



# Ledbury Charter Market Additional Information

**Market Days:** Our Charter Market operates every **Tuesday and Saturday** throughout the year.

## **Pitch Options:**

- **Under the Market House** – £23.50
- **On the Road (next to the Market House)** – £19.50

Each pitch measures **3m x 3m**. Traders are **required to provide their own tables**, but if needed, we can supply one. You may bring your own gazebo, however if you need to borrow one, we can provide a Ledbury Town Council Gazebo. Please note: if any damage occurs to a Ledbury Town Council gazebo, you will be held responsible. In extreme weather conditions, for health and safety reasons, no gazebos will be put up.

We also offer electricity for **£3.00 per pitch, per day and tables at a cost of £5.00 per table**.

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## **Special Offer for New Traders:**

First-time traders can enjoy a **TWO free pitches!**

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## **Market Plan:**

A Market Plan will be sent to you the day before trading. This plan will show your pitch location and provide important contact information should you need assistance during market day.

A **Market Feedback form** will also be attached with the plan; we would be very grateful for any feedback on how we can improve our Market.

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## **Loading and Parking:**

You may bring your vehicle to the Market House to unload, but please note that we do not provide parking for traders. Convenient parking is available at the Bye Street and Bridge Street car parks. All vehicles must be removed from the roadway adjacent to the Market House by 8:30am, unless the vehicle is part of your stall setup.

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## **How to Book:**

To participate in the market, please complete and return the following forms:

1. **Booking Form** (If you require a hard copy, you may pick one up from the Ledbury Town Council offices)
2. **Charter Market Policy Form** (To be signed)
3. If you are selling food, we ask for a **Level 2 Food Hygiene Certificate** as well as a **Food Hygiene Rating**.
4. **Risk assessment** (One can be found on the booking form or you may provide your own.)

5. An up-to-date copy of your **Public Liability Insurance**, that must be given before any trading takes place.

**Market Hours:**

- Traders must stay until **3:00pm**
  - Open to the public: **8:00am – 4:00pm**
  - Traders must clear the site by: **5:00pm**
  - Traders typically arrive between **7:00am and 8:30am** to set up.
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**Payments:**

An invoice for your pitch(es) will be emailed to long standing traders mid-month to cover the following months invoice, if a trader would like to book a pitch a few days or a week in advance, they shall be invoiced immediately after receiving a confirmation of booking email.

You can pay your invoice via **Bank Transfer** or **Cheque**. Payment details will be provided at the bottom of your invoice.

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If you have any questions, please feel free to **contact us** at [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk) or call us at **01531 632306**. We're happy to help!

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