

ROSS ON WYE MARKETS – STALL APPLICATION

Please read the attached information pack and complete the form below. Return form to:

Ross on Wye Town Council, The Corn Exchange, 7 High Street, Ross on Wye HR9 5HL
E-mail: clerk@rosstc-herefordshire.gov.uk

If you need help completing this application or any of the documents requested please call
01989 562373 for advice

Full Name		
Postal Address (inc postcode)		
Business/Trading Name		
Landline Telephone Number		
Mobile Telephone Number		
Email Address		
Are You New to Market Trading?	Yes	No
Type of Goods (Brief Description) Please Specify if New, used End of Line, Collectable etc		
Number of Stall Spaces Required? (Single or Double) or Specify Frontage Width		
Day/s Preferred (* delete if not applying for)	Thursday	
	Saturday	
	1st Fri of month	
Public/Product/Employee Liability Insurance Provider & Policy Number (Minimum £5 Million) (copy of policy required)		

I/We understand that I/we must supply all of the documents requested on the application form when trading on Ross on Wye Town 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.

Signed.....Dated.....

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, Ross on Wye Town 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.

NEW TRADERS INFORMATION PACK **(PRODUCE, COLD FOOD, NON FOOD)**

1. Starting Out

Casual or new traders should always make contact with Ross on Wye Town Council in the first instance (01989 562373).

A trader is unlikely to get a **regular** stall or pitch on the markets without first attending as a **casual**.

Regular traders enjoy certain privileges that casual traders do not. However, some traders prefer to operate on a casual basis indefinitely.

We will discuss the requirements of both the trader and those of Ross on Wye Town Council. Most authorities have a method of stall letting, basically the longer you attend the more chance you have of being allocated a regular stall or pitch when one becomes available. The exceptions to this are if you are selling a line of goods that might clash with another trader.

We will consider this and might place such traders as far apart as possible or the casual trader may be placed on the waiting list until such time as a stall becomes available.

Market Trading is an exciting career where you will meet an array of diverse people, be your own boss and provide value for money products to the public, enjoying the fresh air and adding to the vibrancy of the street scene.

2. Deciding What to Sell

The type of goods can determine how quickly you might become a regular trader. We are happy to advise which lines already exist, thus allowing new traders some guidance in their choice of goods.

3. Market Times

Thursday	Ross-on-Wye	8.00 am till 4.00pm
Saturday	Ross-on-Wye	8.00 am till 4.00pm

4. Do You Need a Stall?

You might need to purchase a stall, tables or other accessories. Useful sites include <http://www.marketholdings-store.co.uk/index.html> or <http://www.customcanopies.co.uk> Tables are also available for hire at a cost of £2.00 each per visit.

5. Public Liability & Trade Goods Insurance

All traders must be covered by insurance for Public Liability. Current valid insurance certificates should always be carried by traders, for inspection by the Town Council staff.

Ross on Wye Town Council requires traders to indemnify the Council from and against all claims, demands, proceedings, damages, costs, charges and expenses.

The **minimum** amount of public liability insurance should be for **£5,000,000 (5 million)**.

Insurance cover of this type can be obtained via membership of The National Market Traders Federation www.nmtf.co.uk Membership of this organisation is not compulsory. Alternatively, independent specialist insurance advice can be found at <http://www.gmisl.co.uk/site> or <http://www.marketline.co.uk> also see LRO Insurance on 0870 142 0871 they offer 'starter' rates from £40 per annum.

6. Accounts & VAT

All income needs to be accounted for. You may find it necessary to register for VAT dependent on turnover, to be paid to HM Revenue and Customs. See <http://www.hmrc.gov.uk/vat/start/register/when-to-register.htm> or <http://www.hmrc.gov.uk/sa/register.htm> for further information.

You will of course be able to reclaim the VAT you have paid on your purchases. You will also, after the first year's trading, be required to submit accounts to the Inland Revenue, see <http://www.hmrc.gov.uk/selfemployed> for more details.

7. Legal Obligations

A market trader must also be aware of other statutory legislation applicable to him or her. As a self employed person a trader is required to register and pay National Insurance contributions, see <http://www.hmrc.gov.uk/ni/index.htm>

8. Food Safety

Food retailers should familiarise themselves with current practices and procedures and legislation regarding food preparation, especially in relation to labelling and packaging etc.

Please refer to <https://www.herefordshire.gov.uk/environmental-protection/environmental-health/business-food-safety-inspections> and read the points below:

1. **Registration of Food Premises – you must be registered with the local authority where your business is based i.e where you produce, store or prepare the food, or where you store a vehicle/unit**
2. Correct transportation of food
3. Provision of hand washing facilities where appropriate
4. Correct storage and display of food
5. Temperature control
6. Design and cleanliness of stall/unit
7. Personal hygiene
8. Waste storage
9. Food Hygiene training as appropriate

For further information and advice please contact Environmental Health on 01432 261761 or visit www.herefordshire.gov.uk and search for 'food safety'.

9. Customer Returns

If an article is brought back that is faulty or damaged or not fit for the purpose for which it was sold, then the trader must rectify the matter either by exchanging the goods, giving a credit note or a full cash refund, but remember whatever method is used it is the **customer's choice**.

Often goods may be returned that are not faulty but the customer has found out it was not really what they wanted, or in the case of clothing, it does not quite fit. In this case **there is no obligation** to make the matter right, but if you feel the reason is genuine, then in the long term it might be better to offer an exchange or refund. You may lose a sale but you have built some goodwill, and the customer will most likely return again.

10. Trade Descriptions

1. All items on sale must be clearly priced.
2. Items that are legally required to be sold by weight eg. cheese, meat, most fruit and vegetables must have a metric unit price (price per kg) displayed, whether sold pre-packed or loose. If pre-packed the goods must also be marked with the weight and selling price of the pack.
3. All weighing scales used for determining the selling price of goods must be stamped.
4. No signs or notices should be displayed that attempt to restrict a consumer's statutory rights.

5. A consumer's statutory rights are that goods must be of reasonable quality, fit for purpose and as described.
6. Food offered for sale must comply with statutory labelling requirements and compositional standards.

These conditions are in no way intended to be a comprehensive summary of all relevant legal requirements

Further and more detailed advice for traders is available at www.herefordshire.gov.uk Click on Business, then Trading Standards and the Business Advice link. Alternatively, please contact business advice on 01432 261987.

Useful Services: Accepting Credit Cards, examples of providers:

MobilePOS

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