

**MARKET TRADING AGREEMENT
(Casual and Permanent Traders)**

In order for us to consider any application for Market Trading please return the completed application form together with:

1. Identification of trader: e.g. a bank/credit card statement, utilities or Council Tax bill and photo ID e.g. a passport or driving licence;
2. Copies of the relevant Insurance Certificates as follows;
£5,000,000 Public Liability insurance
£10,000,000 Employers Liability insurance
3. Evidence of your National Insurance number e.g. NI card, or tax office document
4. Evidence of food registration with local authority and valid food hygiene certificate
5. Evidence of your right to work in the UK
6. A picture of your stall set up with your trading lines

Trader Contact Details	
First Name	
Surname	
Home Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
Email Address	
National Insurance Number	
Date of Birth	

Next of Kin contact details - in case of emergency		
Name	Telephone Number	Relationship to Trader

Business Details			
Are you applying as : (please circle)	Business	Sole Trader	
Is your business registered with Companies House?	Yes	no	
Business Name			
Registration No:			
Business Address			
Do you employ staff who would work at the market?	yes	no	If answered yes, please fill in their details below

Employee 1	
First Name	
Surname	
Home Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
Email Address	
National Insurance Number	
Date of Birth	

Employee 2 (if applicable)	
First Name	
Surname	
Home Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
Email Address	
National Insurance Number	
Date of Birth	

Where do you want to trade? (please tick)

<input type="checkbox"/> Pickering (Mondays)	<input type="checkbox"/>	<input type="checkbox"/> Helmsley (Fridays)	<input type="checkbox"/>
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Which basis do you hope to trade on? (please circle)

<input type="radio"/> Permanent	<input type="radio"/> Casual
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Please note: Casual basis is for a period of 4 consecutive weeks as a new trader

When are you hoping to start trading?

(please note that we need a minimum of 7 days to process your application)

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Your trading lines - Please list all the goods you want to offer for sale

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How will your goods/services benefit the market and its customers?

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Details of the pitch size required (please note: 1 pitch is 10ft x 4ft)

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Will you be using a vehicle in connection with your trading? (please circle)

yes	no
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Please provide us with your details of your Public Liability Insurance

Insurance Company	Policy Number	Expiry date

Please provide us with your details of your Employers Liability Insurance (if applicable)

Insurance Company	Policy Number	Expiry date

Authority with who registered for Food Safety purposes (if applicable)

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By signing below I acknowledge that I have read and understood North Yorkshire Council’s Market Rules and all details completed within this form are correct and I sign as the business owner.

North Yorkshire Council, as the Licensing Authority, must protect the public funds we handle and so may use the information you have provided on this form to prevent and protect fraud. The Authority may also share this information for the same purpose with other Organisations, which handle public funds.

The Trader shall indemnify the Council against all liabilities, actions, costs, claims and compensation for injury or loss to any person or damage to or loss of any property arising as a result of his occupancy of a trading area or of any act, omission or negligence done or omitted by the Trader or any person under his direction.

The Trader shall maintain valid insurance cover at all times for a minimum of £5,000,000 third party (public) and products liability, plus employers liability cover for a minimum of £10,000,000 with an indemnity for both extending to the Landlords as principal. Copies of these policies of insurance are to be given to the Council.

Responsibility for all stock, personal effects, fixtures and fittings shall lie with the Trader and the Council accepts no responsibility in the event of any claim for the above.

Traders shall not do or allow to be done any act that might render the insurance void or voidable. All accidents that occur on or in the vicinity of a Traders stall or which the Trader witnesses must be reported immediately to the Council.

Signed..... Date.....

Please return this form either by e-mail to markets.rye@northyorks.gov.uk or send to Markets, Ryedale House, Malton, YO17 7HH.

Office Use Only

Authorised By..... Date.....

SUMMARY OF RULES

- 1. Trading commences at 9.00am and continues to 4.00pm**
- 2. All permanent pitches to be claimed by 8.30am**
- 3. Casual Traders will be allocated pitches from 8.30am**
- 4. Casual Traders are not guaranteed a pitch and there may be occasions where you will be turned away**
- 5. A trading agreement must have been completed by all traders prior to trading on any market**
- 6. All traders must agree to pay their pitch rental within the trading terms of the Council.**
- 7. One pitch is measures 10ft x 4ft and you must only use pitches which have been allocated to you**
- 8. You must only sell products that have been authorised by North Yorkshire Council**
- 9. Please give at least a weeks notice if you are going to be absent**
- 10. Absence for more than 4 consecutive weeks without notice may result in your pitch been reallocated**
- 11. All traders must have third party liability insurance with a minimum cover of £5,000,00**
- 12. Traders must have employer's liability insurance with a minimum cover of £10,000,000 a copy of which must be provided with this application, where necessary.**
- 13. You must not sell any counterfeit, illegal or unsuitable products**
- 14. No vehicles should be on the market between 9.00am and 3.00pm unless prior authorisation has been given**
- 15. Any trader who behaves in an improper manner may be removed from the market**
- 16. All waste produced from a market is classed as Commercial Waste and you have a duty of care to dispose of your waste by a licensed waste carrier**
- 17. You are responsible for the Health & Safety of both your employees and your customers**
- 18. All traders must comply with the Children & Young Persons Act 1933 & 1963, The Educations Act 1944-48 and the Employment of Children's Act 1973**