



Your Local Fenland Market

MARKET TRADERS INFORMATION PACK

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Cambridgeshire Fens



**Your Local
Fenland Market**

Community Market

Here to serve you

**March - Wednesday &
Saturday**

Whittlesey - Friday

Chatteris - Friday

Think Local, Buy Local, Eat Local



Your Local Fenland Market

NEW TRADERS INCENTIVES



**Three weeks at
half rent**



**Two weeks at
only £10 per day**



One week FREE

What a fantastic offer!!

terms and conditions may apply to existing traders

Also ask about our 'Bring a Buddy' scheme



Market Tolls and Charges

1 April 2023 - 31 March 2024

CHATTERIS MARKET: (52 WEEK BASIS)	LICENSEES (£)	CASUALS (£)
Daily rate per standard pitch 3m x 3m (minimum fee) + see note ii	13.00	17.50
Monthly rate per standard pitch (direct debit x 10 payments)	62.65	-
WHITTLESEY FRIDAY MARKET: (52 WEEK BASIS) (52 Fridays less 3 Mart Fair weeks)	LICENSEES (£)	CASUALS (£)
Daily rate per standard pitch 3m x 3m (minimum fee) + see note ii	10.00	14.50
Monthly rate per standard pitch (direct debit x 10 payments)	44.88	-
MARCH WEDNESDAY MARKET: (52 WEEK BASIS) (52 Wednesdays with no cancelled Markets)	LICENSEES (£)	CASUALS (£)
Daily rate 3m x 3m (minimum fee) + see note ii	13.00	17.50
Monthly rate per standard pitch (direct debit x 10 payments)	62.65	-
MARCH SATURDAY MARKET: (52 WEEK BASIS)	LICENSEES (£)	CASUALS (£)
Daily rate 3m x 3m (minimum fee) + see note ii	13.00	17.50
Monthly rate per standard pitch (direct debit x 10 payments)	58.83	-

Charity Stall spaces are free

Fenland 'Four Seasons' special events please ask for details:

The Council includes the right to charge an additional £1.10 premium to all casual fees during 1st September to 31st December.

Please enquire about Fenland "Four Seasons" special events and ask for details:

- March St George's Fayre: Sunday 23rd April 2023
- Chatteris Midsummer Festival: Saturday 24th – Sunday 25th June 2023
- Whittlesey Festival: Sunday 10th September 2023
- March Christmas Market: Sunday 3rd December 2023
- Wisbech Christmas Market: Sunday 10th December 2023

(Please note: all catering at the above special events is allocated)

NOTES

- The dedicated electricity supply on Fenland Market Places is available to all stalls that wish to connect to it, subject to the approval of the Duty Market Officer and Health & Safety best practice. All cables must be in good order, have shower proof connections and be covered to the required safety standard to remove potential trip hazards in the interest of public safety. No heating apparatus may be used at any time.
- Stalls are not currently provided on any Fenland Community Market and where a trailer forms the serving area or part thereof, the pitch charge levied includes the trailer drawbar.
- Monthly Market toll charges include a 6.5% discount if paid by Standing Order for the whole year (payable over 10 months 1st April – 1st January). There is no discount given for any cash or cheque payments made.
- In addition to Market byelaws and Regulations there is a Market Towns 'Code of Conduct' and the 'Fenland Shoppers Charter' that all traders on Fenland Markets that must comply with. (Please ask for a copy).

Street Scene and Markets Manager on 01354 654321 or in writing to:
 Street Scene and Markets Manager, Fenland District Council, Fenland HALL, County Road, March, Cambridgeshire, PE15 8NQ
 e-mail: streetscene@fenland.gov.uk
 phone: Street Scene and Markets Manager - 01354 654321

NB. All Markets related information is available at www.fenland.gov.uk/markets

Market Towns Service

Code of Conduct - A Brief Summary

The Code of Conduct relates to all Fenland District Council organised Events, such as Community and other Markets and special events held in Chatteris, March and Whittlesey. It outlines the expectations of all stakeholders and aims to demonstrate the ways in which strong working partnerships and business relationships can be built.

The issues it covers are detailed below;

Issues of equality
Health and safety
Trading standards and customer relations
Day to day operations
Consultation
Stall (Pitch) allocation procedures
Disciplinary procedure
Grievance procedure

Our Intentions

- To endeavour to positively support the operation of Fenland District Council Market and Events
- To recognise your rights as independent traders and partners in the delivery of services to the community
- To value your contributions and feedback to promote closer worker relationships
- To promote and manage Markets and Events.

Our Expectations

- That you support the Council and its officers in providing a quality service to the community
- That you recognise that you have responsibilities as well as rights
- That you co-operate with and support initiatives that seek to widen the vibrancy and appeal of the Fenland Market Towns
- That you understand that the Council has to balance the needs of a single individual or group against those of the wider community.

A full copy of our Code of Conduct can be found on our website www.fenland.gov.uk or requested at any time by emailing marketsandevents@fenland.gov.uk

Fenland District Council Byelaws made under Section 60 of the Food Act 1984 by the Fenland District Council with respect to Markets.

Market Byelaws made by Fenland District Council in exercise of their powers under Section 60 of the Food Act, 1984, with respect to the retail general markets at Chatteris, March and Whittlesey.

Details of the Fenland District Council Market Byelaws

1. In these byelaws except where the context otherwise requires:-
 - “the Council” means the Fenland District Council
 - “goods” includes provisions, commodities and articles brought into the Market for the purpose of sale;
 - “market hours” means the hours appointed by the Council for the holding of a market;
 - “Market Officer” means the person appointed by the Council to exercise general management, supervision and control of the market place or his duly authorised representative;
 - “Market Place” means the areas of the market places situated at Chatteris, March, Whittlesey indicated on maps for the purpose of identification only, prepared by the Council for that purpose, copies of which are available for inspection at the offices of the Council;
 - “sell” and “sale” include exposing and exposure for sale;
 - “Stall” includes any structure, standing bench, table, place or space used or intended to be used for the display or sale of goods.
 - “vehicle” means a motor vehicle as defined in Section 136(1) of the Road Traffic Regulation Act 1984.

Regulation of traffic and prevention of obstruction

2. No person in charge of a vehicle shall allow it to be halted in the market place, or in the immediate approaches thereto, for longer than is reasonable necessary for the unloading of goods.
3. No person shall bring into the market place or the immediate approaches thereto, or allow to stand therein, any vehicle, goods or receptacle for goods in such a manner as to cause an obstruction: Provided that this byelaw shall not apply to any vehicle being used for fire brigade, ambulance, police refuse disposal purposes in pursuance of statutory purposes.
4. No person driving or riding any vehicle in the market place or in the immediate approaches thereto shall proceed at a greater speed than 10 miles an hour.
5. No tenant or occupier of a stall shall cause or permit any goods or any receptacle for goods to be placed on any stall so as to project beyond the limits of such stall.
6. No tenant or occupier of a stall shall display, stack or hang any goods on or from such stall at a height exceeding 3 metres.
7. No person shall bring any goods into the market place more than one and a half hours before the market opens or allow them to remain there more than half an hour after the market closes.
8. No person shall intentionally obstruct, disturb or hinder any person in the proper use of the market place or any of the fittings or apparatus provided for use therein or of the immediate approaches to the market place.

Authority to use space

9. No person shall occupy or take possession of any stall or deposit or cause to be deposited any goods, equipment or utensils on any stalls unless and until such stall has been duly let or otherwise allocated by the Market Officer and such letting or allocation has been confirmed in writing by him.
10. Where the Council:-
 - delegates any part of the market place for the sale of goods or for sale by auction, and
 - displays in a conspicuous place a public notice to that effect,no person shall sell goods or hold sales by auction except in accordance with the terms of that designation.
11. No person shall erect or fix or start to erect or fix any stall in the market place without the previous written consent of the Market Officer.
12. Every tenant or occupier of a stall shall cause his name to be painted clearly and legibly in uniform letters at least 38mm high on a board in a prominent position on the stall.

For maintaining cleanliness

13. Every tenant or occupier of a stall shall:-
 - a. cause the stall to be properly cleaned before and after market hours and as often as may be necessary during those hours;
 - b. cause all refuse from the stall and all refuse arising from the loading and unloading of goods required in connection with the stall to be placed in a receptacle approved by the Council and shall, no later than one hour after the market closes, cause the contents of such receptacle to be promptly removed in such manner and with such precautions as not to create a nuisance in the process of removal from the market place.

For preservation of order

14. No person shall intentionally or negligently throw, drop or leave any fruit or vegetable matter or any other litter in or upon any avenue, roadway or passageway in the market place or in the immediate approaches thereto in a manner likely to cause injury to any person;

Provided that those byelaw shall not apply in respect of any place in the open air to which the Litter Act 1983, applies.

15. No person shall, to the annoyance of any other person, ring any bell or blow any horn, operate any record player, radio or cassette recorder or use any other noisy instrument or loudspeaker to attract attention or custom of any person to any sale or to any goods in or on any part of the market place.
16. No person, other than an officer or servant of the Council acting in the proper execution of his duty, shall post or display any bill, placard or poster other than a description of goods in or any part of the market place:

Provided that this byelaw shall not apply to any bill, placard or poster being posted or displayed pursuant of the Food Safety Act 1990.

17. Unless the written consent of the Market Officer be first obtained no person in the market place shall, except by way of sale, distribute to the public in the market place any printed matter,
18. No person shall, to the danger of any person, light a fire in any part of the market place.

Explosives

19. No person shall, to the danger of any person, keep, store or sell any gunpowder, fireworks, or other explosive substance or any naphtha, bottled gas, petroleum or paraffin oil and other flammable substances in the market place.

Use of water taps

20. Every person who shall use any water tap in the market place shall cause the same to be properly turned off immediately after he shall have finished using such tap.

Animals

21. No person shall bring into or allow to remain in the market place any animal belonging to him or in his charge unless it is attached to a lead and kept at all times under his control or is otherwise kept sufficiently secured and under his control.
22. No tenant or occupier of a stall shall keep any dog or animal at his stall:

Provided that nothing in this byelaw shall prevent a blind person from bringing into the market place and keeping with him any guide dog belonging to him or in his charge.

Penalties

23. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.
24. The byelaws made by Fenland District Council with respect to the general retail markets at Chatteris, March and Whittlesey on the 8th day of April 1981 and confirmed by the Secretary of State for the Environment on 22nd June, 1981 are hereby revoked.

Fenland District Council Open Market Regulations

Rules and definitions													
Rule Number 1	<ul style="list-style-type: none"> a. "The Council" means the Fenland District Council, headquarters at Fenland Hall, County Road, March, Cambs, PE15 8NQ. b. "Market Place" means the areas where Markets are situated at Chatteris, March and Whittlesey respectively in the locations determined by the Council. c. "Market Officer" means the Markets and Events manager or his duly authorised representative (the Duty Market Supervisor) who exercises general management, supervision and control of the Market. d. "Pitch" means the place or space in the Market Place where the stallholder is stationed containing the agreed stall or number of stalls, allocated to the individual stallholder from time to time and pitches shall be construed accordingly. e. "Stall" means any structure, standing bench, table, place or space and any vehicle or trailer used or intended to be used for the display or sale of goods. f. "Fittings" means any free standing structure or additional attachments used for displaying goods, not normally comprising of the makeup of the stall. g. "Goods" means provisions, commodities and articles brought into the Market for the purpose of display or sale. h. "Bye-laws" mean the Market Bye-laws made by the Council on 9 June 1992, a copy of which is issued to every stallholder. i. "Licensee" means a stallholder who has signed a Market licence with the Council thereby becoming a licensed trader. j. Casual trader means stall holder on the Market Place under the terms of a temporary permit issued by the Market Officer. 												
Rule Number 2	<p>These Regulations govern the use of Market pitches in the Market Place by stallholders. Any stallholder who contravenes any of the Regulations or Byelaws relating to the Market may be refused permission to pitch a stall in the Market.</p>												
Market Days and Tolls													
Rule Number 3	<p>The Markets shall be open for trading as follows. However, they may be cancelled at the discretion of the Council due to extreme weather conditions or other similar circumstance.</p> <table border="1" data-bbox="411 1682 1401 1821"> <thead> <tr> <th>Market</th> <th>Market Days</th> <th>Market Hours</th> </tr> </thead> <tbody> <tr> <td>Chatteris</td> <td>Fridays</td> <td>7.30am -4.30pm</td> </tr> <tr> <td>March</td> <td>Wednesday & Saturday</td> <td>7.30am -4.30pm</td> </tr> <tr> <td>Whittlesey</td> <td>Fridays</td> <td>7.30am -4.30pm</td> </tr> </tbody> </table>	Market	Market Days	Market Hours	Chatteris	Fridays	7.30am -4.30pm	March	Wednesday & Saturday	7.30am -4.30pm	Whittlesey	Fridays	7.30am -4.30pm
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March	Wednesday & Saturday	7.30am -4.30pm											
Whittlesey	Fridays	7.30am -4.30pm											
Rule Number 4	<p>Market days may be varied by the Council by virtue of public holidays and shall not be held on Sundays, Christmas Day, Boxing Day or New Year's Day. Additional markets may be held during the Christmas period or on Bank Holidays.</p>												
Rule Number 5	<p>No person shall bring any goods into the Market Place for the purpose of sale prior to 5.30 am and must vacate the Market Place by 5.00 pm (October-March) and 5.30 pm (April-</p>												

	September).
Rule Number 6	All traders' vehicles (other than a unit solely intended for the display or sale of goods) must be removed immediately after they have been unloaded unless express permission for siting a vehicle on the Market Place has been given by the Authorised Officer in advance. All vehicles used by traders will be issued with a permit which must be displayed when unloading/and or parking.
Rule Number 7	No person shall be permitted to use more than one pitch in the Market on the same day except with the prior consent of an Authorised Officer.
Rule Number 8	Market Tolls shall be calculated by measuring actual space occupied by the stall. For the purpose of measuring the area occupied by a stall there shall be included in the area of the stall the ground immediately below its roof (if any). Provided that nothing in this Regulation is to be deemed to authorise the placing of goods on the ground or the hanging of goods from the stall or elsewhere so as to obstruct or prevent the passage of pedestrians between stalls.
Rule Number 9	Casual traders - Market tolls collected in cash shall be payable on Market Days on demand to the Authorised Officer. Tolls applied are listed on our website and are detailed in our main fees and charges. Where arrears remain outstanding after 1 month a formal Sundry Debtor will be raised and the trader will not be permitted to trade on the market until this has been paid. Licenced traders - Any arrears are notified to the Markets Manager who will make a formal request for payment in writing. Where arrears remain outstanding after 2 months a formal Sundry Debtor will be raised and 4 weeks' notice will be given to terminate any licence.
Rule Number 10	A licensee may elect to pay monthly in advance by direct debit. Any trader so electing shall be allowed discount subject to there being no refund for any weeks of non-attendance unless evidence is provided that there were acceptable grounds to explain such non-attendance in which circumstances the Council may at its discretion choose to allow a pro-rata refund provided that this discount provision shall not apply during funfair weeks and if a trader has at his own request been allocated a pitch during that period, they shall be required to pay the normal toll. The discount applying to any month will be cancelled if payment is not made within 7 days of the due date. Monthly market tolls charged include a 6.5% discount if paid by direct debit for the whole year. (payable over 10 months 1 st April – 1 st January)
Rule Number 11	Licensees should, unless prevented by a good reason, inform the Authorised Officer beforehand of their intention not to stand on any particular day or when annual holidays are taken.
Rule Number 12	In the event of non-attendance of a licensee who pays tolls on a weekly basis, a 50 percent rebate of toll will be allowed providing that the Authorised Officer is informed by 4.00 pm on the day prior to the Market to which it relates.
Rule Number 13	A licensee's pitch shall only be held until 8.30 am on Market days unless the Market Officer has been requested to exceptionally reserve the pitch. After that time the Market Officer may re-allocate the pitch to any waiting casual trader not trading in the same line who must off-load and remove any vehicle from the Market within one hour of the allocation of the pitch (see also Regulations 6 and 20).
Rule Number 14	If a pitch is not occupied for a period of three consecutive weeks in any year it may no longer be reserved unless notice in writing has been given to the Authorised Officer giving adequate reasons for such absence, in which case it may at the discretion of the Markets Manager, be reserved for a longer period. Otherwise, it shall be considered vacant, available for re-letting, but any outstanding tolls due will be payable to the Council.
Rule Number 15	Any Licensee wishing to give up his pitch shall give one month's notice in writing to the Markets Manager and the Council reserves the right to give one month's notice to

	terminate the arrangement between it and the Licensee. On such termination the Council will repay to the Licensee a proportionate part of any advance payment made by him.
Rule Number 16	Stallholders shall occupy only the pitch or positions allocated to them by the Authorised Officer.
Rule Number 17	The allocation of a pitch in the Market by the Authorised Officer is personal to the stallholder who must NOT permit anyone else to occupy that pitch apart from employees of the stallholder. The stallholder shall be responsible for the acts and omissions of their employees or agents whilst on the Market Place.
Rule Number 18	Stallholders must inform the Authorised Officer of any changes to their names and addresses.
Prevention of Obstruction and Nuisance	
Rule Number 19	Stallholders shall not place goods beyond the boundaries of their pitch as allocated by the Market Officer either on the ground or hanging.
Rule Number 20	Trader's vehicles and/or goods delivery vehicles may only be brought into the Market in such a manner as will cause no obstruction to any public road, pavement or footway used by the public nor inconvenience to other stallholders or the occupiers of any premises adjoining the Market and may not stand for longer than is reasonably necessary for loading or unloading goods. These vehicles must not be parked in the Market Place between the hours of 10.00 am and 3.00 pm without the express permission of the Markets Manager (see also Rule 6).
Rule Number 21	No stallholder shall hawk or carry about any article for sale around the Market. All goods for sale must be sold from the stallholders pitch.
Hygiene & Safety	
Rule Number 22	Stallholders shall keep their stalls and fittings and the space below and adjoining the stalls clean and free from litter.
Rule Number 23	Every stallholder shall as often as is necessary, during any day on which the allocated pitch is used for the sale of goods and before he leaves the Market, cause all refuse from his trade or business to be removed and the area occupied by him cleansed to the satisfaction of the Authorised Officer. Trade waste must be removed by the market trader at their own expense. If a stallholder fails to comply with these Regulations the Council may remove the refuse and cleanse the area aforementioned and the stallholder shall be liable to pay the Council's costs thereby incurred. The Council reserves the right to enforce where necessary the rules and regulations regarding UK trade waste compliance.
Rule Number 24	All persons selling foodstuffs must comply with the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety Act 1990 (as amended). Charity Stalls selling homemade produce maybe exempt. Advice on this can be given in advance by the Councils Food Safety Team prior to attendance.
Rule Number 25	All stalls shall be constructed and maintained in a thoroughly safe manner and in good

	repair to the satisfaction of the Authorised Officer.
Rule Number 26	The Council disclaims all liability for accidents caused by, or arising from the disrepair, condition or construction of any stall not owned by it.
Rule Number 27	The stallholder shall comply with all relevant Health and Safety Legislation.
Insurances	
Rule Number 28	All stallholders shall hold a valid public liability insurance policy for claims up to £5,000,000 and the Authorised Officer shall be at liberty, upon reasonable notice, to call for and inspect such policy of insurance. Photocopies or facsimiles are not acceptable. Charity Stalls are required to have minimum of £1 million public liability insurance. Employer's liability insurance is not acceptable.
Goods Offered for Sale	
Rule Number 29	Licensed stall holders shall offer for sale from their stalls only those goods approved before hand in writing by the Markets Manager. This does not include casual traders.
Casual Traders	
Rule Number 30	Unless agreement has been reached before Market day with the Markets Manager regarding the occupancy of a vacant licensee's pitch, any vacancies may be let providing that the goods offered differ from that normally sold on that pitch. If there is a casual trader waiting for an unoccupied casual pitch, preference will be given to any trader or traders whose goods are different from any regular trader on the Market that day.
Rule Number 31	No casual trader shall occupy a pitch on the Market Place before 8.30 am unless prior authorisation has been given by an Authorised Officer.
Consequences of a Breach	
Rule Number 32	All allocations of pitches or stalls are made on the express understanding that they may be terminated forthwith by the Markets Manager in the event of any contravention by a stallholder of these Regulations or of any Byelaws relating to the Market.
Complaints	
Rule Number 33	Stallholders shall comply immediately with all reasonable directions of an Authorised Officer.
Rule Number 34	Any complaint concerning the Market Regulations, Byelaws, the operation of the Market, or the directions of staff must be made in writing to the Council via our 3cs procedure.
Sickness and Compassionate Leave	
Rule Number 35	Licensed traders that are sick must provide a doctors certificate at their own expense if they wish to claim exemption from Markets Tolls (self-certification is not acceptable) The council will allow tolls to be waived for an initial period of up to 4 weeks and will reserve the Traders regular pitch. Certificates will be required to cover the entire period if tolls are to be waived. In exceptional circumstances the period of tolls waived may be extended to 26 weeks.
Rule Number 36	Any licensed trader may apply for compassionate leave on any trading day during the financial year at any market. This request must be confirmed in writing, giving reason for the application within 87 days of absence. The Markets Manager will approve the

	cancellation of tolls due providing the application relates to a close family member or business partner,
Miscellaneous	
Rule Number 37	All stallholders, whether Casual Traders or Licensees, shall be subject to the Council's Disciplinary Code for Markets (The Code of Conduct). This code applies to all aspects of the traders conduct whilst on the Market Place. A copy of this code is issued to all new traders and immediately in the event of any breach of the Market Regulations or Market Byelaws. Any reference within the Market licence, Market Byelaws or Market Regulations to an Act of Parliament or regulation shall refer to that Act or regulation as it applies and any later amendment.



Your Local Fenland Market

'Love Your Local Fenland Market' is Fenland's part of a nationwide promotion to re-focus attention on the value of markets within town centres. Markets are the heart of retail trading and a valuable attraction that adds vitality to your local community.

Our markets support and add value to the town centre and are an essential amenity that offers a level of traditional service that is not found in supermarkets. The majority of traders are locally based and increase community benefit by employing local people and reducing 'food miles'. Watch out for our special 'Four Seasons' events across the district

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March St George's Fayre: Sunday 23rd April 2023

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**For more information on the Four Seasons events please contact
Markets and Events Team at Fenland District Council**

Tel: 01354 654321

Email: marketsandevents@fenland.gov.uk

