

Our Ref:

Your Ref:

Date: 9 October 2020

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**To all existing and prospective Market Traders
at the weekly markets held in Downham Market**

New Market Trading Licence Arrangements

We are writing on behalf of the Downham Market Town Council ("the Council") to give notice of changes to the system for the issue of Market Trading Licences.

The weekly markets in Downham Market belong to the Council which is vested with the authority to issue licences permitting individuals to operate as market traders. These licences are subject to regulations issued by the Council governing all trading activities

Previously, a complicated licensing arrangement existed which involved regulations and bylaws which were complicated, archaic and in many respects contradictory. Further, it is not clear that the bylaws had ever been properly introduced or had the required approval from The Secretary of State. A new licensing system is being introduced today which is simple and straightforward and involves one standard set of regulations.

Accordingly, **WE HEREBY GIVE NOTICE OF REVOCATION** of all existing Market Trading Licences which will come to an end upon expiry of the relevant notice period. Thereafter, any licence previously issued will be of no effect.

In future, there will be three kinds of licences:-

Full Licences

Trial Trader Temporary Licences

Ad Hoc Daily Licences

Full Licences can be issued to cover all markets operated by the council (ie weekly markets each Friday and Saturday throughout the year) or they may be issued to cover one day each week rather than two or they can be issued to cover one or both weekly markets but only, for example, once each month (or such other frequency as may be requested). It is important when completing applications for licences that traders specify clearly which markets they wish to attend. It is a requirement of the licences that traders do attend when they say they will or others may be deprived of the opportunity and shoppers may be disappointed.

Trial Trader Temporary Licences are available for a four week trial period so that traders who are new to the markets in Downham can experience what market trading in Downham is like. When making the application, traders should also specify which days they would like the subsequent Full Licence for.

Ad Hoc Daily Licences are available to traders who may wish to attend the markets from time to time. Ad Hoc Licences are subject to the same terms and conditions as other licences and applicants will be required to adhere to the Market Regulations 2020.

It is the intention of the Council to try and meet the wishes of traders in terms of the days they are granted licences for, the number of pitches they seek in their application and the position of those pitches. There is, however, a balancing act to be performed and the Council can only do the best it can in meeting the wishes and aspirations of traders and the decision of the Council as to what it can offer applicants in any of these respects will be final.

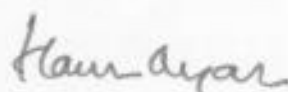
Former licence holders and all existing and prospective market traders are **INVITED TO APPLY** to the Council for one of the new licenses using the enclosed pack which comprises:-

• Application form setting out your business details and your trading details	Page 1
• Tariff Details and form of New Trader Interim Licence	Page 2
• Declaration to be completed by all applicants for licences	Page 3
• Form of Licence to operate a Market Stall	Page 4
• Form of information attached to Licence	Pages 5 - 6
• Market Regulations 2020	Pages 7 – 14
• Market Shoppers Charter	Page 15

The Council requests that anybody seeking the issue of one of the new licences should apply, by submitting the Application Form on page 1 and the Declaration on page 3. Please ensure that you sign both pages. The Council will endeavour to process your applications within 3 – 5 working days and will contact you by email or telephone in the event of any queries using the email address or telephone number that you provide on the Application Form.

All traders are also required to provide a risk assessment with their application. The form of risk assessment is not prescribed. What is required is documentary evidence that individual traders have considered the risks that their presence on the market may cause and appropriate means of mitigating such risks. A pro forma risk assessment is available to assist traders in carrying out their own risk assessment.

Any queries should be addressed to The Clerk, Downham Market Town Council by email to Clerk@downhammarkettc.co.uk.



HAWKINS RYAN

