



Ledbury's ANTIQU MARKET



LEDBURY TOWN COUNCIL ANTIQUES CHARTER MARKET FORM

TRADING TIMES YEAR-ROUND:

Saturdays open to the public between: 8:00am – 4:00pm

Traders typically arrive between 7:00am – 8:30am

Traders **MUST NOT** leave the Market before 3:00pm

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.

Please tick which dates would you like to attend in 2026:

- Saturday 25 April 2026
- Saturday 30 May 2026
- Saturday 27 June 2026
- Saturday 25 July 2026
- Saturday 29 August 2026
- Saturday 26 September 2026
- Saturday 31 October 2026
- Saturday 28 November 2026

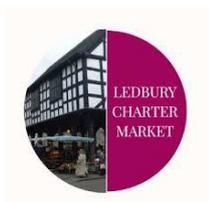
TRADER DETAILS

Registered Trade Name

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Contact Name

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Ledbury's ANTIQU MARKET



Business Address

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Telephone/ Mobile Number

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Email address

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Website

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Social Media

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Please provide a full description of the range of products you intend to sell

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How did you hear about Ledbury Charter Market?

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Ledbury's ANTIQU MARKET



TRADING DAYS AND PRICES (Please tick all that apply)

Trading Day - **Saturday**

Pitch Location

(First time traders can enjoy two pitches free of charge after attending two Antique Markets. Please note that both dates must be booked at the same time.)

- Under the Market House – £23.50 per day
 - On the High Street – £19.50 per day
 - Upstairs in the Market House - £23.50 per day
- *Prices subject to change from 1 April 2026.

Gazebos: (Gazebos are free of charge and are for High Street use only)

- Council Gazebo required (4/8 weights are included with this and optional gazebo sides, weather dependant)
- I will bring my own gazebo
- Not required

Gazebo Sides Required:

- Yes No

Electricity (£3.00 per pitch per day): *please note these prices are subject to change

- Yes No

Number of Pitches Required (each pitch is 3m x 3m):

- 1 Pitch 2 Pitches 3 Pitches

Table Hire - £5.00 per table per day, each table is 1.53m (L) X 0.75m (W)

*Please note these prices are subject to change

- Yes No

REQUIREMENTS

The following must be submitted to Ledbury Town Council 5 working days before trading commences:

- Completed Charter Market Application Form
- Signed Charter Market Policy





Ledbury's ANTIQU MARKET



Copy of current Public Liability Insurance
(Including insurer name, policy number, limit of indemnity, and expiry date)

Completed Risk Assessment (attached or your own)

Please provide additional contact details of who will be responsible for your stall on a market day, if it is different from the one already stated.

Contact Name

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Contact Email and phone number

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Data protection

Ledbury Town Council will not sell or rent your personal information, nor use it for any purpose incompatible with that for which it was collected. Information will only be held for as long as necessary to administer the market and to notify you of relevant events.

Please also see the link below to our General Data Privacy Policy:

https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

Consent:

I consent to my personal data being held for the purposes outlined above.

I would like to be kept informed about future Events and Markets
(You can opt out at any time by emailing the Council)

Emergency Contact details

Name

Mobile number





Ledbury's ANTIQU MARKET



Compliance Statement

I confirm that the information provided is true and correct
By trading at Ledbury Charter Market, I agree to comply with all Charter Market Policies.

Signature:

Date:

Please return this form, together with other forms listed under 'Requirements' either by email or to the following address:

Administration
Ledbury Town Council Offices
Church Lane
Ledbury, Herefordshire
HR8 1DH

admin@ledburytowncouncil.gov.uk

01531 632306

(Please note that this application does not guarantee a pitch, once your application has been received, Ledbury Town Council will contact you to discuss next steps.)

RISK ASSESSMENT

1. Setting Up & Packing Down

Activities involved (tick all that apply):

- Vehicle unloading/loading
- Erecting gazebo or stall
- Use of weights or fixings
- Carrying stock/equipment

Hazards identified (e.g. lifting injuries, vehicle movement):

Control measures in place:

- Vehicle moved off site promptly
- Stall erected safely and securely
- Adequate weights used
- Manual handling done carefully

Residual risk: Low Medium





2. Stall & Equipment Safety

Equipment used (tables, gazebos, displays, etc.):

Hazards identified (e.g. unstable tables, sharp edges):

Control measures:

- Equipment in good condition
- Stall kept tidy and stable
- No sharp edges accessible to the public

Residual risk: Low Medium

Controls (tick where applicable):

- Equipment PAT tested (where required)
- Cables routed safely / covered
- No overloading of sockets

Residual risk: Low Medium

3. Slips, Trips & Public Safety

Hazards identified (e.g. trailing cables, spillages):

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4.Controls:

- Stall area kept clear
- Spillages cleaned immediately
- Guy ropes and weights clearly visible

Residual risk: Low Medium

5. Weather Conditions

Controls:

- Gazebo weighted appropriately
- Trading ceased if unsafe
- Suitable clothing / protection used

Residual risk: Low Medium





Ledbury's ANTIQUÉ MARKET



Trader Declaration

I confirm that I have identified the hazards associated with my trading activities and have taken reasonable steps to control the risks. I agree to comply with this risk assessment and any instructions given by the Market Manager.

Signed: _____

Date: _____

