



MARKETS – STALL APPLICATION

Please read the attached information below and complete the form.

Return to use via email on markets@monmouthshire.gov.uk OR return form to:

Abergavenny Market, Market Hall Abergavenny NP7 5HD

If you need help completing this application or any of the documents requested please call
01873 735811 for advice

Full Name			
Business/Trading Name			
Postal Address <i>(inc. postcode)</i>			
Landline Telephone Number			
Mobile Telephone Number			
Email Address			
Next of Kin/ Emergency contact			
Are You New to Market Trading?	YES	NO	
Type of Goods <i>(Brief Description)</i> Please Specify if New, used End of Line, Collectable			
Would you like to trade Inside or Outside?	Inside	Outside	
Please specify which Markets you would like to attend	Abergavenny	Monmouth Shire Hall or Carpark (outside)	Caldicot Outside only
Size of Pitch required? <i>(Tables are 3ft x 9ft)</i>	1 table	2 tables	3 tables
	Unit	Outside: <i>(Specify size)</i>	
Please indicate your preferred Trading Days <i>(please check Market trading days www.monmouthshire.gov.uk/markets)</i>	Tuesday	Wednesday Flea Market Abergavenny only	
	Friday	Saturday	
Public/Product/Employee Liability Insurance Provider & Policy Number Minimum £5 Million <i>(Please provide copy of policy)</i>			

DATA PROTECTION ACT:

The information on the application form is required to process your application and to administer this service. It may contain personal data about you. As the data controller of that information, Monmouthshire County Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Further information relating to your rights under the Data Protection Act can be found on our website.

ABERGAVENTNY MARKET

Trader Information & Regulations

The following document outlines information and regulations for trading at Abergavenny Market.

These Regulations govern the use of pitches in the Market by Traders. Any Trader who by themselves, their agent or employee contravenes any of these Regulations will first be given a verbal warning, followed by a written warning.

Any further breach of the market regulations will see you prohibited from trading at any Monmouthshire Markets.

In the event of a serious breach of these regulations the Council reserve the right to bar any trader from any Monmouthshire market with immediate effect.

CONTACT:

Market office hours are between 09:00 – 16:00 Monday to Friday. We are unable to respond to queries outside of these times.

EMAIL: markets@monmouthshire.gov.uk

Please communicate with us by email. This allows all members of the team to access your email so we can all stay up to date.

PHONE: **01873 735 811**

If you are unable to get through to us on the phone, please leave a clear voicemail stating your full name, enquiry details and contact number.

WEBSITE & SOCIALS:

WEBSITE: <https://www.monmouthshire.gov.uk/markets/>

MCC Monmouthshire Markets Facebook: [@MonmouthshireMarkets](#)

Abergavenny Market Traders Facebook: [@AbergavennyMarket](#)

We recommend all traders have their own social media and promote themselves at the market.

MARKET SCHEDULE:

DAY	FREQUENCY	TYPE	PUBLIC OPENING
TUESDAYS	Every Week	General Market	08:00 – 16:00
WEDNESDAYS	Every Week	Flea & Vintage Market	08:00 – 16:00
THURSDAYS	4 th of month only	Farmers' Market Street Food & Craft Market	08:00 – 13:00 17:00 – 21:00
FRIDAYS	Every Week	General Market	08:00 – 16:00
SATURDAYS	Every Week Except 2 nd Sat of the month March - December	General Market	08:00 – 16:00
SATURDAYS	2 nd of month March – December only	Craft Market	08:00 – 16:00

NB. *Market dates will occasionally be cancelled to accommodate events such as the Abergavenny Food Festival in September. A minimum of a months' notice will be given to traders should a market date be cancelled.*

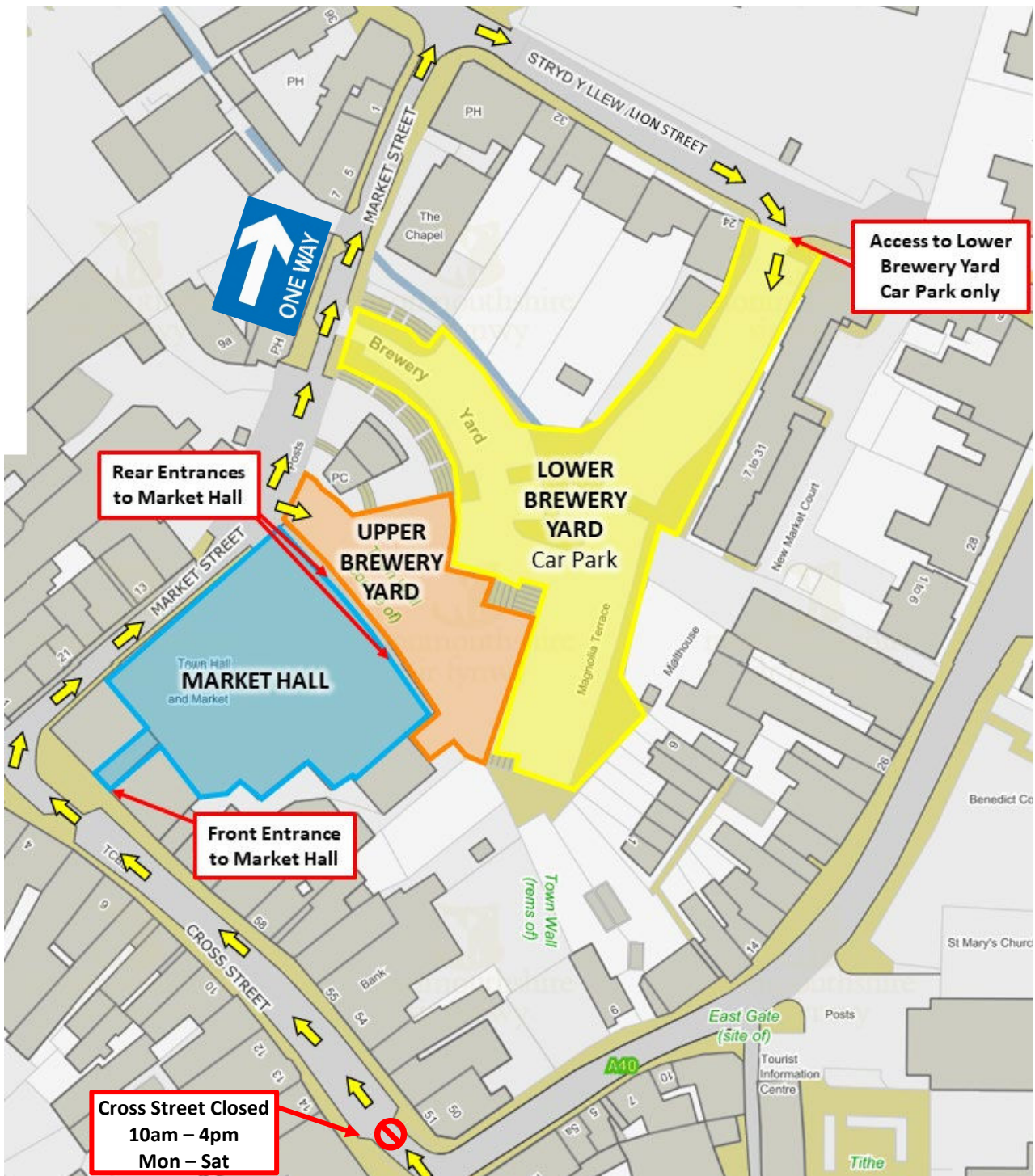
Throughout the year we may also hold additional markets such as around Christmas.

LOCATION:

- [Abergavenny Market Hall & Upper Brewery Yard](#), Cross St, Abergavenny NP7 5EH

Access via Cross Street onto Market Street, turning right into Upper Brewery Yard at the rear of Market Hall. Please note Cross Street is CLOSED to traffic between 10am – 4pm Monday to Saturday.

- TUESDAYS only – additional market in [Lower Brewery Yard Car Park](#)
Access via Lion Street entrance to (Lower) Brewery Yard Car Park.



PITCHES:

INDOOR

- Pitches inside the Market Hall are made up of large wooden tabletops on steel-frame trestle legs. These tables measure 9ft x 3ft (approx. 2.7m x 0.9m) and can be requested as a 1 table, 2 table or 3 table pitch subject to availability.
- There are a small number of market stall units within the hall which are a fixed U-shape, slightly larger than the 3 table pitches and provided with a cover.

- We recommend bringing a table covering as well as any additional PAT tested lighting (with appropriate extensions) you may need for your display.
- The space of a table can be replaced with other display stands / rails which will be charged at the same rate as a table. These must be no larger in size than the table it is replacing and must be requested in advance of the market.
- A map of pitch locations can be found at the main rear entrance to the market hall. This can be used to find your allocated pitch. A Market Assistant will also be on sight to assist with any queries.
- When booking to attend the market you are booking a space on which to trade which can be anywhere within the market hall. While we will always try and accommodate location preferences requested by traders, it is not always possible to do so with no pitch locations being retained by any trader. The Market team reserve the right to put traders on any appropriately sized pitch within the market.
- Trader's stock and display must stay within the area they have been allocated by the markets team at all times.

OUTDOOR

- Outdoor trading mainly takes place on a Tuesday Market when the Lower Brewery Yard car park is used to accommodate an outdoor market.
- A limited number of outdoor pitches are available at all other markets in the Upper Brewery Yard area.
- Outdoor traders must provide all their own market stall setup including cover, tables and display stands etc. Trader must ensure that their pitch is appropriately secured with weights / tethers at all times and dynamically risk assess their pitch to ensure that it is safe.
- Outdoor pitches are charged by the square meterage of ground your pitch covers (e.g. the length x the width of your pitch)
- Adequate access for pedestrians must be maintained at all times. Should you block or reduce access for pedestrians you may be told by a member of the markets team to move you're your pitch.
- Pitch dimensions can be recorded by the markets team at any time to ensure you are within your allocated pitch size.
- Failure to reduce your pitch to the agreed size will result in your pitch fee being increased to cover the additional space used.

LOADING IN, SETTING UP & LOADING OUT:

- The Market opens for Trader setup as follows:
 - TUESDAYS - from 06:00
 - WEDNESDAYS - from 06:30
 - THURSDAYS - from 07:00 Farmers Markets
from 16:00 Street Food & Craft Markets*
 - FRIDAYS - from 06:00
 - SATURDAYS - from 06:30

**You are welcome to trade at the Farmer's market and stay on for the evening Street Food and Craft market. Please just let us know and we will aim to keep you on the same pitch throughout the day.*

- Market traders should aim to have their pitch setup by 8am. Failure to setup your pitch by **9am** may result in its reallocation to another trader.

- All trader vehicles must move from the Upper Brewery Yard area as soon as their pitch has been unloaded by no later than **9am**. No vehicle movement is permitted in the Upper Brewery Yard area after 9am, so failure to arrive before this time to setup will require you to unload from Market Street before parking your vehicle.
- Traders can access the Market Hall for setup via Cross Street & Market Street. Follow Cross Street and then Market Street to the rear of the building. You can then turn right and pull into the Upper Brewery Yard at the rear of the Market Hall.

This area can be used to stop your vehicle for unloading. Please unpack your vehicle as quickly as possible (we recommend bringing a trolley). Once you are unpacked, please load quickly onto your pitch. Before you setup your stall, you must move your vehicle out from Upper Brewery Yard and park in an appropriate area or car park. This will help allow all traders to get themselves loaded into the market with as minimal disruption as possible.

- **TUESDAYS only** –
If you are a Tuesday outdoor trader in the Lower Brewery Yard Car Park, please access the car park from Lion Street and move to your allocated pitch area. Your vehicle can remain with your pitch but will be included in your overall pitch size and charged for. Otherwise, please move your vehicle from Lower Brewery Yard Car Park to an appropriate car park.
- The Market is open to the public until 4pm after which time all trading should cease. Pack-up of your stall should only commence from 3.30pm at the earliest and traders should ensure that they can remain at the market for the duration of the public opening times.
- In the event of an emergency or an unforeseen circumstance arising whereby you need to leave the market early, please ensure you inform the market team know at the earliest possible time. However, in the event of leaving early, you must load your vehicle from Market Street and will not be permitted to pull into Upper Brewery Yard at the rear of the building.
- After the market, traders should pack up their pitch as quickly as possible and aim to be packed up and out of the hall by 6pm.

PRODUCT RANGE & EXCLUSIVITY:

- Traders must provide a brief description of the product range they will have on sale at the market on application.
- Any changes or additions to the product range stock were outlined on the trader application must be authorised by the markets team prior to the new items being put on sale.
- Any requests to add products to you range on sale must be put in writing to markets@monmouthshire.gov.uk for approval by the Markets Team.

OVERNIGHT:

- Traders are not permitted to leave any stock or display items on their pitches in the market hall overnight or between markets. MCC do not take any liability for any items left in the market hall.
- The exception to this is any traders trading at both Friday and Saturday markets who, following MCC legal and insurance consultation, are permitted to leave fixtures and fittings in the market hall overnight between markets as long as:
 - the items are insured by the traders/left at own risk;
 - it is by invitation only;
 - if we need the hall cleared on a Friday, traders will do so by 5pm.
 - Traders must complete a Market Trader Disclaimer of Liability.

TRADER PARKING:

- **NO TRADER PARKING** is permitted in the Upper Brewery Yard area. All vehicles, unless agreed with a member of the markets team, must be clear from this area by 9am at the latest. If you are asked to move your vehicle by the markets team, please do so without delay.
- Click here for details of [Monmouthshire County Council's Car Parks](#) including a locations map and tariffs. The MCC Car parks are not managed by the Markets team. Please contact the MCC Car Parking team on CarParking@monmouthshire.gov.uk for any parking related queries.
- FREE parking is available in [Byefield Lane](#) Car Park (except Tuesdays). This car park is located on [Tudor St, Abergavenny NP7 5DL](#)
- If you are regularly attending the Abergavenny Market, you may wish to apply for Market Traders Season Parking – please ask a member of the Markets Team for an application form. On completing the application form, please pass it back to the markets team along with proof of Ownership or Eligibility for your vehicle. The Markets team will then sign the form and scan it over to the Car Parks team to process.

Season Permits are available for 12 months with the respective annual charges as follows:

1 day @	£71.50*
2 days @	£143.00*
3 days @	£214.00*

**Charges outlined may vary or be updated.*

Please contact the MCC Car Parking team on CarParking@monmouthshire.gov.uk for any queries relating to Trader parking permits.

ADVERSE WEATHER:

In adverse weather the market may be cancelled or stopped. This will usually only affect the outdoor market traders, but depending on the severity of the adverse weather, the indoor market may also be cancelled.

- **CANCELLATION IN ADVANCE OF THE MARKET**

The Market team will check the weather forecast before each market. If the weather is predicted to be such as to cause a health and safety concern, the market will be cancelled, and the Stall Holders will not be charged.

Such weather includes but is not limited to:

- Heavy and persistent snow
- Torrential rain
- High wind speeds (over 30 miles per hour)

The Markets team will notify the stall holders as soon as possible in advance of the cancelled market. The Markets team will notify the public by putting it on @MonmouthshireMarkets Facebook page and displaying a notice on the Market Hall.

- **CLOSING THE MARKET ON MARKET DAY**

All members of the Markets Team have the power to stop a market during the Market Day if the weather becomes so severe that, in the opinion of the staff member, there is a legitimate concern for health and safety. In these circumstances the Market Management will consider what proportion (if any) of the pitch fee should be paid.

PAYMENTS:

- Payment for the weekly market pitches will be taken by credit or debit card on the day, the monthly markets payments will be taken in full for all the dates requested on your application form, one of the members of the Markets Team will come to your pitch with a PDQ machine to take payment, so please ensure that you are ready to make payment when they arrive at your pitch.
- We ask traders to pay in advance for their pitches wherever possible.

- We are not able to take payment by American Express or cash.
- If you do not settle your pitch fee on the day, you must settle it the next time you attend along with payment for the market you are attending.
- Failure to pay for your pitch when requested will result in a warning.

HYGIENE FACILITIES:

- There are unisex toilet facilities for market traders located inside the market hall. They can be found in the Square by the rear exit to the Café (NOSH) and contain two toilets and a handwashing sink. The code for the door to access these facilities is: **2143**
- We ask traders to leave the toilets in a clean and tidy manner for other users. Please report any issues to the Markets Team.
- There are also public toilet facilities in Upper Brewery Yard at the rear of the market hall. These are open to everyone throughout the day and include female, male and an accessible toilet, these are not managed by the market team.

MARKET WASTE & RECYCLING:

- All traders are required to dispose of the waste they generate at the market and remove it from the market hall. All waste created while at the market or brought with you to the market, including any food waste from meals as well as all packaging, boxes, hangers etc. must all be removed and disposed of responsibly.
- The Welsh Government is introducing new regulations (from April 2024) that will require all businesses to separate recyclable materials in the same way that most householders do now. This will improve the quality and quantity of how we collect and separate waste.
- Public recycling bins are available throughout the market hall. These are for use by customers and members of the public visiting the hall and should not be used for any business waste from market traders.
- No market traders should be disposing of any of their business waste within any of the MCC waste bins including any of the public waste bins within the market hall as well as the large wheelie bins at the rear of the market hall.
- Any traders found disposing of their waste at the Market will be charged for their waste disposal and given a warning.

POWER / ELECTRICS:

- Permission must be sought from the markets team to access any of the power supplies within the market hall or in the Upper or Lower Brewery Yard areas.
- Traders should only use power for the purposes of lighting or charging equipment such as a card machine or mobile phone, unless otherwise agreed with the Markets Team.
- Traders should not use any heating appliances such as fan heaters, electric radiators, kettles etc.

- Mobile caterers who require use of power for their cooking equipment must seek permission from the Markets Team and provide details of the amount of power they will require for which additional charges will apply.
- All equipment plugged into the power supply must be PAT tested. Any equipment found not to have current PAT testing or a receipt of purchase within the previous year will be removed, and the plug cut from it.

PUBLIC LIABILITY INSURANCE:

- All traders attending any of our markets are required to hold current and valid Public Liability insurance for a minimum of £5million. A copy of your public liability insurance certificate will be required on applying to attend the market.
- As your policy renews, please ensure you provide an updated copy of your insurance certificate to the market team throughout your time trading at Monmouthshire Markets.
- The council are unable to recommend any public liability insurance providers. We recommend googling “market trader insurance” or speaking to a current market trader.

FOOD & DRINKS TRADERS:

- All Food and drinks traders must be registered with the Local Authority in which their business is based and have received their food hygiene rating prior to trading.
- Details of your Food Hygiene rating must be supplied to the markets team on applying to attend a market and updated throughout your time trading at Monmouthshire Markets.
- We require a Food Hygiene rating of **3** as a minimum to attend MCC Markets.
- Please ensure that your hygiene rating is on display on your pitch at all times. Click here for more info about [Food Ratings](#)
- For more information of Food Safety, please visit [Monmouthshire Food Safety Website](#)



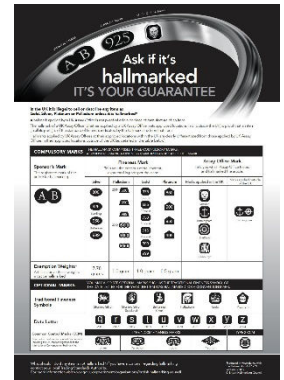
ALCOHOL TRADERS:

- While the building holds a Premise License which covers the on and off sales of alcohol within the Market, we ask that all traders selling alcohol hold their own Personal Licenses to ensure that they are aware of the current legislation relating to alcohol sales.
- All traders selling alcohol must also maintain a Refusal Log while at the market as well as displaying appropriate Challenge 21 or Challenge 25 signage to incorporate into your age verification policy.



HALLMARKED GOODS TRADERS:

- If you sell goods made out of gold, silver, platinum and palladium, they must be Hallmarked, and you must also prominently display prescribed Hallmarking signage giving an explanation of the types of marks that are allowed on UK Hallmarked jewellery.



TRADEMARKS & COUNTERFEITS:

- Before selling recorded or branded items such as jewellery, DVDs, clothing, purses, and handbags etc. you must satisfy yourself that they are not counterfeit. If the product you are selling bears the name or logo of a company, but it was not made or endorsed by that company, it will be an infringement to sell it. Heavy penalties can be imposed on anyone who breaches copyright and trademark laws
- Goods made out of fabric should be labelled giving the fabric content of the item. (i.e. 100% wool). There are some exceptions for certain types of goods and we would recommend checking labelling requirements with [Trading Standards](#) before you place your goods on the market.
- Footwear must be labelled with an indication of the main material from which the upper, lining and sock, and outer sole are made in the form of either pictograms (symbols) or words. The label should be attached to at least one item of footwear per pair and it may also appear on the packaging.

SAFETY OF GOODS:

- Only safe products should be placed on the market. Goods sold must be safe and not injure or cause death to both humans or animals. Many specific goods such as electrical goods, toys, bunk beds, bicycles, paraffin heaters etc have strict regulations governing their safety. For that reason, Trading Standards do not recommend selling second hand items such as toys or second-hand electrical items at market stalls.
- There are many controls governing the sale and manufacture of products which come into direct contact with the skin i.e., creams, soaps and bath bombs, cosmetic products. If you produce cosmetics, it is important that you should seek advice from [Trading Standards](#) before you begin selling your products.
- There are many controls which regulate toy safety. Traders selling toys must ensure they are labelled with the manufacturers or importers address, a CE or the UK government's equivalent UKCA mark and, where appropriate, warnings about the minimum age of the toy user.



PROHIBITED ITEMS:

Monmouthshire Markets will not permit the sale of any illegal, dangerous, or inappropriate products. The following, non-exhaustive, list of products, or product groups, is prohibited from sale at any of Monmouthshire Markets.

- Guns and Replica Guns
 - Laser pens
 - Live Animals (sold or as prizes)
 - Fireworks
 - Counterfeit Goods
 - Goods infringing a trademark or Copywrite
 - Illegally Copied Videos, CD's, DVD's, MP3 disks & Computer Games
 - Drugs, Drug Related Products or Items Promoting the Taking of Drugs (inc. Legal Highs)
 - Inappropriate or Offensive Products as deemed by Market Management
- ❖ Ornamental Swords and Knives are permitted for sale as long as they do not have a fixed or locked-off blade, and the blade is less than 3 inches (7.6cm) in length. These items must be stored and displayed in locked cases at all times and must not be sold to anyone under the age of 18.

CHILDREN AT THE MARKET:

- Children accompanying their trader parents to the market must be supervised at all times.
- Children of traders are not permitted to play in or around the market hall (especially on bikes, scooters etc.)
- Children are permitted to engage in market trading when they are 14 and over. They must be employed by their parents in connection with their business and must be supervised by their trader parents at all times.

MUSIC:

- Traders are allowed to play music on their pitch, but this must be at a low level as to not disrupt other traders.
- If a trader trades predominantly in music, they are permitted to play music at a slightly louder level than other traders to promote their business.
- If you are asked to turn the music on your pitch down by a member of the Markets Team, please do so without delay.

TROLLIES:

- All trollies in the hall are owned and the responsibility of Market traders.
- No liability is taken in regard to damage or theft by the Markets team or MCC for any trollies or similar equipment left in the market hall.
- If you do not attend all markets in the hall throughout the week, you must either make arrangements with another trader to store your trolley behind their pitch or take the trolley away with you between markets.
- The Market team do not have any space to accommodate the storage of trollies or similar equipment in the hall during market hours.

CYCLING, SKATING, SKATEBOARDING & RIDING SCOOTERS:

- NO cycling, skateboarding, skating, or riding of scooters is permitted within the market hall.
- Caution must be taken of pedestrians if cycling, skateboarding, skating, or riding scooters in Upper Brewery Yard at the rear of the market hall.

DOGS IN THE MARKET:

- Well-behaved dogs on leads are permitted in the Market Hall.
- Owners must clean up any “accidents” the dog might have while in the Market Hall.
- Dog waste bags, cleaning spray and a bin are located to the left of the main front entrance to the Market Hall.

BEHAVIOUR & CONDUCT:

Failure to comply with any of the following points will result in a verbal warning, then written warning followed by dismissal from the market preventing you from trading at any Monmouthshire Markets.

- Traders must not move tables or pitch locations without approval from the market team. Pitches must remain as they are marked on the floor.
- All items that are part of your pitch must stay within the designated area allocated to you.
- All items from your pitch, including displays and stock, must be removed from the market hall after the market. Any items left in the Market Hall are left at your own risk with no liability taken by MCC should these items become damaged or misplaced.
- If a table or pitch within the market is empty, we are happy for traders to expand their pitch to fill these tables. However, empty tables are only permitted to be filled from 9am and must first be authorised by the Markets team. Traders must not expand their pitches without consent from the Markets Team.
- There is no exclusivity in terms of the items on sale by traders. However, we will always endeavour not to position traders selling the same / similar items adjacent to one another whenever possible.
- Stallholders and their staff are expected to behave in a professional and socially acceptable manner at all times having regard to the interests of all traders and the market as a whole. Verbal abuse or physical aggression will not be tolerated in any circumstances towards any customer, trader or employee of the market.
- All items on sale in the market must comply with Trading Standards, Environmental Health, DEFRA and/or Licensing depending on the nature of the items on sale.
- Stallholders are responsible for keeping the immediate area around their stall free of litter and rubbish, spillages, or other hazards at all times.
- All Traders are required to carry out any reasonable request or directions given by the Market Team for the overall general operation of the Market.
- Traders must not cook on their stall except where this is part of the product line set out to the Markets Team.
- If you are unable to attend a market please ensure you give as much notice as possible (48hrs plus) and send your message through either via email to MCC - Markets Markets@monmouthshire.gov.uk or call 01873 735 811. If you are unable to get through to the team, please leave a voicemail as these are picked up regularly. Please do not pass messages of absence or attendance on to other traders to pass onto the Markets team as these messages may not reach us or can be misunderstood.

I/We understand that I/we must supply all of the documents requested on the application form when trading on Monmouthshire Council Markets before my/our application can be processed.

If my/our application is accepted, I/we agree to pay the scale of charges as specified and to observe the provisions of the licence, rules and conditions as prevailing.

By signing below, you hereby acknowledge that you have completely read and fully understand Monmouthshire Market's Trader Information and Regulations and will comply with the details as outlined.

FULL NAME

(Market Trader)

SIGNED

(Market Trader)

DATE

