

Development Department

Markets Service

Markets Office
34 George Street
Leeds LS2 7HY

Tel: 0113 214 5162
Fax: 0113 214 5177
email: markets@leeds.gov.uk

1 April 2010

Dear Sir/Madam

CASUAL TRADER – LEEDS OPEN MARKET

Thank you for your interest in obtaining a market stall in Leeds Open Market.

The enclosed package contains all the information you are likely to need but if you have any concerns or require clarification on the information provided please do not hesitate to contact a Market Officer on the above telephone number.

Please check that your package is complete and contains the following documentation/information.

- 1. Casual Trader Information**
- 2. Casual Traders Terms and Conditions**
- 3. Requirements of the Asylum and Immigration Act 1996**
- 4. Outdoor Market Letting Procedure for Casual Traders**
- 5. Open Market Stall Application Form**
- 6. Market Trader Information**
- 7. Outdoor Market Letting Procedure for Regular Traders**
- 8. Application form for advertised vacant stalls (regular & casual traders)**

Yours faithfully

Parveen Ahmad

Commercial Development Manager

LEEDS OPEN MARKET CASUAL TRADER INFORMATION

The Market office is situated at 34 George Street, Leeds LS2 7HY.

Switchboard number 0113 2145162.

Opening hours are 8.00 am to 5.00 pm

To register as a casual trader in the Information Centre between 8.00 am and 8.30 you will require:

- ◆ **A form of identification which shows eligibility to work in the UK e.g. Passport. See attached advice.**
- ◆ **Proof of address e.g Bank statement, recent utility bill or driving licence**
- ◆ **Completed Open Market Stall Application Form.**
- ◆ **Public Liability Insurance Certificate for single claims up to £1,000,000 (More information can be obtained from the National Market Traders Federation on 01226 749021 or from an Insurance Broker)**
- ◆ **A debit / credit card which is the only accepted form of payment (15p will be levied for the card payment)**

Vacant stalls are allocated at around 9.00 am.

Day	Type of Market	Core Opening Hours	Daily Tolls			
			Zone A		Zone B	
			1 Jan - 30 Sept	1 Oct – 31 Dec	1 Jan – 30 Sept	1 Oct – 31 Dec
Monday	Second hand clothes market	9.00 – 4.30	£15.30	£17.30	£13.90	£15.90
Tuesday	General Market	9.00 – 4.30	£18.25	£20.25	£17.65	£19.65
Wednesday	Closed					
Thursday	Fleamarket	9.00 – 4.30	£25.25	£27.25	£24.25	£26.25
Friday	General Market	9.00 – 4.30	£16.75	£18.75	£15.70	£17.70
Saturday	General Market	9.00 – 5.00	£26.80	£28.80	£25.45	£27.45

Vehicular Movement

Casual traders are not allowed to bring their vehicles onto the Market until they have been allocated a stall. After this time they will be checked to ensure compliance with the regulations below. Any vehicles not complying will not be permitted back onto the market until defects are rectified.

All vehicles must access the Open Market via the George Street entrance and exit via New York Street by 9.30 a.m.

When any trader's vehicle is moving within the Market area that vehicle must:

- Be driven at a 'dead slow' speed i.e. walking pace
- Use dipped headlights
- Be equipped with an audible reversing warning

CASUAL TRADER TERMS AND CONDITIONS

1. Traders are expected to keep open the stall for trade until 4.30pm on Monday, Tuesday, Thursday and Friday and until 5.00pm on Saturday.

2. To trade in a quiet and orderly manner and not to cause any nuisance or annoyance.
3. To ensure no vehicle is used to transport goods to and from the stall(s) between 9.30am to 4.30pm, Monday, Tuesday, Thursday, Friday and 9.30am to 5.00pm Saturday.
4. Not to hang and place goods beyond the outer edge of dark coloured paving blocks of allocated stall(s).
5. Not to keep any dog or other animal at the stall.
6. To load and unload goods quickly having regard to other stall users, by not blocking aisles, for instance.
7. To keep the stall and surrounding area clean and litter free and to only dispose of refuse generated during trading.
8. Any casual trader who cannot be allocated a stall due to selling goods which would fall within trade protection guidelines, will be by-passed on the list irrespective of their position on the list as otherwise determined by the number of attendance marks obtained. When stalls have been allocated, any remaining stalls will be offered to those by-passed on the list in order of attendance.
9. The block protection system will not be applied to Fruit and Vegetables or second-hand traders (who will continue to occupy stalls on specific days established for the purpose of specialised trading e.g. Thursday fleamarket and Monday second-hand clothing, bedding and curtains).
10. Any casual trader who having been offered a stall refuses the allocation will not receive an attendance mark for that day.
11. All casual traders who have attended the market but who have not been allocated a stall due to the Market being full will receive an attendance mark.
12. After an unauthorised absence of three consecutive weeks on any given market day a casual trader will be deleted from the casual list. Further attendance will be as a new casual.
13. Casual traders may be allocated more than one stall providing that there are sufficient stalls available to ensure that all casual traders receive stall allocation. This is at the discretion of the allocating Inspector.
14. A casual trader who requests two stalls selling different lines will have to complete two casual application forms and their name will then be placed on the appropriate list twice (it may be that one name appears on the priority list and the other on the second list). If there is a request for the two stalls to be together, consideration may be given, but no special treatment will be afforded.

REQUIREMENTS OF THE ASYLUM AND IMMIGRATION ACT 1996

So that the Authority complies with the requirements of the Asylum and Immigration Act, applicants for stalls will be required to produce one of a statutory list of documents in order to confirm their ability to work in the UK.

The documents that may be used are listed below:

United Kingdom passport **or** European Economic Area passport **or** National Identity Card **or** United Kingdom residence permit.

First Alternative

An official document showing the applicant's National Insurance number;

PLUS one of the following:

A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland; **or**

A letter from the Home office; **or**

An Immigration Status document endorsed by the Home Office.

Second Alternative

A Work Permit

PLUS one of the following:

An endorsed passport; **or**

A letter from the Home Office.

The original document will be returned as soon as it has been seen and recorded.

The Markets Service must also advise that you ensure any staff that may be employed at stalls comply with this legislation.

Markets Service
34 George Street
Leeds LS2 7HY

Contact: James Peart
Tel: 0113 2145162

1 April 2010

Dear Sir/Madam

WARNING RE UNAUTHORIZED STALL ADDITIONS

Markets service staff have twice narrowly avoided serious injury due to unauthorized additions left on stalls. To prevent any recurrence of these incidents we enforce the following.

Any unauthorized use or failure to remove at the end of trading of **bars/clips/bungy ropes/string/ and tarpaulin sheets** will result in suspension from the market for initially one trading day. Should a second breach be identified the sanction will be three trading days. Any subsequent breaches will result in the revocation of the license or in the case of casual traders no further allocation at the Market. Certain uses of sheeting eg. protection from rain or stall divisions may be permitted but only if removed at the end of the trading day.

The same sanctions will also apply to anyone found using halogen lights or heaters on the open market. We have previously written to all traders advising this must stop.

Should you require further clarification contact the Senior Market Inspector or a Market Officer.

Yours faithfully

Parveen Ahmad

Commercial Development Manager

OUTDOOR MARKETS LETTINGS PROCEDURE FOR CASUAL TRADERS

Registration

1. On attending for the first time a new casual must complete a 'Casual Application Form'. Some proof of identification must be shown e.g. Driving Licence or Passport and the casual trader is required to have Public Liability Insurance for single claims up to £1,000,000. Casual traders will not be allocated a stall without Public Liability Insurance. Advice is available from the Markets Information Centre on Row J.
2. If the above information is satisfactory then the casual trader, depending on the trade, is placed on one of the two casual lists.

3. The first list called the '**priority list**' is for trades that are only represented on the Market by four or less businesses selling the same goods. Should there be more than four of the same trade then the casual shall be placed on the '**second list**'.
4. All casual traders must register between 8.00am and 8.30am at the Markets Information Centre. Should a casual trader be late for any reason then the Markets Office should be informed by telephone on 0113 2145162. Traders are reminded that lateness will not be accepted on a regular basis.
5. On a Thursday only the 'priority list' consists of second-hand goods whilst the 'second list' consists of all new goods. Allocations will be at Market management's discretion.
6. Please note **casual traders not already on the casual list will not be permitted to start trading during the two weeks prior to – Valentines Day, Mothers Day, Easter, Fathers Day, Halloween and also ten weeks prior to Christmas.**

Daily Allocation Process

1. Each time a casual trader attends the Market they receive an attendance mark. The number of marks determine their position on the casual list, i.e. the more marks gained the higher the position on the list.
2. At 8.30am an Inspector will carry out a check on the Market for any empty stalls and then return to the office. All casual traders recorded as having attended on that particular day will be allocated a stall starting from the top of the priority list and ending at the bottom of the second list.
3. To maintain trade balance on the Market a trade protection allowance gives a regular trader protection within an area of two stalls (excluding the markets square). Fruit and vegetables and second hand goods are not afforded this protection. Where possible no trader selling the same trade will be allocated a regular stall within this area although it is not possible to offer any guarantees

**LEEDS DEVELOPMENT DEPARTMENT
MARKETS SECTION
OPEN MARKET STALL APPLICATION FORM**

Please complete in **BLOCK CAPITALS** and hand to the Market Officer.

Full Name

Home Address

Date of Birth

www.leeds.gov.uk

General Enquiries 0113 222 4444

Telephone Number	Home _____	Work _____
Insurance Details	_____	
Form of Identification	_____	
Address verification	_____	
Make of Vehicle	_____	Reg No _____
Business Address	_____	
Emergency Contact	_____	
Address	_____	Tel No _____

Description of goods to be sold in detail. Please be as specific as possible.

- ◆ General headings such as clothing will not be accepted.
- ◆ All goods are subject to approval by the Market Officer.
- ◆ Goods must not be changed or added to without prior approval by the Market Officer.

Trade in Detail _____

Data will be held manually and electronically in accordance with the terms of the Data Protection Act 1998 and will be used for stall allocation purposes.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

MARKET TRADER INFORMATION

If you do not wish to complete this section please tick this box

Male Female Are you Disabled? Yes No

White British

British
 Irish
 Other specify

Mixed

White & Black Caribbean
 White & Black African
 White & Asian
 Kashmiri
 Other specify

Asian or Asian

Indian
 Pakistani
 Bangladeshi
 Other specify

Black or Black British

Caribbean
 African
 Other specify

Chinese or other ethnic groups

Chinese
 Any other specify

Predominant Trade

- Fresh Meat
- Fresh Produce
- General Foods
- Adult Clothing – Outerwear
- Adult Clothing – Underwear
- Baby and Children’s wear
- Footwear
- Soft Materials and fabrics
- Electrical and Household Hardware
- Leisure
- Services
- Bric-a-Brac

This is to certify that I have read a copy of the Terms and Conditions relating to casual traders and that I agree to abide by them.

Signed _____ **Date** _____

Date Accepted	Market Officer
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Data will be held in accordance with the Data Protection Act 1998 and will be used for allocation purposes.

OUTDOOR MARKETS LETTINGS PROCEDURE FOR REGULAR TRADERS

Regular Allocation Process

1. Any vacant stall(s) on the Open Market will be advertised for seven days in the Information Centre on Row J.
2. Application forms (included in this pack) will be available from the Information Centre on Row J and will need to be completed and returned within the seven-day notice period.
3. The stall will be available to either a casual trader or regular trader and the successful trader shall be the one, in Market management's opinion, which illustrates the best benefit to customers on the Market.

LEEDS OPEN MARKET

APPLICATION FORM FOR ADVERTISED VACANT STALLS

REGULAR AND CASUAL TRADERS

NAME OF STALLHOLDER:

ADDRESS	
**PROOF REQUIRED	

CONTACT TELEPHONE *	
E MAIL ADDRESS *	

PRESENT STALL NO/NOS	Monday	
	Tuesday	
	Thursday	
	Friday	
	Saturday	

PRESENT TRADE:

STALL/STALLS REQUESTED:	Monday	
	Tuesday	
	Thursday	
	Friday	
	Saturday	

Describe how your product will benefit the Market and its customers:-

 over

Describe how your service will benefit the Market and its customers:-

SIGNATURE:

DATE OF APPLICATION:

This form must be returned before the end of the seven day period as stated on the stall advertisement.

*** PHONE CONTACT OR E MAIL ADDRESS REQUIRED. ** PROOF OF ADDRESS REQUIRED. APPLICATION WILL NOT BE PROCESSED WITHOUT THIS INFORMATION. PLEASE NOTE APPLICANTS MAY BE SUBJECT TO A STATUS ENQUIRY CHECK.**

OFFICE USE ONLY

DATE APPLICATION RECEIVED:

RECEIVED BY:

APPROVED/REFUSED:

RATIONALE:

Data will be held manually and electronically in accordance with the terms of the Data Protection Act 1998 and will be used for stall allocation purposes. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

MARKET TRADER INFORMATION

If you do not wish to complete this section please tick this box

Male Female Are you Disabled? Yes No

**White
British**

British
Irish
Other specify

Mixed

White & Black Caribbean
White & Black African
White & Asian
Kashmiri
Other specify

Asian or Asian

Indian
Pakistani
Bangladeshi
Other specify

Black or Black British

Caribbean
African
Other specify

Chinese or other ethnic groups

Chinese
Any other specify

Predominant Trade

- Fresh Meat
- Fresh Produce
- General Foods
- Adult Clothing – Outerwear
- Adult Clothing – Underwear
- Baby and Children’s wear
- Footwear
- Soft Materials and fabrics
- Electrical and Household Hardware
- Leisure
- Services
- Bric-a-Brac

This is to certify that I have read a copy of the Terms and Conditions relating to casual traders and that I agree to abide by them.

Signed _____ **Date** _____

Date Accepted	Market Officer
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Data will be held in accordance with the Data Protection Act 1998 and will be used for allocation purposes.

Equality Monitoring Form

We want to make sure that all our services are delivered fairly. We are therefore asking you the following questions about you, so that we can make sure that our services include everyone's needs.

The information you provide will be kept confidential.

We will use your answers to pull together statistical information that the council will use to check the fairness of any services you receive. This information will only be used by Leeds City Council or shared with Education Leeds and the Housing Arms Length Management Organisations. They will only use this information for the same purposes as the Council.

You do not have to answer these questions. If you choose not to answer these questions it will not make any difference to the service you receive. By answering these questions you will help us to ensure that our services are fair and accessible to all.

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Date of Birth:

First part of Postcode (e.g. LS10)

Ethnic Origin

Please choose one section from A-E, and then tick the appropriate box to indicate your ethnic background.

<p>A White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background please write below</p> <p>-----</p>	<p>B Mixed Race</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background please write below</p> <p>-----</p>	<p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Kashmiri</p> <p><input type="checkbox"/> Any other Asian background please write below</p> <p>-----</p>
<p>D Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background please write below</p> <p>-----</p>	<p>E Other ethnic groups</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Gypsy/Traveller</p> <p><input type="checkbox"/> Any other background please write below</p> <p>-----</p>	

Do you consider yourself to be disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of Impairment <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Physical impairment, (such as using a wheelchair to get around and / or difficulty using your arms) Sensory impairment, (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment) Mental health condition, (such as depression or schizophrenia) Learning disability, (such as Downs syndrome or dyslexia) or cognitive impairment (such as autism or head-injury) Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)

Sexual Orientation: <input type="checkbox"/> Heterosexual/Straight <input type="checkbox"/> Lesbian/Gay woman <input type="checkbox"/> Gay man <input type="checkbox"/> Bisexual
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Please tick the appropriate box to describe your religion or belief: <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> No Religion <input type="checkbox"/> Other (please specify)
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