KIRKBY STEPHEN
TOWN COUNCIL

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX
Tel. 017683 74854 | clerk@kirkby-stephen.com | www.kirkby-stephen.com

**KIRKBY STEPHEN TOWN COUNCIL**

**Rules of the Market**

**General**

1. Trading hours are 07.00 – 18.00 hrs every Thursday.
2. The Market Square is the paved area within the cobbles. (Please note the cobbles form part of the highway and are not in the ownership of Kirkby Stephen Town Council).
3. Stallholders are required to complete a market registration form prior to first attending the market or on the resumption of trading after a break of more than three months and each year on or before the 1st April.
4. A copy of the market rules must be signed in agreement and a copy sent to the Town Clerk at Local Links together with proof of insurance.
5. The success of the market requires respect, goodwill and co-operation between traders. Traders are asked to communicate and co-operate with each other and provide reasonable assistance to each other.

**Trading conditions**

6. Traders will be responsible for supplying and erecting their own stalls on a 'first come, first served' basis.
7. Stallholders should ensure that their equipment is secure and will not create a hazard to shoppers or vehicles on the highway surrounding the market site.
8. No stall equipment is permitted outside the designated market site.
9. Stallholders are required to occupy their pitch before 08.30hrs on market day.
10. The Council will endeavour to maintain a realistic and varied balance of suitable goods on the market and may at its discretion restrict the duplication of certain products.
11. Any change of goods being offered for sale by traders, will be subject to approval by the council.
12. Prohibited Items such as medicines, flick knives, weapons, pirated CD's and DVD's and any counterfeit goods may not be sold on the market. Traders attempting to sell these (or other illegal items) will be reported to the Police and/or Trading Standards

Officers and any trader selling prohibited items will not be permitted to trade on the market.

13. The sale of food products is subject to specific legal conditions regarding hygiene, labelling and terms of sale. Stalls selling food products of their own manufacture shall provide and display evidence of their current food hygiene rating and comply with the specific labelling requirements set out in 'Natasha's Law' 2021 in respect of food allergies. Failure to comply with these requirements will result in the withdrawal of permission to trade.
14. Traders must comply with the law regarding the playing of broadcast media. A PRS/PPL Licence is required to play copyrighted material. Stalls playing music/radio are required to provide evidence of payment for a licence.

---

**Conditions relating to the use of pitches**

15. No trader shall assign, transfer or sub-let any pitch without previous approval of the Council.
16. A single pitch shall occupy no more than 5 x 4 metres and the trader's stall and vehicle shall be contained within that area.
17. Stallholders will not be permitted to place any goods outside the area of their pitch (unless agreed by the Council's representative) and must not obstruct the free flow of the public around the market site.
18. The aim of the above condition is to enable the public to have safe and easy access to all pitches. Traders' stalls, equipment and goods must not obstruct the public aisles or create a hazard.

---

**Insurance**

19. All traders are required to have public liability insurance (not less than £5million pounds) and where necessary, employers' liability insurance. Copies of policy documents or certificates including proof of purchase must be submitted to the council prior to the occupation of a pitch.
20. It should be noted that the council cannot be held responsible for any damage to; or caused by traders' equipment or goods and it is the responsibility of the trader to ensure that he/she is appropriately insured. Traders agree to indemnify the council against any and all claims arising from equipment or goods for which they are responsible.

---

KIRKBY STEPHEN
TOWN COUNCIL

**Pitch Fees**

21. Pitch rental fees will be set by the Council on an annual basis. Payment should be made by BACS either weekly in advance of an invoice or statement or otherwise on receipt of an invoice.
22. With regret, Payment in cash is no longer accepted owing to the introduction of cash handling charges by our bank and the lack of a local branch at which to pay in.
23. Banking details are: Name: Kirkby Stephen Town Council, Account: 54258486, Sort Code: 16-52-21.
24. After consultation with the traders, if it is decided that the market cannot take place due to adverse weather or unusual conditions, any fee paid may me carried forward or reimbursed.

---

**Traders' Vehicles and Parking**

25. If traders' vehicles are not removed from the Market area they will be taken into account when assessing pitch size.
26. Traders may be asked to move vehicles on busy days and alternative parking will be negotiated where this is necessary.
27. Whenever possible, traders must park their vehicles for unloading/loading in the immediate vicinity of their stalls and not inconvenience other traders.

---

**Disposal of Refuse**

28. Traders are responsible for ensuring that all refuse is removed from their stall and the surrounding area prior to leaving the market.

---

**Disputes Procedure**

29. Traders must comply with the market rules and the requests of the Council representative. If a trader feels there is a market problem which is unresolved, they should forward their complaint in writing to the Council, who will attempt to resolve the matter by consultation with the traders concerned.
30. The council is concerned that standards of civility and respect in line with its adopted policies are maintained. The council may deal with issues arising on the market under its adopted policies on bullying & respect.
31. The council reserves the right to withdraw permission to trade on the market in the event of non-compliance with Market rules or for any other reason

32. The market rules are intended to assist in the smooth operation of the Monday Market and are not intended to cover every eventuality.

---

**Privacy**

33. Personal and business information will be processed by Kirkby Stephen Town Council in line with the council's privacy policy. Please note that personal information may be shared with other authorised bodies such as the Inland Revenue, the Police, Trading Standards, Environmental Health & PRS. A copy of the council's privacy policy is available on its website.

For further information contact the Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX
Tel: (017683) 71775 email: website@kirkby-stephen.com or clerk@kirkby-stephen.com

Signed …….. of ……

Date ……

Adopted by the Council 6 December 2023 (22/140.2) revised Sept 2026.