

**Saxmundham Monthly Markets
Registration Form and Regulations**



**Welcome to Saxmundham's monthly markets
held in our market town on the second Saturday of each month
between April and December in indoor and outdoor town centre
locations.**

Please complete the Registration Form, complete which dates you would like to attend, read and sign the Market Regulations, and return a copy of the entire document to bookings@saxmundham-tc.gov.uk, together with evidence of your public liability insurance cover.

Registration Form

Contact Details:

Name:	
Address:	
Email:	
Telephone:	

Stall/Business Details:

Business Name:	
Description of Goods:	
Size of Stall:	
Indoor or Outdoor:	

Public Liability Insurance

Provider:	
Start and End Date:	
Policy Number:	

Market Dates

Date(s) of Outdoor Markets in Fromus Square (please tick):

12 th April 2025		9 th August 2025	
10 th May 2025		13 th September 2025	
14 th June 2025		11 th October 2025	
12 th July 2025		8 th November 2025	

Date(s) of Indoor Craft Markets in Market Hall (please tick):

12 th April 2025		13 th September 2025	
14 th June 2025		November/December 2025 – Christmas Fayre Event (TBC)	

Special Events – Outdoor Markets (please tick):

9 th August – Saxmundham Community Festival Market		November/December 2025 – Christmas Fayre Event (TBC)	
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Market Regulations

These regulations have been prepared to assist with the effective operation and administration of monthly markets and events in Saxmundham.

Markets Policy

1. Saxmundham Town Council ('the Town Council') promotes a policy of providing the best possible variety of stalls at any time and does not follow a 'first come, first served' approach.
2. The right to place and use a stall on the market ('Stallage Rights') is granted by the Town Council subject to the observance of the following regulations by the person to whom that right is granted ('the Trader').
3. The Town Council retains absolute discretion as to the particular site allocated to the Trader on any market day ('Stallage Site')
4. The Town Council does not guarantee that there will not be other Traders selling the same or similar goods.
5. The Trader is not permitted to sub-let or assign their Stallage Rights to any other party.
6. All Traders must complete a registration form before commencing to trade at the market and any changes to the information provided must be submitted to the Town Council in writing.
7. All Traders will be supplied with a copy of these regulations governing the market which must be signed and returned to the Town Council prior to commencing to trade at the market.
8. Traders who breach these regulations will be informed in writing of the reason(s) why and warned that further breaches may result in the refusal of Stallage Rights. On the occasion of a third written warning, the Town Council reserves the right to refuse Stallage Rights to that Trader without further notice.
9. If the Trader contravenes any of these regulations, they may be liable to forfeit Stallage Rights.
10. The Town Council reserves the right to alter these regulations from time to time in which event notice of changes will be given to the Trader.

Stallage Charges

11. Stallage Charges will be determined by the Town Council and, upon giving one month of notice to the Trader, may be altered from time to time.
12. Stallage Charges shall apply in normal circumstances from 1st April to 31st March each year.
13. Stallage Charges from 1st April 2024 are appended to these regulations.
14. Traders must pre-pay for their stall through the Town Council's ticketing system managed by Eventbrite.
15. Should the Trader be unable to attend for any reason they must contact the Town Council as soon as possible. No refund of Stallage Charges will be granted unless seven days' notice before a booked market is given.
16. Other Traders, such as start-up businesses, charitable organisations, community interest initiatives, environmental awareness, prevention of crime and disorder, local schools, or public engagement by local authorities may be permitted to trade as part of the market on terms agreed by the Town Council which may vary from these regulations.

Trading Conditions

17. The Trader must confine their goods and equipment to the site and frontage allocated. All pathways within the market reserved by the Town Council for the use of pedestrians must be kept free from obstruction. No goods or receptacles shall be placed or allowed to project beyond the limits of the site or onto the designated pathways or highway.
18. The Trader's stall and its awnings must meet the standards of safety and appearance required by the Town Council.
19. All items for sale must be clearly and accessibly placed on racks, tables, or other suitable displays. It is not permitted to place items in stacks or piles on the ground.
20. All items for sale should be in a presentable, clean and functional condition.
21. Tables and chairs shall be provided to Traders operating from indoor stalls only. It is preferable for outdoor stalls to be housed in a gazebo or purpose-built vehicle.
22. The provision of electricity is currently only available through special prior arrangement. Cable covers should be used on any trailing cables to prevent trip hazards.
23. Only those commodities contained in the registration form are to be sold. Any disputes concerning the commodities being sold will be determined by the Town Council and any goods found not to be permitted for sale must be removed from display immediately.
24. In the event of high winds and adverse weather conditions, the Town Council reserves the right to cancel the holding of the market in order to minimise the risk of hazards and injury. Traders should also take cognisance of their public liability insurance, which generally precludes the erection of gazebos/stalls where gusts exceed 30mph.
25. Traders are responsible for ensuring that they conduct their businesses in such a manner as to minimise the risk of fire. The use of generators is forbidden without the prior consent of the Town Council.
26. All gas appliances must have current gas certification and all gas bottles must be contained. The use of gas is forbidden without the prior consent of the Town Council.
27. The Trader is responsible for the erection and dismantling of their stall and in doing so must have regard to the needs and safety of other persons on the market.
28. No goods or services of a political, religious or counterfeit nature will be permitted.
29. Stalls and equipment should be stable and weighted sufficiently for safety purposes.
30. There is currently no access to water or waste drainage or refuse disposal.

Motor Vehicles

31. All unloading of goods from vehicles by the Trader, their employees and agents shall cease no later than 15 minutes before the market commences. All Trader motor vehicles shall be removed from the Stallage Site immediately after this.
32. No motor vehicles, other than a mobile unit used as a stall, or permitted vehicles displaying a permit issued by the Town Council, shall be parked on the market during trading hours, except in exceptional weather conditions, where the retention of a vehicle is necessary for the safety and protection of the stall and trader and only with agreement of the Town Council.

Market Hours

33. Regular market hours are 9:00am – 3:00pm. Traders are permitted to set up indoor and outdoor stalls from 7:30am.
34. If a Trader fails to claim the site by 9:30 am on any market day the Town Council shall have the right to allocate the Stallage Site for that day to any other Trader.
35. Event hours will be specified on Eventbrite and the Town Council will advise specific set up times to Traders by email.
36. In the event of unavoidable delay, vehicle breakdown, or other reasonable cause, the Town Council may reserve particular Stallage Sites, at their discretion, provided that contact is made with the Town Council prior to the commencement of the market.
37. Stalls shall not be removed from the market during stated trading hours. In exceptional circumstances Traders may pack up and remove their stall no less than one hour before the close of the market or event, however no motor vehicles will be permitted on the Stallage Site.

Public Liability Insurance

38. The Trader shall indemnify and keep the Town Council from and against all costs, claims and demands in respect of bodily injury to, or illness or disease of third parties, and loss or damage to third parties, and loss or damage to a third-party property arising from the occupation and use of the site and shall affect a public liability insurance policy to cover the risks mentioned. Such policy to be affected with an insurance company approved by the Town Council in a sum of at least £5,000,000 in respect of any one occurrence. Evidence of such insurance cover shall be produced to the Town Council annually and in every case before a new Trader is granted Stallage Rights.

Conduct of Traders

39. The Trader shall keep the site occupied in a clean and tidy condition. No refuse or litter shall be deposited by the Trader, their employees or agents.
40. In order to comply with food premises regulations, all traders with food stalls must be able to provide proof of registration with the local authority where their vehicle/stall is normally kept and have a minimum Food Hygiene Rating score of three. All food hygiene and labelling laws should be strictly adhered to.
41. Traders, their agents and employees paid or unpaid, are required to conduct themselves, whilst attending the markets, in an orderly manner and not use their trading positions so as to cause annoyance, inconvenience or concern to any others.
42. Traders must comply with all relevant employment and health and safety legislation.
43. The Trader shall not conduct Dutch Auctions or adopt similar methods of trading.
44. The Trader shall not offer for sale any goods, which by reason of size, smell, noise, condition or any other cause are, in the opinion of the Town Council, objectionable. The Trader, on their being so requested by the Town Council, is required to immediately remove these items from display and shall not sell any.
45. The Trader shall comply with any and all instructions given by the Town Council.

Promotion

46. The Town Council commits to promote and encourage footfall at the monthly markets and events.
47. Traders can support the markets by carrying out their own marketing and by sharing the Town Council's posts and posters within local communities.

48. The latest media pack is available on request from community@saxmundham-tc.gov.uk.

Markets Privacy Notice

When you apply to have a stall at the Town Council's market the information you provide will be processed and stored so that it is possible to contact you, respond to your correspondence, and provide information relating to your participation in the market. Your personal information will not be shared or provided to any other third party.

The Town Councils Right to Process Information

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

Information Security

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purpose it was collected and only for as long as is necessary. After which it will be deleted.

Your Rights Access to Information

You have the right to request access to the information we hold on you.

Information Correction

If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate.

Deletion

You may request the Town Council to delete the information we hold about you when you no longer require a stall at Saxmundham market.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected, you may object:

Rights Related to Automated Decision Making and Profiling

The Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Town Clerk by contacting townclerk@saxmundham-tc.gov.uk.

Stallage Charges

Charges are per 1.8-metre indoor table or 3 metre x 3 metre outdoor gazebo.

Stalls exceeding these dimensions will be subject to multiple Stallage Charges.

Monthly Markets

12 th April 2025	£15	9 th August 2025	£15
10 th May 2025	£15	13 th September 2025	£15
14 th June 2025	£15	11 th October 2025	£15
12 th July 2025	£15	8 th November 2025	£15

Special Events

	Indoor	Outdoor
9 th August 2025 – Saxmundham Community Festival	N/A	£15
Christmas Event (Date TBC)	£20	£30

Signature and Date of Trader:

Signature and Date of Town Clerk:

Saxmundham Town Council
The Town House, Station Approach, Saxmundham, IP17 1BW
townclerk@saxmundham-tc.gov.uk community@saxmundham-tc.gov.uk
01728 604595 and 07483 304651

Saxmundham Town Council is the Market Authority having aquired the Market Rights from Suffolk Coastal District Council (now East Suffolk Council) on 1st November 2011.

Saxmundham was granted a Market Charter on 9th July 1272.

Annual Review: July 2024
Minute Ref: