

## WANTAGE TOWN COUNCIL

### LETTING CONDITIONS FOR MARKET TRADERS

Wantage Town Council holds a market on the Market Square, the car park areas on either side of the King Alfred statue in Wantage Market Place, every Wednesday and Saturday. The areas at the VC Forecourt and West End pedestrianised area are also used when necessary. Pitches are let on the following conditions:

1. Pitches
  - i) A standard pitch size is 3x3m. Pitch fees are currently charged at £1 per square metre and vehicles will be included/charged within the pitch fee. The width of the pitch is to be agreed with the Town Council prior to trading. VAT is not applicable as the Town Council provides the pitch only. The agreed width and depth should not be exceeded. If a pitch is wider/deeper than agreed, a toll for the additional space will be charged at the standard rate. For new traders, no pitch fee will be payable during the first four consecutive weeks of attendance.
  - ii) One vehicle supporting trading activities may be parked adjacent to the pitch during the trading day **subject to:**
    - a) the space not being required to accommodate another market stall
    - b) the suitability of the vehicle being confirmed by the Council
    - c) the vehicle being parked in a safe manner

Vehicles not parked in accordance with the above may be subject to normal parking order penalties.

For the safety of the public, traders should give attention to ways of discouraging pedestrians from walking out onto the highway from behind their vehicle or stall. Due regard should be given to all risks and health and safety responsibilities arising from the operation of the stall. Traders are encouraged to help improve the appearance of the market and if possible, to fully cover vehicles with sheeting.

- iii) Pitches and vehicles must not encroach on the area around King Alfred's statue or onto the highway.
- iv) Pitches may not be sub-let.
- v) Traders must provide their own stalls, displaying their name prominently in lettering 2" high, and contact details of a size that can be easily read.
- vi) Traders are responsible for dealing with rubbish arising from their activities and must arrange for it to be cleared as it is generated.

- vii) Traders are responsible for meeting all legal and food hygiene requirements. Any trader wishing to sell alcohol must contact the Designated Premises Supervisor at [deputyclerk@wantagetowncouncil.gov.uk](mailto:deputyclerk@wantagetowncouncil.gov.uk) for approval. The trader must also hold a Personal Licence.
  - viii) Quiet generators are permissible subject to them not creating a noise nuisance.
- 2. Times
  - i) Stalls should be in position by **7.30 / 8 am** at the latest. No vehicles to be manoeuvred within the market place car park after 8am.
  - ii) No trader may begin to clear before **2.30/3.00 pm** unless they have sold out of goods, the weather is inclement, or the agreement of the Market Attendant or Town Centre Manager is given.
  - iii) the Market Square must be completely clear by 5.00 p.m.
- 3. General
  - i) New traders must seek the approval of the Market Attendant or Town Centre Manager before moving into vacant pitches.
  - ii) Pitch fees will be invoiced monthly and must be paid within seven days.
  - iii) Proof of identity and of Public Liability insurance cover must be produced.
  - iv) **Traders must inform the Town Centre Manager, [andrea.yates@wantagetowncouncil.gov.uk](mailto:andrea.yates@wantagetowncouncil.gov.uk) by 5pm on Tuesdays if they are not attending the Wednesday market and 5pm on Fridays if they are not attending the Saturday market. Failure to do so will result in a pitch fee being charged at the standard rate.**

The Town Council can accept no responsibility for loss of earnings incurred by market traders. The Town Council may make changes to the above letting conditions on giving traders four weeks' notice.

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