

## **Information for Traders at Headington Market**

- **Address:** London Road, Headington, Oxford, OX3 9AJ.
- **Trading:** Weekly on Saturdays (except 2 days at Christmas & New Year). Hours are 9am – 2pm. Set up from 7am onwards and vehicles should be removed by 8.30am with stalls ready to trade from 9am or before. Traders must trade until 2pm unless agreed by the Market Manager. No alcohol sales before 10am (if permitted).
- **Pitch Fee:** Currently rates are 2m x 2m £25, 3m x 3m £30, 4.5m x 3m £35, 6m x 3m £40. Additional charge for gazebo if supplied of £5 per day.
- **Equipment:** Traders are required to supply their own commercial quality gazebos and set up, including weights, tables and back-sheets, subject to our approval. We can sometimes supply a gazebo or shared space which is subject to availability and an additional charge (no charge for community groups).
- **Electricity:** There is no electricity on site. Re-chargeable battery lights are permitted. Generators are not permitted without written consent and only for special events.
- **Loading /Parking:** Traders should use the dedicated on-street loading bays. There are some dedicated free parking bays for traders close-by which the Market Manager can advise on, although there is no guarantee.
- **Weather conditions:** Please note Headington can be very windy and traders must bear this in mind and make all endeavours to make your gazebo and trading equipment safe. If conditions are unsafe the market will not take place. If weather conditions become unsafe during the Market and the Manager decides it is unsafe to trade all stalls must be safely packed down.
- **Pitches:** pitch size is by agreement and you must stay within your allocated pitch and not deviate from this. You must not move or remove the safety barriers. The location of the market and individual pitches is subject to change. No pitch is guaranteed to a particular trader at any time.
- **Goods:** Any amendments to the agreed goods to be sold must be agreed with the Market Manager in writing. The quality and type of goods should not deviate from that agreed on commencement.
- **Insurance:** All traders require Public Liability Insurance with a minimum of £5 million cover in place when you are trading and the cover must state you are covered to trade on a market pitch. A copy must be provided and if not provided you will not be permitted to trade. You are recommended to also have Product Liability Insurance to cover you for any claims against your products sold.
- **Rubbish:** All traders are required to keep their pitches clear throughout the trading day and take home their rubbish and ensure their pitch is cleared up at the end of the day including any rubbish generated by your activities that has littered the street. Do not use the street bins.

- **EHO:** All traders must comply with Environmental Health rules, laws and regulations and any specific requirements for Headington Market.
- **Trading Standards:** all trading standards must be met whilst trading. An A5 notice must be displayed and visible to the public which identifies your trading name and contact details.
- **Food Registration:** Food traders are required to be registered and inspected by their local authority and have a minimum star rating of 4 stars. Star ratings must be clearly displayed whilst trading. During trading the highest standards of food hygiene are expected from all operatives.
- **Food Hygiene Training:** The lead staff operating Food stalls are required to have a Food & Hygiene certificate current to within 5 years to level 2 or above.
- **Food Handling:** must be in place to meet legislation. All food must be covered appropriately & have allergen information available. Traders selling food must provide adequate hygienic **hand washing** facilities.
- **Alcohol:** any traders wanting to sell alcoholic products must have prior approval from the market and an appropriate licence and must abide by the Markets rules for alcohol sales (available separately).
- **Gas:** any traders wanting to use gas must have this prior approved by the market and must provide gas safety certificates for all equipment to be used together with a detailed risk assessment. Any traders using flammable goods (cooking facilities) must have a fit for purpose, serviced and proven **fire extinguishers**.
- **Health & Safety:** risk Assessments and safety certificates covering your activities must be provided on request. All relevant paperwork must be brought to every market by each trader.
- **Absence:** If for any reason you will not be able to attend a market that you are booked into you must notify the Market Manager giving at least 1 weeks notice, failure to do so will result in full payment being due.

I understand and agree to comply with the above whilst trading at Headington Market:-

Signed:

Dated:

Name:

Trading Name: