



## CHATSWORTH ROAD MARKET STALLHOLDER INFORMATION (Oct14)

CRTRA organise and promote the market with the council - London Borough of Hackney (LBH). LBH deliver it from a legislative point of view as the market takes place on a public highway.

### Trading dates and time

The market takes place every Sunday between 11am and 4pm.

### Practicalities

If you would like to trade, please fill in the form on our website. Please note that everyone needs to fill in the application form online. This will automatically add you to the waiting list and we will contact you when we have space.

Please note the following:

- There are currently only spaces to trade in the metal framed traditional market stalls which measure 8ft x 6ft or 2.4m x 1.8m. This means that should you have your own gazebo (or need one from us), we cannot accommodate you right now.
- We are not looking for any more street food traders or cake sellers at this time.
- Electricity is not provided (and we are out of options with shops) so you should try and trade with gas.
- Alcohol cannot be sold on the street so we can't progress any applications for craft beer, wine, cocktails etc.
- We don't have any space for vehicles eg: food van on the street (unless it fits under a gazebo).
- One off stalls are not available and you must be able to trade regularly (weekly ideally).
- Commodities should be different to those already on the street or offer something different eg. an application to sell crepes will not be considered as we have a creperie, same applies to pizza, coffee etc.

If any of the above points impact you (aside from commodities) then you are still welcome to apply and be added to the waiting list for when we expand or people leave. If you are receiving benefits and live locally, consider applying for our Kick Start programme. More info at <http://www.chatsworthroade5.co.uk/market/kickstarter/>.

There is more information on LBH's website <http://www.hackney.gov.uk/markets.htm>. If you are already licenced by LBH (ie. you trade at another council regulated market in Hackney such as Ridley Road or Broadway) you will still need to be added to the waiting list.

We have included guidance on prices below.

What you need	Estimated cost
Market trading licence	£30 for six months from LBH
Food Hygiene Certificate	No charge but involves an inspection by LBH
Public Liability Insurance*	£50+ for 12 months ( <i>guide price only</i> )
<b>Weekly fees</b> (£20 - £60 per week)	
Stall hire (from CRTRA)	£25 (1 stall), £40 (2 stalls), £60 (3 stalls) per market paid in advance into our bank account
CRTRA voluntary contribution to support running costs and promotion of market	£10 - £20 per market to those bringing their own stalls (depending on space used)
Pitch fee (to LBH) in addition to stall hire fee or CRTRA contribution	£15 per pitch paid to LBH on market day (by debit/credit card) (depending on space used)
<b>Weekly total (one stall)</b>	<b>£40</b>



## CRTRA terms of trading

### Deposit

Stallholders are required to make a deposit within three weeks of starting at the market (ie. after you have traded twice). Deposit amount is £50. The deposit is held and used in the event of late cancellation. If it is used in lieu of payment you will need to top up the deposit before you can trade again. The deposit is refunded if traders leave (and no money is owed)

### Cancellation

- We assume stallholders are trading every week unless we are notified in writing (by email to [stallholders@chatsworthroade5.co.uk](mailto:stallholders@chatsworthroade5.co.uk)) by 8pm on Tuesday for the following Sunday market.
- If cancellation is received by 8pm on Tuesday this does not impact deposits. For cancellations after 8pm Tuesday, the stallholder is charged their regular fee for that week – this must be paid before trading again or the deposit topped up.

### Prepayment of weekly CRTRA fees

Stallholder fees must be paid in advance of trading at the market and by the Wednesday before your next trading date. The best way of doing this is to set-up a Standing Order for a fixed sum for a period of time eg. weekly or monthly. If you would prefer to pay each week, you will need to arrange the transfer via your bank. Please factor in that if your bank doesn't use the Faster Payments system it can take three days for payments to reach us.

### Additional terms

- Ideally, all stallholders should have an assistant listed on their licence to lessen the chance of cancellation due to the main stallholder being away – this will be particularly important during the summer months.
- Payment does not guarantee the same pitch every week but we will endeavour to keep you in a similar position.
- All stallholders should be at their stall by 1030am to start trading at 11am. Where a stallholder is not present by 1030am (without prior notice) CRTRA / LBH reserve the right to allocate their space to another trader and issue a warning.
- Stalls should not be packed up before 4pm without prior agreement with CRTRA or LBH

*This is an overview of our terms and a copy of the policy is supplied on joining the market. It is at CRTRA's discretion as to when we vary these terms for individual traders.*

### More info

Contact us at [info@chatsworthroade5.co.uk](mailto:info@chatsworthroade5.co.uk) with any additional questions. Most weeks we have an information stall at the market.

Info about market trader insurance available on the Combined Market Traders Insurance Association's website (<http://www.cmtia.co.uk>) but the insurance is available from a number of providers.

More general information about becoming a market trader on <http://marketstartup.co.uk> (This has no connection to CRTRA or LBH).