

# TRADERS PACK

## Welcome!

Thank you for your interest in Barnstaple's historic Pannier Market.

Set on Barnstaple's bustling High Street, the market is one of the town's biggest tourist attractions as well as having the support of many loyal local customers.

Open six days a week, all year round, the market is an ideal venue for small traders just starting out, or more established businesses looking for an additional retail outlet.

On Sundays the market can be hired out for commercial or charity events, and already plays host to the annual North Devon Food Fest and the Motor Show.

In this pack you will find all the relevant information and forms you need to start trading.

We wish you the best of luck in your new venture!

## How to apply

Choose which day of the week best fits your business and how much space you would ideally like. There is a list of charges included in this pack. Then complete the application form (also in this pack) and return it to:

Barnstaple Pannier Market  
Butchers Row, Barnstaple EX31 1SY

Alternatively you can fill in a form online on our website [www.northdevon.gov.uk](http://www.northdevon.gov.uk) (search for pannier market).

If you need help filling in your form, or have any questions, please call us on 01271 379084.

## Market days

### General markets

Tuesday, Friday and Saturday – OPEN ALL YEAR

Fresh local produce, plants, flowers, clothing, footwear, books, bric-a-brac – basically anything goes!

### Craft and general markets

Mondays – APRIL TO CHRISTMAS

Thursdays – OPEN ALL YEAR

A variety of stalls, ranging from general goods to quality local crafts.

### Antiques, collectables and books

Wednesdays – ALL YEAR

A specialist market for antiques, collectables and books.

## Opening times

The market is open to the public from 9am – 4pm. Traders have access to set up from 6am and are asked to occupy their stalls until 3pm at the earliest. Traders are required to be set up by 9am.



## Support for traders

The market team has an office on the first floor of the market so they are always on hand if you have a problem. There is also a market trader committee, which meets with the market team once a month. There is a committee representative from each trading day, so there is always a committee member around to talk to.

### Market team:

Simon Curry	Market Manager
Philippa West	Market Administrator
John Fisher	Assistant Market Officer

Phone: 01271 379084      email: [pannier.market@northdevon.gov.uk](mailto:pannier.market@northdevon.gov.uk)  
Fax: 01271 372759

### Market trader committee:

Tuesday	Carolyn Read (bags)
Wednesday	Penny Norman
Thursday	Barry Tapscott
Friday	Peter Hames
Saturday	Shelly Neale

## Public liability insurance

All traders are required to hold appropriate public liability insurance and proof of this is required to be shown before you can start trading.

If you don't already hold such insurance it can be obtained from one of the following:

### Combined Market Traders Insurance Association

Phone: 0208 554 5273 or 0208 500 8489  
Email: [cmtia@btinternet.com](mailto:cmtia@btinternet.com)  
Web: [www.cmtia.co.uk](http://www.cmtia.co.uk)

### National Market Traders Federation

Phone: 01226 749021 (select option two for membership department)  
Email: [genoffice@nmtf.co.uk](mailto:genoffice@nmtf.co.uk)  
Web: [www.nmtf.co.uk](http://www.nmtf.co.uk)

### Marketline

Phone: 02076182929  
Email: [enquiries@marketline.co.uk](mailto:enquiries@marketline.co.uk)  
Web: [www.marketline.co.uk](http://www.marketline.co.uk)

Please note: Barnstaple Pannier Market does not endorse any of these organisations. These details are supplied for your information only.

## **Charges** (VAT exempt)

### **DAILY CHARGE 2021/22**

#### **Each Day Per Day**

One table	£7.50
Three tables	£13.00
Per day per bay (12 tables)	£33.00
Per day per half bay (6 tables)	£17.00

Payment to be made on a daily basis in cash (or by cheque for regular traders).

#### Electricity

All traders requiring access to electricity will be required to pay an additional £2.00 per day socket fee.

Please ensure that you inform a member of staff when you take up your stall and arrangements will be made to unlock your supply.

## Application for licence to use stall(s) for sale of goods

Please complete this form in full and return it to  
Barnstaple Pannier Market, Butchers Row, Barnstaple EX31 1SY

### Application details

Mr/Mrs/Miss/Ms (please circle)

Surname:

Forename:

Address:

Telephone:

Email:

Description of goods to be sold:

(only items listed will be permitted to be offered for sale – any variations must be approved with the market manager)

**Days required** (please tick):

Monday ☐

Tuesday ☐

Wednesday ☐

Thursday ☐

Friday ☐

Saturday ☐

**Space required** (please tick):

Bay size required (please tick):	Full bay	<input type="checkbox"/>	(12 tables)
	Half bay	<input type="checkbox"/>	(6 tables)
Number of spaces (tables) required:	One table	<input type="checkbox"/>	
	Three tables	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	(Please specify)

Are you eligible to work in the UK? YES / NO (Please delete as applicable)

Licence Conditions: are available to view at  
<http://www.northdevon.gov.uk/media/337287/pannier-market-licence-conditions.pdf>  
 or can be obtained from the market office

**Public liability:**

To trade at this market you will require public liability insurance to £5,000,000 please provide a photocopy of original policy details for our records with this application. A NMTF trading card will be acceptable.

In addition we are required by law to see either a passport or drivers licence and a utility bill. Photocopies will not be accepted.

I have read and understood the Market Licence Conditions and agree to take a licence on those conditions. (Please tick) ☐

I declare that to the best of my knowledge, the information given on this application is true (Please Tick) ☐

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The Pannier Market office must be notified immediately of any changes in circumstances**

**Data Protection:**

This information is being collected for the purpose of issuing a Pannier Market Licence and may be used for the wider purpose of the administration and records. When you complete this application form you are providing your consent for the council to hold and use your personal information for this purpose.

The information you provide may be disclosed to other local government departments and other agencies. This information may also be used to support the National Fraud Initiative.

## FAQs

1. Do I need to bring my own tables or are they supplied  
**Tables are supplied and are approximately 4'x3'**
2. How and when do I pay for my stall?  
**Rents are collected on the day for all casual traders between 12 noon and 1pm approx. (cash only please)**
3. What time should I arrive at the Market to set up?  
**The market staff are in attendance from 6.30am and you are free to come and set up anytime after that. For most traders arriving between 7.30 and 8.00am should give you adequate time to set up. All traders must be set up and trading by 9.30.**
4. Where will my pitch be?  
**It is not possible for us to give you an exact location for your stall in advance as we often have to adapt to last minute cancellations.**
5. How long do I get to unload/load on Butchers Row?  
**Loading and unloading as well as parking on Butchers Row is patrolled by the Traffic Wardens and is outside our jurisdiction. There are parking badges available from the market office which can be used to identify your vehicle as carrying on legitimate market business within peak loading/unloading times – if you require one please give your vehicle registration to the office staff – please note this is NOT a parking pass and you can still be ticketed if the wardens consider it appropriate.**
6. Where do I park once I have unloaded?  
**There are several Car Parks in the vicinity of the market but these vary in price, distance and suitability depending on your vehicle type.**
7. Is there electricity available?  
**There is electricity available at all stalls. Please note that all electrical items used must be PAT checked for safety and it is your own responsibility to comply with this.**
8. What should I do if I am unable to attend the market?  
**If you know in advance that you will not be able to attend please let a member of the office staff know at the earliest possible opportunity and we will put it in our diary. If you are unable to attend at short notice (due to illness or emergency) please phone the Market office as soon as you are able – there is a 24 hour answering service – and leave a message. Please do not email at short notice as this will not be picked up by our table staff.**