



# TRADING ON SKIPTON MARKET

## Application Guidance Notes

Thank you for your interest in trading on Skipton Market.

This information pack gives you some background into the history of the Market and how it operates. It may be different from other markets you are familiar with.

The pack also includes details of the Trader Application process, together with a Rate Card of fees payable and an Application Form.

If you have any further questions, please contact **Skipton Town Council** on **01756 700553** and ask to speak to our Markets Officer, Stefan Bodnarczuk.

### The History of the Market

Skipton Market is unique. Its history dates back to medieval times, when a royal charter granted consent to The Lord of the Honour of Skipton Castle to hold a fair on Skipton High Street. This consent still holds true today - and the current owner of Skipton Castle grants the rights to hold the market on four days each week.

The historic fairs of medieval times have long since been replaced by what we now recognise as a traditional street market, but the principles are the same - a group of traders get together on the High Street and sell their wares.

For many years, the market in Skipton was a place where animals were traded. The town's close associations with sheep is reflected in the name of the town. Skipton actually means "sheep town" - so the historic link will always remain.

On each market day, stalls are erected on the area of the High Street known as the setts. These are, in effect, cobbled areas between the formal footpaths and the main road.

From an administration point of view, the current Market is managed by Skipton Town Council as part of its Town Centre Management function.

## **Market Days and Market Operations**

Skipton Market is an outdoor market which operates every **Monday, Wednesday, Friday and Saturday** throughout the year. It is located directly on the High Street in the centre of Skipton a tourist-based market town on the edge of the beautiful Yorkshire Dales.

Skipton has excellent rail links from Leeds, Bradford and other towns in the Aire Valley. For traders it is well placed for travel from West Yorkshire, Lancashire and the North West as well as other parts of North Yorkshire.

Skipton has a high volume of tourists and visitors and Skipton Market is a regular destination for a wide range of coach operators from across the North of England and the Midlands. Many longer distance tour operators include Skipton Market as part of wider itinerary tours to the Yorkshire area.

**Traders are welcome for any or all of the four market days, but preference will always be given to those who wish to trade regularly.**

Generally, **market trading hours are from 9am to 4.30pm.**

There are occasional additional market days, particularly on the approach to Christmas. Preference is given to regular traders.

Market stalls and pitches are located on a cobbled area between the main road and the footpaths. The Market forms an integral part of the Town Centre shopping experience in Skipton with market stalls operating directly alongside shops lining the main High Street.

The Market Authority, under the provisions of the Food Act 1984, is Skipton Town Council who administer the Market on behalf of Skipton Castle, the owners of the Market Charter. The Town Council is an active member of NABMA the National Association of British Market Authorities.

## **Market Pitches**

- Market pitches are subject to availability and vary in size. Pitches run along the full length of both sides of the High Street.
- Traders must bring and erect/dismantle their own stall structure on each market day. Structures must be safe and secured against inclement weather, wind, etc.
- Some pitches are fully controlled by the Council, others are owned by a third party but managed by the Council. Payment arrangements may vary depending

on the type of pitch. The Council will be able to advise on the types of pitch currently available.

- In cases where the pitch is controlled by a third party, the trader will need permission from the land owner in addition to the consent of the Council. The Council will assist the trader in obtaining that permission.
- A consent fee is payable to the Council and is dependent upon the size of the pitch. A further fee may be payable to the landowner, where pitches are controlled by a third party.

### **Product Lines**

Skipton Market has a policy of maintaining a wide range of trading lines to ensure that the Market is as attractive as possible for our visitors – and to ensure that traders have the best possible chance of running a successful stall.

Preference will always be given to trading lines not currently represented on the Market.

A waiting list will be maintained whenever the maximum quota for any given trading line is reached.

### **Equal Opportunities Policy**

Skipton Market operates a policy of equal opportunity and welcomes applications from established traders, those with other retail experience – or, indeed, those with no market trading experience at all.

Applications are welcomed from all sections of the Community.

The Council will wish to ensure that all prospective traders, regardless of experience, are able to comply with all relevant legislation. Advice will be given where appropriate.

### **Casual Trading**

Whilst the Council has a preference for longer-term, regular traders, there may be the opportunity for casual trading – and the Council welcomes applications from traders who would be interested in trading occasionally on the Market, in particular those who could do so at short notice.

The Council maintains a list of casual traders who can be contacted where short-term vacancies arise on the Market.

## **Fees**

**Details of the fees payable for trading on the Market are shown on the current 'Rate Card' which is included with this application pack.**

Markets staff will be able to advise on all aspects of fees and will discuss these with you when an offer to trade on the Market is made.

## **APPLICATION PROCESS**

- **If you wish to be considered as a trader on Skipton Market, you will need to complete the enclosed application form and return it to the Council.**

All prospective new traders must complete the form initially, as must any existing trader who would like to be considered for either an additional or alternative pitch.

- **Please complete the form in as much detail as you can. In particular, it is very important that we have as much information as possible regarding the type of goods you wish to sell.**

It is very unlikely that the Council will accept applications with brief, general headings such as 'Clothing' or 'Household Goods'. You need to be specific. Provide examples and, if possible, include photographs of any unusual trading lines.

If you are applying for a stall to sell food items, particularly any that you are producing yourself, we will need to have details of any relevant food safety certificates.

A Food Standards Agency rating is always required for any trader handling, storing preparing or cooking food – and you must be registered with Environmental Health at your Local Authority.

- **Once we have received your completed application form, it will be assessed by the Council. We reserve the right to contact you for further information if required.**

Preference will always be given to those trading lines which are under-represented on the Market and to those who wish to trade on a longer-term basis.

- **Once the application has been assessed, you will be contacted and informed of the outcome.**

- **If your application is successful and a pitch is immediately available, the Council will make you an offer. At this stage, the Council will need to confirm a range of additional information.**

This may include: Proof of identity; Proof of address; National Insurance or trading company details (if applicable); Insurance Details.

- **If your application is successful but a pitch is not immediately available, you will be asked if you wish to be placed on a waiting list, or if you wish to be considered for any casual vacancies on the Market.**
- **If your application is not successful, the Council will inform you of the reason(s) why. Wherever possible, the Council will offer advice on how to re-submit your application.**

Skipton Town Council reserves the right to decline any application.

### **Further Assistance**

If you need any assistance in completing the application form, or if you would like any advice or clarification of any matters surrounding trading on Skipton Market, please do not hesitate to get in touch. The Council will be happy to assist.

### **Contact Details:**

**Telephone:** 01756 700553

Please ask to speak with the Council's Markets Officer, Stefan Bodnarczuk, although you should bear in mind that the Markets Officer will only be available on a Market Day and may not be immediately available if he is dealing with matters on the Market itself. Please leave clear contact details and your call will be returned.

**Email:** [market@skiptontowncouncil.gov.uk](mailto:market@skiptontowncouncil.gov.uk)

**Social Media:** facebook.com/skiptonmarket

### **COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO:**

Skipton Market, Skipton Town Council, Town Hall, High Street, SKIPTON, BD23 1FD

Or scanned / photographed and emailed to: [market@skiptontowncouncil.gov.uk](mailto:market@skiptontowncouncil.gov.uk)

# SKIPTON MARKET – RATE CARD

This Rate Card shows the current fees payable for trading on Skipton Market. The rates shown were correct as at 1 September 2016.

## MARKET PITCHES – Council Controlled

**A number of pitches are now controlled by the Council on behalf of the land owner. For these pitches, a fixed fee is payable dependent upon size and location. These pitches are subject to availability. Contact Skipton Town Council for further details.**

The Trader must provide, erect and dismantle their own stall structure each market day.

Discounted rates for Regular Traders are subject to a 12-month contract and are payable for each market day including any where the trader fails to attend.

Fees are collected by a Market Officer on each trading day.

### **DAILY FEES :**

<u>Market Day</u>	<u>CASUAL TRADER</u> Standard Fee	<u>REGULAR TRADER</u> Discounted Fee
<b>MONDAY</b>	<b>£20</b>	<b>£15</b>
<b>WEDNESDAY</b>	<b>£30</b>	<b>£25</b>
<b>FRIDAY</b>	<b>£30</b>	<b>£25</b>
<b>SATURDAY</b>	<b>£30</b>	<b>£25</b>
<i>Weekly Equivalent</i>	<i>£110</i>	<i>£90</i>

## MARKET PITCHES – Third Party Controlled

The Trader must provide, erect and dismantle their own stall structure each market day.

**The Council will charge a Consent Fee of 25p per square metre per day (total size of market pitch is calculated, not the stall size).**

The Trader will require written permission from the landowner to trade from their land and a further fee may be payable direct to the landowner.

Consent fees for third party pitches are invoiced at the start of each month and are payable within 14 days of receipt.