



## **AYLSHAM MARKET PLACE – STALLS REGULATIONS**

1. The expression “the Council” shall mean **Aylsham Town Council**.
2. The expression “goods” includes provisions, marketable commodities and other articles which are offered for sale from the stall.
3. The expression “stall” means any structure, or vehicle, used for displaying goods for sale and the expression “stallholder” means any person who has signed a copy of these Regulations.
4. The charge for placing a stall on Aylsham Market Place shall be paid on the day in question to the Town Council representative on duty at the time.
5. No stallholder shall be entitled to use any particular part of Aylsham Market Place until:
  - a) he/she has signed and returned to the Town Council representative or to the Town Council offices a copy of these Regulations.
  - b) he/she has been handed a copy of the Regulations signed on behalf of the Town Council; and
  - c) a space has been allocated to him/her on the day in question by the Town Council representative.
  - d) Stallholders will be required to renew their applications for trading on Aylsham Market in February of each year, and to produce a copy of their current public liability insurance certificate with their application a copy of which will be held on file in the Town Council offices.
  - e) A space shall be 3 mtr X 3 mtr or part thereof and will be charged at the current rate fixed annually by the Town Council in session.
6. Stalls shall be erected within the designated pedestrian zone or other area designated for use as a market and no part of the stall or any containers, goods or other things belonging to the stallholder shall be allowed to stand outside the space. The Town Council representative may vary the spaces allocated from week to week without prior notice to the stallholder.
7. Stalls shall be erected by 8.30a.m. on any day designated as a market day on which these Regulations shall be in force. Any vehicle owned by the stallholder shall be removed from Aylsham Market Place as soon as possible after goods and equipment have been unloaded and in any event by 9.30a.m. and shall not return save for such reasonable period as may be necessary for re-loading. Stallholders’ vehicles shall be parked in the area designated by Aylsham Town Council. The only



vehicles permitted to remain on the Market Place are those that are an integral part of the stallholders stall.

8. Trading shall cease by 5.00p.m. The stall, together with all equipment and goods shall be removed immediately on the close of business and in any event by no later than 6.00p.m.
9. Markets on a Tuesday immediately following a Bank Holiday Monday are no longer permitted following the Traffic Regulation Order changes to the Market Place. The exceptions are the semi-permanent stalls – that are located on the paved area outside the Town Hall south doors. There will be NO MARKET on any Bank Holiday.
10. The stallholder shall be responsible for ensuring that the part of Aylsham Market Place immediately surrounding the area of the stall is kept clear of all packaging, containers and rubbish belonging to the business of the stallholder. **The stallholder shall supply and ensure use of a rubbish bin and at close of business shall leave the stall site and surrounding area free of rubbish, clean and tidy. There is no rubbish collection for the market stalls, nor bins provided. Accumulated rubbish to be removed from the site by the stallholder at close of business.**
11. Only goods authorised by the Council and specified at the end of these Regulations shall be sold from the stall.
12. The stallholder shall exhibit his name and postal address on a board readable by the customers of the stall from the position where customers would normally stand, but any board with an area in excess of four square feet shall firstly be approved by the Town Clerk.
13. The Council reserves the right to modify these Regulations in the case of a particular stallholder, viz. semi-permanent stalls and the items they may ask to sell. Such modification shall not give any other stallholder any rights other than those contained in the form of the Regulations signed by him/her. Stallholders selling food must be registered with Broadland District Council and comply with all requisite Environmental Health legislation. This is the stallholder's responsibility and the Council will not be liable for any breach of such legislation.  
**In accordance with Aylsham's Cittaslow status, stallholders selling hot/cold food for immediate consumption must provide evidence that the main ingredients are sourced locally or at maximum within the 30 mile radius applicable to the Farmers' Market producers.**
14. The allocation of any space is personal to the stallholder and the stallholder shall ensure that any other person employed by him/her shall abide by the terms of these Regulations.



15. The stallholder shall comply at all times with the directions of the Town Council representatives and the Town Clerk. If any stallholder shall be aggrieved by any decision of any Town Council representative or the Town Clerk, he/she shall submit his/her complaint in writing to the Council addressed to the Town Clerk, at the Town Hall, Aylsham, Norfolk. The Town Clerk shall thereupon refer the complaint to the first available meeting of the Town Council and the stallholder shall have a right to appear and make representations to the Council. The decision of the Council shall be final and shall be communicated to the stallholder in writing.
16. The Council will not permit a space to be allocated to the stallholder on any future market days:
  - a) if a stallholder shall not make use of a space allocated for **three** consecutive markets or if there shall at any time be payment outstanding in respect of the space allocated.
  - b) in the event of the breach of these Regulations by a stallholder who has already received one written warning from the Town Clerk.
  - c) in respect of any stall which in the opinion of the Council is not properly maintained and kept clean, tidy, smart and properly painted; and
  - d) in the event of the use by the stallholder of a stall which in the opinion of the Council is unsuitable due to its size, appearance or for any other reason.
17. If a stallholder fails to give at least 48 hours' notice to the Town Council that they will not be attending any market an invoice will be issued for the missed market.
18. Up on receiving notice of termination of any allocation of space made to him/her, the stallholder shall immediately remove his/her stall, equipment and all goods from the Market Place.
19. The Council should be advised in writing immediately of any intention to sell on the business. The Council should then be advised of the details of the new owner once sold, and reserves the right to take up references. Should any references prove unsatisfactory the Council may refuse an application by the new owner.

The Council agrees to grant the stallholder licence to use the space/number of spaces allocated on the day(s) stated below and the stallholder agrees to these Regulations. It is further agreed that any subsequent allocation of any space on subsequent days whether in writing or verbally shall be deemed to incorporate these Regulations but the Council shall not be bound to make such allocation.



DAYS PERMITTED:

Monday/Friday – General Market  
Monday/Tuesday/Wednesday/Thursday/Friday,  
Saturday – semi-permanent stalls. The fruit &  
vegetable stall is the only semi-permanent stall  
allowed to trade on Farmers' Market Saturdays (1<sup>st</sup>  
& 3<sup>rd</sup> Saturdays in the month)



NUMBER OF SPACES TO BE ALLOCATED: .....

SIGNED on behalf of Aylsham Town Council :

..... (Town Clerk)

SIGNED by the Stallholder .....

STALLHOLDER'S FULL NAME .....

ADDRESS .....

..... POST CODE .....

TELEPHONE .....

GOODS PERMITTED TO BE SOLD .....