where this occurs stallholder fees will be reduced by £10. In the driest of months we occasionally allow fruit sellers to operate without a canopy.

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 markets 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

We allocate one car parking pass for parking during the market at a discounted rate. Your pass must be displayed in your vehicle throughout the market.

#### 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

A Premises Licence does not currently exist for the street(s) in which Chichester Farmer's Market is held. Therefore to sell alcohol at a market you must give a Temporary Event Notice (TEN). When giving a TEN please note the following:-

- A standard TEN must be received by the Licensing Authority, Sussex Police and the Environmental Protection team a minimum of 10 clear working days before the market date. (Not including the day of submission or day of the market)
- A late TEN can be given on the same parties referred to above with at least 5 clear working days notice in certain circumstances.

- Anyone holding a Personal Licence can give a maximum of 50 TENS in any one calendar year. Non-Personal Licence may only give a maximum of 5 TENS per calendar year. These totals are for any TENS given in England and Wales.
- A maximum of 15 TENS can be given for any one stall location in a calendar year. You should liaise with the Farmers Market Co-Ordinator with regards to changing your stall location when necessary and to identify your pitch number as you will have to state this on your TEN.
- The endorsed TEN must be displayed at the stall during trading hours.
- The cost of each TEN is £21 (fee as of 2019).

For further details and to download the form please visit:

<http://www.chichester.gov.uk/temporaryevent>

#### Contact details

For further information regarding Farmers' Markets please call 01243 785166 during office hours.

Please note the Farmers' Market Co-Ordinator works on a Tuesday, Wednesday, Thursday morning and Friday and can also be contacted on 07767 291 356 during these times.