

# Salisbury Charter Market

## Market Trader Application Form

(April 2023-March 2024)

SALISBURY  
CITY COUNCIL



### Trading Times

April 1st - December 31st

Tuesdays 8:00am - 3:00pm

Saturdays 8:00am - 4:00pm

January 1st - March 31st

Tuesdays 8:00 - 3:00pm

Saturdays 8:00am - 3:30pm

### Trader Details

Registered Trade Name

Contact Name

Home Address

Postcode

Telephone Number

Mobile Number

Email Address

Website

Facebook/Social Media

Business Address

(If different from above)

Postcode

Business Number

**Description of stall/products:** Please provide a full description of the range of products and an indication of your prices.

**Pitch Fees (April 1st 2023 - March 31st 2024)** Pitch fees are calculated per square foot rate as stated below:

	Tuesday	Saturday
<b>Regular Traders:</b>	<b>19p per square foot</b> (e.g. 10ft x 10ft = 100sq/ft = £19)	<b>28p per square foot</b> (e.g. 10ft x 10ft = 100sq/ft = £28)
<b>Regular Traders Premium:</b> (traders that require electricity, e.g. fryers/fridges/heaters, power for lighting only is exempt from premium rate)	<b>24p per square foot</b> (e.g. 10ft x 10ft = 100sq/ft = £24)	<b>33p per square foot</b> (e.g. 10ft x 10ft = 100sq/ft = £33)
<b>Casual Traders:</b>	<b>35p per square foot</b> (e.g. 10ft x 10ft = 100sq/ft = £35)	<b>40p per square foot</b> (e.g. 10ft x 10ft = 100sq/ft = £40)
<b>Premium Casual Traders:</b> (traders that require electricity e.g. fryers/fridges/heaters, power for lighting only is exempt from premium rate)	<b>40p per square foot</b> (e.g. 10ft x 10ft = 100sq/ft = £40)	<b>45p per square foot</b> (e.g. 10ft x 10ft = 100sq/ft = £45)

**Requested Pitch Size in Feet (e.g. 10ft x 10ft):**

<b>Trading Days</b> Which day(s) would you like to trade?		<b>Trader type</b> Would you like to trade casually or become a Regular Trader (subject to a 8 week trail period)	
Tuesday Market		Casual Trader	
Saturday Market		Regular Trader	

<b>Requirements</b>			
Do you require a gazebo?	YES/NO ( 10ft x10ft Gazebos can be hired, at cost of <b>£10</b> subject to availability)		
Do you require power?	YES/NO (SCC cannot guarantee that electricity will be available on all pitches)		
If you wish to have power, please state what equipment you wish to power			
What Supply do you require	<b>16A</b>		<b>32A</b>
Does the equipment have a current PAT test?	YES/NO		

<b>Required Documents</b>	
We require the following documents along with your application (please tick once you have enclosed)	
Photos of your products and stall	
Copy of Public Liability Insurance certificate: <i>Please ensure this includes: Name of your insurer, Policy Number Limit of indemnity and Policy Expiry date</i>	
Risk Assessment ( <i>There is a template at the end of the form if needed</i> )	
<b>Food &amp; Drinks Stalls only:</b>	
Copy of your Basic Food Hygiene Certificate/Alcohol License	
Copy of your Food Hygiene Rating (Minimum 3 or above)/Certificate issued by your local authority	
Copy of your 'Gas Safe' certificate, if you use LPG to cook	
Please state the Local Authority your business is registered with:	

<b>Regular Trading</b>	
Please State other Markets which you trade at regularly and provide details of a referee from a previous/current market elsewhere or equivalent. (if applicable)	
Names of Market (s)	
Details of Referee	

<b>DECLARATION</b>	
Please supply the names and addresses of any company or company or partnership with which the applicants Market business would be associated. Briefly state the nature of the association and answer NONE if this is the case.	
Please supply the names of any current traders in the Market with whom the applicants market business would be associated with. Answer NONE if this is the case.	
Please state the names of any Salisbury City Councillors or Council Officers to whom the applicant is related and nature of the relationship. Answer NONE if this is the case.	

<b>Data Protection</b>	
Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information for as long as necessary for the purposes of contacting you with regards to the Market and/or notifying you of any further Events/Markets we may organize.	
I consent to my personal data being held for the purposes listed above (please delete)	YES/NO
I would like to be kept up to date on any future Markets/Events (please delete) <i>(you can opt out of this at any time by emailing <a href="mailto:markets@salisburycitycouncil.gov.uk">markets@salisburycitycouncil.gov.uk</a>)</i>	YES/NO

<b>Next of Kin - This is an optional section</b>			
These details are taken for use in emergencies, should you be involved in an accident, incident or taken ill whilst attending our Market/Event we will contact your next of kin.			
Name			
Relationship to you		Mobile Number	

<b>Compliance Statement</b>	
The information provided is true and correct. By trading at our Market you are abiding to the Salisbury Charter Market Regulations April 2023/24 ( <b>Regular Trader Agreement to be signed and issued after 8 week trial period and regular trader status approved by Markets Officer</b> )	
Signature	
Date	
Please note that if any information given by the applicant is found to be false or deliberately misleading, any agreement to trade in the market which may have been granted to the applicant can be terminated immediately by Salisbury City Council.	

***Submission of an application does NOT guarantee a pitch. The Council will review all applications to ensure suitability and a mix of goods.***

***Forms must be returned to the Markets Team at: Markets Team, Salisbury City Council. The Guildhall, Salisbury, SP1 1JH***

***Or by email at [markets@salisburycitycouncil.gov.uk](mailto:markets@salisburycitycouncil.gov.uk)***



**Please either attach your own risk assessment**

**or**

**complete Parts 1 and 2 below**

**Risk Assessment Form Part 1**

A stall is a workplace covered by health and safety legislation. As the stallholder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand. This template is for a simple stall which does not require any structural approval from the organiser.

**Before completing the form and for more information on managing risk visit**

[www.hse.gov.uk/simple-health-safety/risk](http://www.hse.gov.uk/simple-health-safety/risk)

If you have any questions please do not hesitate to contact us by phone 01722 342860 or email

<b>COMPANY NAME</b>	
<b>FORM COPMLETED BY</b>	
<b>EVENT NAME</b>	

<b>Responsibilities</b>	<b>Yes</b>	<b>No</b>
Any manual handling i.e. lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable substances		
Display of sharp objects		
Demonstrations of any kind – i.e. Therapies, massaging		
Food preparation/service of any kind other than sweets, snacks or soft drinks		
Working machinery of any kind even if static		
Using any electrical equipment of fittings		
Any potential fire hazards		
Selling of alcohol		
Using your own gazebo		

## Risk Assessment Form Part 2

**Please fill in a section below for each box you have ticked “yes” in part one to form your own risk assessment**

Below is an example on how to complete your own risk assessment

Example Risk	Example Who could be harmed?	Example Control measures in place
Slips and trips	Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> <li>Good housekeeping – work areas kept tidy, goods stored suitably etc.</li> <li>Kitchen equipment maintained to prevent leaks onto floor</li> <li>Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry</li> <li>Suitable cleaning materials available</li> <li>No trailing cables or obstruction in</li> </ul>

Risk	Who could be harmed?	Control measures in place



Risk	Who could be harmed?	Control measures in place

**Name .....** **Signature .....** **Dated .....**

## **Salisbury Charter Market Casual Traders Code of Conduct**

All Traders seeking the opportunity to trade on the Charter Market should apply to The Markets Officer using the online or paper application prior to attending the market, all paperwork required must be presented with your application.

Casual Traders should attend the Market at 7am and make themselves known to the Markets Officer, if there is a Casual Pitch available the Markets Officer may offer this pitch to the Casual trader.

There is no guarantee that a space can be found on the day of The Market or that if there is space, that a Casual Trader will be accepted. The allocation of spaces is at the Market Officer's discretion. Casual Traders are authorised to trade from a space in the Market on a single market day only.

Casual Traders trade at their Stalls at their own risk.

Fees for Casual Traders will be collected on the day. All Traders must arrive on site with the appropriate pitch fee and be in a position to pay the council representative on request at any time.

Once your pitch has been allocated you must unload your vehicle and remove your vehicle from site by 08:30.

Casual traders are not permitted to bring their vehicle back on the market until the Market Officer advises them to do so.

Casual Traders who want to be a Regular Trader may be invited onto the Market for a period of three months as a trial period for the Trader and the Council. There is no guarantee that a Casual Trader will be invited to become a Regular Trader.

Casual Pitches must be tidy and presentable at all times, and all gangways must be kept clear.

No litter or refuse may be deposited by the trader outside their allocated spaces except in bins or receptacles provided by the council.

Any damage done to the Guildhall Square or Market Place must be paid in full by the trader.

All traders must conduct themselves and their employees in a manner benefiting the Market. Violence, verbal assault and abuse will not be tolerated.

Serious misconduct on the market will result in immediate suspension of trading and potentially prohibit you from applying to other markets.

The Markets Officer has the discretion to amend, change or prohibit any casual trader from trading at Salisbury Charter Market without reason.

## Food Trader Guidelines

Traders handling open foods must have their own facilities solely for the hygienic washing and drying of hands. This means having an adequate volume of hot and cold water available for hand washing, a suitable receptacle in which to wash hands, and hygienic means with which to dry hands for example, paper towel. This does not apply to those traders selling uncut fruit and vegetables, fully packaged foods, dry goods such as pulses and grains or bread.

Traders must ensure that all food contact surfaces (e.g. table tops, table covers, storage containers and displays) are in a good condition and be easy to clean and disinfect. Surfaces must be smooth, washable, and constructed of non-toxic materials.

Where necessary traders must have an adequate volume of hot and cold water available for cleaning; and where necessary disinfecting working utensils and equipment; and a suitable receptacle in which to clean these items and hygienic means to dry them.

Where foodstuffs are cleaned traders must have adequate means to do so hygienically.

Trader must make adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid).

Food traders must display and store high risk foods below 8°C at all times. Traders must have an accurate means to check the temperature of their chilled foods and records of those checks. Chilled foods which achieve a temperature above 8°C must be thrown away after 4 hours. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)

Food traders must display hot foods above 63°C, if they fall below 63°C they must be thrown away after 2 hours. Traders must have an accurate means to check the temperature of their hot foods and records of those checks. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)

*Please note that this is not an extensive list and you should abide by all regulations related to your business. If in doubt, please contact your local authority who should be able to assist.*