

BEDFORD BOROUGH MARKET REGULATIONS

The revised Market Regulations apply to all markets controlled by Bedford Borough Council and shall come into operation from 1 January 2017.

1. General

- (a) The Markets are operated by the Council at its entire discretion and stalls, pitches and other facilities are licensed (at a charge to be determined by the Council from time to time) at the sole discretion of the appropriate Head of Service (Economic Development), Markets Manager (or other Officer for the time being authorised).
- (b) The Council reserves the absolute right to refuse a Licence.
- (c) All stallholders are required to enter into a standard Licence Agreement, including any revised licence issued from time to time.
- (d) The Licence is personal to a stallholder and will be in the name of the registered Stallholder(s) only. The Licence will cease on the death of a sole Stallholder or dissolution of a company or partnership.
- (e) Stallholders wishing to leave the Market are required to give four week's written notice to the Markets Manager of their intention so to do. The same also applies to stallholders wishing to give up one of their pitches. At the Council's discretion this may be waived in exceptional circumstances.
- (f) The Council retains the right to relocate traders under special circumstances. In addition for those traders in Harpur Square the Council specifically reserves the right to relocate them to Midland Road, or other location, giving reasonable notice.
- (g) All stallholders located at Harpur Square will, at the appropriate time deemed by the Council, be relocated to St. Paul's Square when and if the Charter Market is consolidated on this site.
- (h) A registered stallholder may, at the discretion of the Markets Manager or another officer appointed by the relevant Head of Service, be able to transfer his/her licence to another party subject to the following conditions having first been met:
 - (i) Formal written request from the exiting stallholder giving details of the new stallholder to be submitted to the Markets Manager.
 - (ii) Prior completion of a new standard licence agreement by the new stallholder.
 - (iii) The new stallholder has not previously had a licence terminated by the Council on any Market within the Borough.
 - (iv) Receipt by the Markets Manager of a satisfactory reference for the proposed stall holder from a previous market where they have acted as a stallholder, or from a previous employer or equivalent.
 - (v) Written proof of the requisite public liability cover is provided.
 - (vi) The Council is paid 25% of the price received for the sale of the business, subject to a minimum payment of £725.20 (or as varied from time to time).
- (i) The Market Regulations are applicable to all markets operated by Bedford Borough Council; with specific market regulations relevant to particular markets identified in Appendix A as appropriate.

- (j) All goods offered for sale must be placed on tables / trestles / display stands or similar. No trading from the ground will be permitted other than for plants, pottery or other such items that cannot feasibly be placed onto structures. All goods must be offered for sale from a suitable market stall or gazebo where the nature of the product allows this.

2. Applications for Stalls and Line Extensions

- (a) Stallholders will be notified in the event that a stall/pitch becomes vacant. Vacancies may also be advertised as appropriate in the market press together with the local papers. All applications must be made using the appropriate form.
- (b) All new stalls on the market, and all stalls vacated by existing traders, will be offered in the first place to existing traders deemed suitable for the purpose in the Council's opinion for a period of two weeks (subject to perishable goods and volume traders being retained on St. Paul's Square). This will enable them first priority (in order of time served on the market) in determining whether to locate to an alternative pitch. Subsequently any person including existing stallholders may make applications.
- (c) The trader's representatives will be notified of any application for a line change or extension of trade. They will be responsible for ensuring that all their members are notified of all and every such application.
- (d) Any existing stallholder may make written representation as to why in their opinion a stall/pitch should not be allocated or a line extended. Such representation must be posted to or left at Borough Hall reception desk addressed for the attention of the Markets Manager or handed to the Markets Manager or the Markets Officer within fourteen days of the date of the notification.
- (e) Applications for stalls/pitches and product line changes or extensions will be determined by the Markets Manager in consultation with the Head of Service (Economic Development) (or other Officer for the time being authorised).
- (f) Applications for new or additional stalls/pitches or product changes or extensions will not be considered whilst the applicant is in breach of these regulations, including being in arrears with rent.
- (g) The Council will allocate product lines to vacant pitches as it considers best for the Market. The Council does not undertake that competing lines with existing traders will not be accepted. The Council does, however, reserve the right to decline any application if it considers that any particular trade or line will be over represented on the Market or within the town centre.
- (h) All stall/pitch allocations not accepted in writing within 21 days will lapse and the stall/pitch will then be available for reallocation.
- (i) New stall allocations and line extensions will not become effective until the licence has been signed and returned to the Council. In the case of casual traders allocated a permanent pitch, all charges will continue to be levied at the casual rate until this occurs. Licences not signed within 21 days of issue will be withdrawn and the stall/pitch made available for re-allocation.

3. Payment of Licence Fees (Permanent Traders)

- (a) Stall rents will be paid by one of the following methods only:
 - (i) By monthly direct debit (in advance) for which a monthly invoice will be issued. Any adjustments will be addressed via the subsequent monthly invoice.

- (ii) By presenting your barcoded invoice at any Post Office or Payzone outlet.
 - (iii) Online using the Bedford Borough Council website by selecting the Pay for it option. The correct category to use is "Sundry Debtors".
- (b) No Council Officer, including the Markets staff, are authorised to accept cash or any other form of payment from any stallholder unless advised in writing to the contrary. It is the stallholder's responsibility to ensure that any monies owed to the Council are paid using one of the methods set out in clause 3(a) above.
 - (c) Stall/pitch rents payable by casual stallholders will be 12.5% above standard stall fees. Casual stallholders will be entitled to one parking permit for each trading day. A standard fee is payable for this. All pitch and parking fees must be paid at a designated payment point by 12noon each Market day. The receipt for this must be presented to the Markets Manager on demand. Casual stallholders who do not pay their rents on time may not be permitted to trade again on the Market until all arrears have been paid.
 - (d) Stall rents will only be refunded in full in the event of the death of a sole stallholder. A partial refund may be made in accordance with clause 3(e) or 4(e) below.
 - (e) For all permanent traders, payment is due for their pitch rent irrespective of whether the trader attends the Market. The only exceptions to this are:
 - (i) The Market is closed before 10am on the day due to poor weather.
 - (ii) A 50% rebate to the standard stall rate will be given to sole traders during periods they have been hospitalised (and are able to produce written evidence of this). No other refund will be given for absences due to illness.
 - (iii) In extreme cases, special circumstances have led to the application of a tariff concession (e.g. adverse trading conditions such as disruption caused by contractor works).
 - (iv) A trader will receive a 50% rebate when a stall is reallocated during a notified absence – as detailed in clause 4(e).

The above exceptions do not apply where a trader is in arrears with their rent on the relevant date in question.

- (f) The Council reserves the right to charge interest on arrears at a rate of 4% above the Bank of England basic rate to be calculated on a daily basis.
- (g) Permanent traders will be charged for 48 weeks per calendar year. This will be addressed by charging the first 4 weeks in every 5 week month.
- (h) In addition, each permanent trader will be given one additional free week every six months subject to the trader not being in arrears with their rent or in breach of the Market Regulations at any time during the previous 6 months and there being no non-notified absence during this period.
- (i) Where a trader is absent from the Market all arrears must be paid within two weeks of their return to the Market.
- (j) Any trader in arrears with their rent will be subject to disciplinary procedures detailed in clause 20.
- (k) All permanent traders will be able to attend, subject to available space, two additional days of the Christmas Markets held each year (excluding established Market Days)

without payment of the pitch rent, subject to the trader not being in arrears with their rent or in breach of Market regulations and there being no non-notified absence during the previous 12 month period. This concession is limited to the licensed number of pitches held by each trader.

- (l) Stall/pitch rents and other charges are determined by the Council and will be advised to traders once approved by the Council. The Council will usually review all charges annually but reserves the right to do so at different intervals should circumstances require.

4. **Absenteeism**

- (a) Stallholders are required to advise the Markets Manager or Markets Officer in writing, by telephone or text before 7am on the day of the Market if they will not be attending a Market. Where there is more than one registered stallholder, this will only apply where all stallholders will not be attending.
- (b) Each stallholder is permitted up to a maximum of four un-notified absences in any 12-month period. An excess of 4 un-notified absences in any 12-month period could result in disciplinary action.
- (c) All permanent stallholders not on their pitch by the designated time, unless by prior arrangement, will be recorded as an un-notified absence.
- (d) Where a stall has been re-let for a casual trader as a result of a notice of non-attendance, the permanent trader will be credited with 50% of standard rent payable unless the trader is in arrears with their rent. The Council is under no obligation to relet temporary vacant pitches.

5. **Insurance**

In all cases stallholders, including casual stallholders, MUST provide evidence of third party public liability insurance to the Council's minimum requirement at the time but, without prejudice to the foregoing, subject to the minimum of £5,000,000 (FIVE MILLION POUNDS) and a stallholder shall show the Markets Manager on demand such policy of insurance. Stallholders will indemnify the Council against all costs, claims and damages arising from their use of the stall/pitch, car park or any other facility provided by the Council in respect of the Market operation. Stallholders not producing evidence of insurance will not be permitted to trade until this has been rectified and will be required to vacate the Market immediately. No rebate of stall rent will be given in these circumstances.

6. **Conduct**

- (a) All stallholders are expected to conduct themselves whilst on the market, in relation to the public, other traders and Council Members and employees in a manner befitting a market managed by the Council. Violence, verbal assault and abuse will not be tolerated.
- (b) Stallholders are responsible for the behaviour of their employees whilst they are on the Market. A breach of the Regulations by employees will be deemed to be a breach by the stallholder.
- (c) No alcohol or illegal substances will be consumed on the Market by stallholders or by their staff.

7. **Type of Goods**

- (a) No stallholder may sell or offer for sale goods other than those registered and assigned to them within the First Schedule of their Licence Agreement. Any request to extend or change their range of goods will be subject to the procedure outlined in clause 2 above. In this event the old licence will be cancelled and a new one issued.
- (b) The use of a stall/pitch on the Market for the sale of animals will not be permitted.

8. **Hours of Operation**

- (a) All Stallholders must ensure that their stall/pitch is suitably staffed throughout the hours of operation and is open for trade. The hours of operation for each Market are identified in Appendix A.
- (b) Stallholders who fail to take their stall by the time stated in Appendix A will not be permitted to trade on that Market Day unless prior arrangement is made with the Markets Manager. No refund of stall rents will be paid in these circumstances. Should this occur the Council reserves the right to re-allocate the pitch for that day to a casual or adjoining stall holder.
- (c) The Markets Manager shall have the right to close the Market at his/her absolute discretion when considered it necessary on the grounds of public safety. Refunds of stall rents will only be made if the Market is closed prior to 10am on the day of trade.

9. **Casual Traders**

- (a) The Council will, at its discretion, permit casual traders to trade from a vacant pitch, including those where the regular stallholder is absent. No casual trader may take up a pitch until so allocated by the Markets Manager.
- (b) Pitches will be allocated by the Markets Manager on a daily basis.
- (c) Once allocated a pitch casual traders are required to comply with all the Market Regulations, including the requirement to remove vehicles from the Market area by the required time specified in Appendix A.
- (d) In allocating a casual trader to a vacant pitch the Council undertakes not to place on that pitch a casual trader selling the same lines as the absent permanent trader.

10. **Vehicle Manoeuvres**

- (a) All vehicle movement associated with the market operation shall, regardless of the time of day, be controlled by ensuring a maximum speed of 5 miles per hour and the display of hazard warning lights.
- (b) The need for vehicles to carry out any reversing manoeuvres while on site should be kept to a minimum but is a foreseeable occurrence/hazard.
- (c) Daytime restocking is expressly prohibited on the Market.

11. **Obstruction**

- (a) When loading/unloading their vehicles, all stallholders shall cause as little obstruction and inconvenience to the general public, other stallholders or the Council's employees and contractors as possible. In particular traders must comply with requirements to ensure emergency access as the Markets Manager/Officer deems necessary, including

a standing requirement to park vehicles parallel to the emergency access so as not to compromise access.

- (b) No stallholder shall allow or cause any goods to be placed on any stall/pitch or space such that they encroach beyond the allotted limits of the stall/pitch.
- (c) The maximum bar extension to the front and sides of any allocated stall/pitch/es is/are two feet provided space permits and the extension does not cause inconvenience to another stallholder or the general public. Extensions beyond these are at the sole discretion of the Markets Manager.
- (d) In the event that stall extensions are permitted (either to the side or the rear) in accordance with Clause (c) above, stall extension charges as approved from time to time will be payable. This charge may be waived or reduced where street furniture and other obstructions (such as trees) are within the area.
- (e) The use of 'A' boards is not permitted in any circumstances within the central roadway through Harpur Square. Elsewhere they will only be permitted if they satisfy the requirements of the Council's Disability, Equality & Access Officer (or other relevant Officer as from time to time may be determined).

12. **Parking**

- (a) Parking spaces within the designated parking area will be allocated by the Markets Manager having regard to the management of the Market. A standard fee is payable for this. All drivers are to park carefully utilising all available space. Parking permits must be displayed. Only one parking permit per stallholder will be issued. Stallholders not parking in compliance with this will be subject to the public excess parking charge (as determined by Parking Services). Appeals against any such charge can only be pursued via the formal appeals process. Stallholders whose vehicles are too large for the designated parking area will be required to use the car park at Melbourne Street. All permits should be returned within 5 days of a trader leaving the Market. Failure to do so will result in a charge of £20 plus VAT (or as varied from time to time).
- (b) Other than in exceptional circumstances, determined in writing by the Markets Manager, stallholders will not be permitted to park vehicles on the market site.
- (c) It is a specific requirement that traders must park their vehicles in such a manner as to cause the minimum inconvenience to other stallholders.

13. **Identity**

- (a) All stallholders are to provide and display in a prominent and visible location on the stall/pitch, a legible, well presented sign of a minimum size of 300mm x 300mm showing their trading name. This sign must remain in position throughout the trading day.
- (b) All Stallholders' permanent addresses, dates of birth and National Insurance numbers must be registered with the Markets Manager who must thereafter be notified of any changes. Two forms of documentary proof of identity and address must be supplied. Traders who fail to provide this information will not be permitted to attend the Market until this is rectified.

14. **Gas Cylinders**

- (a) The use of LPG/pressurised cylinder(s) will not be permitted without the prior consent of the Markets Manager.

- (b) All stallholders using bottled gas must provide a controllable discharge type, dry powder fire extinguisher situated near the appliance, displaying a current test approval. Paraffin appliances will NOT be permitted.
- (c) All LPG/pressurised cylinders shall be stored outside any stall, vehicle or building connected to the appliance via securely fixed metal piping or armoured flexible piping. Only cylinders using pressure relief valves will be allowed which must be positively secured in the upright position.
- (d) All LPG/pressurised cylinders not in use must be stored upright in the open air away from any fixed or temporary source of ignition, with suitable hazard warning signage provided, complying with the Health and Safety (Safety Signs and Signals) Regulations 1996.

15. **Generators**

- (a) Only silent running diesel generators are permitted on the market. No re-fuelling of generators is allowed on site. Generators should be located so as not to be accessible to members of the public or other unauthorised persons. All cables should be routed away from pedestrian traffic routes in order to avoid tripping hazards and must be protected from mechanical damage.
- (b) Generators that, in the opinion of the Markets Manager, are too noisy will not be permitted to be used. Such generators must be switched off immediately upon request by the Markets Manager.

16. **Electricity**

- (a) A 240v electricity supply is currently available on St. Paul's Square and Harpur Square. This is industry standard 16 amp C form. The Council reserves the right to convert this to 110v if it considers this appropriate or to require compliance with the Electricity at Work Regulations 1999 (as may be amended from time to time). The use of any electrical equipment is subject to the trader ensuring that it is in good condition, weatherproof and suitable for outside use. All connections to the supply must be made by a suitably competent person (using robust, moisture and tamper proof connections which are suitable for outside use). Suitable and sufficient earth-leakage protection should be installed and maintained as part of the fixed wiring installation. Traders must ensure that trailing cables do not present trip hazards and are suitably protected.
- (b) Electricity is available for appropriate lighting, kettles, scales and for other uses essential for the operation of their business as specified on their Licence Agreement. The clause does not, however, permit electricity to be used for heating in any circumstances.

17. **Litter and Trade Waste**

- (a) Every stallholder on the Market shall ensure that their stall and any adjoining passages, whether used by them alone or in conjunction with other stallholders, are properly swept from time to time and will ensure that litter is not allowed to accumulate.
- (b) It is the responsibility of each stallholder to remove his trade waste from the site. Stallholders at Harpur Square will ensure that the rubbish is adequately bagged, secured during the day and removed from the site at the end of the day by the stallholder. Any stallholder who does not remove trade waste in accordance with this clause may be subject to disciplinary action. The Council reserves the right to recover from traders the cost of removing and disposing of their waste.

- (c) All litter is to be removed from the stall/pitch area at the end of the trading day.
- (d) Litter bins are provided for use by the general public only and not trade litter.
- (e) Stallholders providing containers for food or drink consumption on the market place shall make such additional arrangements for litter as the Markets Manager shall deem necessary.
- (f) All traders will comply with any new initiatives introduced to improve the re-cycling of trade waste on the markets.

18. **Food Stalls**

All stallholders operating food stalls shall comply with the provisions of the Food Safety (General Food Hygiene) Regulations 1995 or such other statutory enactment or modification for the time being in force (a copy of which is available to read from the Markets Office). Without prejudice to the generality of the foregoing, stallholders are required to comply with the following:

- (a) A first aid box shall be provided and any cuts and abrasions shall be covered by a blue, waterproof dressing.
- (b) All food must be kept eighteen inches above the ground and protected at all times from the risk of contamination.
- (c) Only pre-packed foods and fruit and vegetables should be sold from standard market stalls. The stalls must be covered.
- (d) Open or unwrapped food, other than fruit and vegetables, must only be sold from stalls or vehicles which are approved by the Council for this purpose.
- (e) Stallholders selling cooked or raw meat, poultry, fish or dairy products must provide adequate refrigeration and this produce can only be sold from stalls or vehicles which are approved by the Council for this purpose.
- (f) Waste water from sinks, wash hand basins etc must be discharged to the discharge points located near the standings in accordance with the requirements of the Markets Manager.
- (g) Food handlers must not smoke behind or in the vicinity of the sales counters.
- (h) Food handlers should keep their clothing and all parts of the person likely to touch the food clean.
- (i) Food handlers should wear clean, washable over-clothing, preferably a coat or overall.
- (j) No un-bagged refuse, waste or unfit food is to be allowed to accumulate on or about the stall/pitch. It must be bagged securely on a regular basis throughout the day.

19. **Stalls/Pitches**

- (a) Stallholders will provide their own stalls unless the Council specifically undertakes to provide them. Any proposed stalls are to be subject to the prior approval of the Markets Manager at his/her absolute discretion. Stallholders will be held responsible for damage caused to Council property including to the surface of the market site. The cost of any necessary repairs will be charged to the stallholder of the stall/pitch so affected.
- (b) The stalls are to be erected in accordance with the Market plan held by the Markets Manager and as delineated in the Traders Licence Agreement. They are not to be moved from their respective markers/allocated space

- (c) During construction /unloading /dismantling /loading operations stallholders must ensure that they carry out these tasks in such a manner to safeguard themselves, their colleagues and members of the public.
- (d) Sites used for the Market are general public thoroughfares. Stallholders should remain constantly alert to the possibility of members of the public straying onto the site and must cease erecting and dismantling operations if members of the public are in the immediate vicinity.
- (e) All stalls are to be maintained by the stallholder to the highest standard visually and this will include the cosmetic refurbishment of stalls (such as painting of bars).
- (f) Stallholders are to provide covers for their stall/pitch as appropriate. All covers used are to be a standard, design and appearance that are satisfactory in the reasonable opinion of the Markets Manager or Markets Officer.
- (g) All stalls/pitches, other than approved trailers, are a standard size of 3 metres by 3 metres.
- (h) Trailers will only be permitted subject to the express written agreement of the Markets Manager having regard to the available space and visual impact on the Market.
- (i) The stallholder must not do or permit anything which in the opinion of the Markets Manager may be or become a nuisance to any member of the public using the Market, neighbouring business such as shops or any occupiers of neighbouring or adjoining stalls/pitches or which may be detrimental to the efficient running of the Market and to use the stall/pitch in a diligent and business like manner.
- (j) Stallholders shall be responsible for ensuring full compliance with relevant Health and Safety legislation.

20. **Disciplinary Code**

- (a) The following procedures relate to breaches of market regulations. Disciplinary action beyond a verbal or first written warning (apart from a precautionary suspension) will not be taken without a hearing being held by the Head of Service (Economic Development) (or other Officer for the time being authorised) on at least three working days notice or such shorter period as the parties shall agree at which oral and written evidence can be presented and cross examination can take place in accordance with the principle of natural justice. In cases of alleged serious misconduct the licence may be suspended pending the hearing and the determination of any appeal there from.

Normally, for the first breach a verbal warning will be given which will be placed on the Council's file. For a second breach, normally, a written warning will be given which, again, will be recorded on the Council's file. For subsequent breaches, normally there will be a suspension of the trading licence for up to four weeks leading to permanent termination if the breaches continue. Each will remain on a stallholder's record (as held by the Council) for a minimum period of twelve months.

However, the Council has a discretion to proceed as it thinks fit having regard to the circumstances of the case and the nature of the breach, for example to proceed by way of a written warning, suspension, or termination, even for the first breach. Examples of conduct which would normally justify termination of a licence are outlined below.

The licence to trade may be terminated if serious misconduct or dishonesty occurs including the following:

- (i) If, in the reasonable opinion of the Markets Manager, the stallholder brings the market into disrepute;

- (ii) If the stallholder is convicted for selling counterfeit products or is in receipt of a caution, formal warning or such other similar measure from the Trading Standards Service or any other Government Agency;
 - (iii) Assault, including verbal assault or abuse on a member of the public, Council Officers or other stallholder(s);
 - (iv) Failure to make payment of the licence fee, outlined in clause 3 within the time limit specified therein;
 - (v) Failure to comply with the Traffic Regulation Orders or health and safety requirements affecting the Market sites.
- (b) Notwithstanding the above any permanent trader who does not pay the pitch rent, when present on the Market, in the matter described in Clause 3(a) will not be permitted to attend the Market until the rent has been paid. Any trader cancelling or not honouring a direct debit will be deemed to have converted to a weekly payment arrangement to which the above provision will then apply.

21. Appeals Procedure

In the event of a stallholder being issued with a warning, being suspended or having their licence to trade withdrawn, there will be a right of appeal as follows:

- (a) Appeal – this must be submitted in writing, stating in detail the grounds of the appeal, within five working days from, but not including, the day the stallholder is notified of such an event. The appeal must be made to the appropriate Head of Service. Currently this is the Head of Economic Development and Growth. The decision of the Head of Service is final in all respects. In considering any appeal, the Head of Service will have regard to any relevant documentation or interview such persons, including the stallholder in question, as he/she considers appropriate. The result of the appeal will be conveyed in writing to the registered address of the stallholder.
- (b) Non-compliance with a decision to suspend a trader for a breach of Market Regulations may be considered as part of the disciplinary hearing to which the suspension relates or, if imposed as a penalty, be the subject of further disciplinary proceedings.
- (c) Save for breaches of clause 5, 13, 20(a)iii and 20(b) above the termination or suspension will not take effect until after the appeals procedure has been completed.

22. Health and Safety

All stallholders are required to comply with directions issued from time to time by the Council with a view to maintaining or improving the health and safety environment on the Market. Stallholders must, in particular, have regard to the approved risk assessment, a copy of which can be obtained from the Markets Manager.

APPLICABLE TO ALL MARKETS

Acceptable presentation for a Market pitch

Following past incidents, the desirability of written guidelines on the presentation of market pitches has been identified. The guidelines will enable us, as a Market, to work with the local businesses, the public and other traders to provide a safe and attractive addition to Bedford Town Centre. Please take the time to carefully read and acknowledge the points below in order to trade in compliance. These points now form a fully binding part of the general market regulations.

- (a) All goods offered for sale must be placed on tables / trestles / display stands or similar. No trading will be permitted from the ground with the exception of plants and pottery.
- (b) All traders must have a suitable gazebo or market stall to trade from.

CHARTER MARKET – SPECIFIC REGULATIONS

Hours of Operation

- (a) The Charter Market operates between the hours of 8.30am and 4pm every Wednesday and 8.30am to 4.30pm every Saturday (with the exception of the period from Boxing Day to the Saturday before Easter, when the trading hours will cease at 4pm).
- (b) Nominated stallholders on St. Paul's Square are permitted to trade until 5.30pm on Wednesdays and Saturdays but the Council does not undertake to offer this relaxation to subsequent stallholders.
- (c) Stallholders will be at their stalls/pitches by 7am. Stallholders who fail to take their stall by 7am will not be permitted to trade on that Market Day unless prior arrangement is made with the Markets Manager.
- (d) All stallholder vehicles must be off the market site by 8am and must not return to this area before 4pm (Monday-Friday and Saturday's between Boxing Day and Easter) or 4.30pm (Saturdays), whichever is appropriate.
- (e) For health and safety reasons, Traders vehicles remaining on the market site at 5pm must remain stationary until 6pm.
- (f) On St. Paul's Square, no vehicle is to be parked in the loading/unloading area between the hours of 8am – 4pm and between 5pm – 6pm.
- (g) All stallholders must vacate the market site by 7pm.

GOURMET MARKET – SPECIFIC REGULATIONS

Hours of Operation

- (a) The Gourmet Market operates between the hours of 9.30am and 4pm every Thursday.
- (b) Stallholders will be at their stalls/pitches by 8.30am. Stallholders who fail to take their stall by 8.30am will not be permitted to trade on that Market Day unless prior arrangement is made with the Markets Manager.

- (c) All stallholder vehicles must be off the market site by 9am and must not return to this area before 4pm.
- (d) All stallholders must vacate the market site by 6pm.

Provision of Stalls

- (a) The Council currently provides stalls for the Gourmet Market which should be used by traders where practicable.

HOME AND GARDEN MARKET – SPECIFIC REGULATIONS

Hours of Operation

- (a) The Home and Garden Market operates between the hours of 9am and 4pm every Friday.
- (b) Stallholders will be at their stalls/pitches by 8am. Stallholders who fail to take their stall by 8am will not be permitted to trade on that Market Day unless prior arrangement is made with the Markets Manager.
- (c) All stallholder vehicles must be off the market site by 8am and must not return to this area before 4pm.
- (d) All stallholders must vacate the market site by 6pm.

KEMPSTON MARKET (SAXON CENTRE) – SPECIFIC REGULATIONS

Hours of Operation

- (a) The Kempston Market operates between the hours of 8.30am and 4pm every Thursday.
- (b) Stallholders will be at their stalls/pitches by 7am. Stallholders who fail to take their stall by 7am will not be permitted to trade on that Market Day unless prior arrangement is made with the Markets Manager.
- (c) All stallholder vehicles must be off the market site by 8am and must not return to this area before 4pm.
- (d) All stallholders must vacate the market site by 7pm.
- (e) Traders are responsible for the removal of all of their own waste at the end of each market.