



Thank you for your enquiry regarding the Swaffham Saturday Market.

There are 3 key types of traders welcome on the Market:

Casual Trader

- Casual trading allows traders to trade ad hoc when they wish.
- They may be required to provide copies of all necessary certificates each time they wish to trade.
- A daily rate is applicable - **£18.00 for the first 10 feet, £1 per foot thereafter.**
- Payment by card can be arranged with the office in advance however are non-refundable if a trader does not show and trade.
- Registered Charities are offered a free stall, once every 3 months up to a maximum of 4 per year.

Regular Casual Trader

Regular Casual Trader applies to traders who may wish to trade every other week or monthly.

- Only after trading as a Casual Trader for a period of 8 weeks and with the approval of the Market Committee.
- They will not be required to produce the necessary certificates each time they trade.
- A Casual Trader daily rate is applicable - **£18.00 for the first 10 feet, £1 per foot thereafter.**
- Payment by card can be arranged with the office in advance however are non-refundable if a trader does not show and trade.

Regular Trader

A Regular Trader has an approved market licence which secures a specific market pitch and a reduced payment programme.

- Traders are required to trade on a casual or regular casual basis for a minimum of 8 weeks, before becoming eligible to apply to become a Regular Licensed Trader.
- Regular Licence requests are considered by the Market Committee at their bi-monthly meetings – Feb, April, June, Aug, Oct & Dec. The Committee will consider what you wish to sell against other stalls that currently trade on the Market, and a reply will be sent to you with the decision made.
- Invoices are issued 1st monthly; payments must be received by 15th monthly.
- Late payment may adversely affect any discounts and could result in administration fees being applied should reminders be required.
- A licence bond of one month's rent is required, held separately, and refunded on cancellation of the licence subject to completion of the notice period, and that there are no arrears or on-going dispute.

General

- All Traders are required to complete a Trader Application
- Copies of all relevant certificates are required before trading, and these will be inspected regularly.
- Trading is from 7.30am–2.30pm (2.00pm during the winter months).
- Unless the market is cancelled due to incident or severe weather conditions traders should not pack up prior to the specified finishing times.
- Traders who are aware that they will not be able to attend a particular market due to ill health, or permitted holiday, **must** make every effort to let the Market Superintendent know with as much notice as possible.

If you have any further queries, please do not hesitate to contact the office.



SWAFFHAM TOWN COUNCIL

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www.swaffhamtowncouncil.gov.uk



Swaffham Market – Trader Application

Company Name:			
Proprietor:			
Address:			
Email:			
Telephone No:		Mobile:	
Twitter profile:	@	Facebook profile:	
Please detail the commodities you wish to sell.			
Pitch size required: Selling Front Metres (.....Feet) DepthMetres (.....Feet)			
Table ☐ Gazebo ☐ other ☐			
I will be selling alcohol ☐ Yes ☐ No			
I will be operating a low decibel generator: ☐ Yes ☐ No			
Please list any other markets you currently trade on			
Swaffham Town Council may carry out a credit check, as and when required.			
Copies of relevant certificates are required before trading and will be inspected annually thereafter.			
• Public Liability Insurance Certificate is required before trading. • Food Hygiene & Food Rating certificates • Alcohol Licence			
I hereby make application for a Market Pitch on Swaffham Market			
Date / / Signature			
Completed application form to be sent to: Leanne Jarrett deputyclerk@swaffhamtowncouncil.gov.uk and Ian Cross market@swaffhamtowncouncil.gov.uk for further information please call: 01760 726501 or 07776 507653			
This application does not imply the offer of a site or guarantee that a site will be provided, neither does it in any way commit the applicant to accept any site that may be offered.			
Traders are advised that there may be a 'Waiting List' of applicants			