



# LEDBURY CHARTER MARKET TRADER FORM

Please use **BLOCK CAPITALS** to complete this form

## TRADING TIMES ALL YEAR ROUND:

**Tuesday and Saturday 8:00 – 4:00PM**

**Traders typically arrive between 7:00AM – 8:30AM**

**Traders must not leave the Market before 3:00pm**

**Please note that Ledbury Charter Market offers 2 free pitches once Traders have attended the market twice.**

## TRADER DETAILS

Registered Trade Name .....

Contact Name .....

Business Address .....

.....

..... Postcode .....

Telephone Number ..... Mobile Number ..... Email

Address .....

Website .....

Social Media .....

Charity Number (if applicable) .....

.....

## DESCRIPTION OF STALL

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

.....

.....

How did you hear about the Ledbury Charter Market?

.....

**TRADING DAYS AND PRICES (please circle)**

**Which day/days would you like to trade?**

**Tuesday      Saturday**

**Where would you like to trade?**

**Under the Market House £10      On the High Street £10      Upstairs in the Market House £10**

**REQUIREMENTS (please circle)**

**Do you require a Ledbury Town Council Gazebo? Ledbury Town Council gazebo hire cost £5.00**

**Yes      No      I would like to bring my own**

**Do you require gazebo slides? (Included in hire cost)**

**Yes      No**

**How many gazebo weights do you require? (4 weights per gazebo)**

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**Do you require electricity at £5.00 per pitch per day?      Yes      No**

**How many pitches do you require?**

**(Each pitch is 3X3m)**

**1 pitch      2 pitches**

**Do you require a table (At £5.00 per table) , if so how many?**

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**Do you require a chair at £1.00 per chair, if so how many?**

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**PLEASE PROVIDE ADDITIONAL CONTACT DETAILS OF STAFF/TRADERS WHO WILL BE MANNING THE STALL**  
**(Please list below)**

Contact Name .....

Contact Email .....

Tel/Phone Number .....

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**DATA PROTECTION**

Ledbury Town Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information for as long as necessary for the purposes of contacting you with regards to the market and/or notifying you of any further Events/Markets we may organise.

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

☐

I would like to be kept up to date on any future Events/Markets  
*(you can opt out of this at any time by emailing [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk))*

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**NEXT OF KIN / EMERGENCY CONTACT DETAILS**

This is for use in emergencies should you be involved in an accident, incident or taken ill whilst attending the Market. Should you wish for us to hold this information, please complete this section.

Name

.....

Relationship to you

.....

Telephone Number/ Mobile Number

.....

**COMPLETED DOCUMENTS REQUIRED BEFORE TRADING COMMENCEMENT**

**Charter Market Form**

**Signed Charter Market Policy**

**A copy of an up-to-date Public Liability Insurance (*Please ensure this includes - Name of your Insurer, Policy Number, Limit of Indemnity and Policy Expiry Date.*)**

**A completed Risk Assessment, either complete the one attached on this form or your own.**

**Food Hygiene Certificate Level 2 and Food Hygiene Rating, if you are selling food.**

**COMPLIANCE STATEMENT**

The information provided is true and correct. By trading at our market you are abiding to the Ledbury Charter Market Policies (attached)

Signature

.....

Date

.....

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Please note that submission of an application does not guarantee a pitch. The Council will review all applications to ensure suitability and a mix of goods.

Forms must be returned to the Community Engagement Officer at the address below:

Community Engagement Officer,

Ledbury Town Council Offices,

Church Lane,

Ledbury, Herefordshire,

HR8 1DH

**Otherwise please contact us on:** [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk)      [01531 632306](tel:01531 632306)

Once your application has been received and your details have been logged, Ledbury Town Council will contact you to discuss your application further.

**Please either attach your own risk assessment or complete our template below.**

**Risk Assessment Form Part 1**

A stall is a workplace covered by health and safety legislation. As the stallholder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand. This template is for a simple stall which does not require any structural approval from the organiser.

Does your stall include any of the following? If so, you must complete the risk assessment part 2

| <b>Responsibilities</b>                                            | <b>Yes</b> | <b>No</b> |
|--------------------------------------------------------------------|------------|-----------|
| Lifting heavy products during the build-up/breakdown               |            |           |
| Working at height (using ladders)                                  |            |           |
| Display of anything containing liquid fuel or flammable substances |            |           |
| Display of sharp objects                                           |            |           |
| Demonstrations of any kind – i.e. Therapies, massaging             |            |           |
| Working machinery of any kind even if static                       |            |           |
| Using power tools during the build-up/breakdown                    |            |           |
| Any potential fire hazards                                         |            |           |
| Any other hazard not identified above which could be a risk        |            |           |

Please note that is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard. If you have answered YES to any of the above, please complete the risk assessment part 2.

| <b>Risk</b> | <b>Who could be harmed?</b> | <b>Control measures in place</b> |
|-------------|-----------------------------|----------------------------------|
|             |                             |                                  |
|             |                             |                                  |
|             |                             |                                  |
|             |                             |                                  |
|             |                             |                                  |

**Signature..... Date .....**