



Derby City Council

Derby Markets

Markets Charging Policy

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1.0 Version Control

Version	Date	Change	Author
V1	17/12/2018	Submitted to CW	Cassandra Carruthers

2.0 Derby Market Hall

Derby Market Hall is an indoor covered Victorian market hall and is open from Monday to Saturday.

The opening hours are 9.00am to 5.00pm (fresh produce businesses are open from 7.30am). Stalls within the Market Hall are expected to be open at all times when the market is open.

2.1 Eligibility to Rent a Stall

Stall applications for the Market Hall should be made to the Markets team based at Derby Market Hall.

We actively encourage applications from businesses offering a product or service which is not currently available at the Market Hall. This approach enables the Markets Service to continue with a diverse retail offer for our customers and helps to create a distinctive Market Hall environment.

Potential tenants are required to include the following information with their stall applications:

- proof of public liability insurance to the sum of £5 million (this will be required after a stall application has been agreed)
- photo id for proof of identity
- proof of address (e.g. a utility bill showing the applicant's address).

New tenants must be over the age of 18 to trade from Derby Market Hall.

Conditions for stall occupation:

- A full credit check will be undertaken for all new trader applications
- All new stall applicants will be required to present a business plan and finance plan to demonstrate the financial viability of their business
- Wherever possible, the Markets Service will check the Council's corporate financial system to identify potential bad debtors.

Applicants will be required to sign a tenancy agreement and will receive a copy of the Market Hall terms and conditions. This sets out the terms of the agreement between Derby City Council and the tenant and the products and/or services that they are able to sell/offer from their stall.

All fees quoted are not currently subject to VAT (except parking permits) and fees are reviewed annually on 1st April.

Incentives and offers on stall rentals are available and are offered at the discretion of the Markets Manager.

2.2 Market Hall stall rents

Market stall rents are calculated per year and tenants are invoiced monthly. Market Hall stall rents are reviewed annually and any changes to charges will be communicated to tenants three months in advance of the new charges coming into effect.

A monthly breakdown of costs for each vacant stall is available for prospective tenants. This ensures they can make an informed decision about which stall they wish to rent prior to submitting an application.

Once a stall has been agreed with a successful applicant, a full schedule of monthly costs is provided to them.

These are fixed monthly charges which include:

- stall rental
- service charge
- electricity charges (individual stall meters are read and invoiced quarterly).

The current rent charge is £21 per sq.ft. This charge is for rent only and does not include any fixtures or fittings or other services. Tenants will be expected to pay charges by direct debit if their application is successful. All stalls will be provided clean and empty and will have had a full electrical inspection before being let to a new tenant.

2.3 Deposit payments

A deposit equivalent to one month's full rent and service charge is charged to all new tenants and must be paid in full before trading can commence. Any work requested to a stall will not begin until a deposit payment has been received.

The deposit is fully refundable on vacating the same unit, provided that:

- the tenant does not owe any arrears on their account
- the stall has been left empty and free of rubbish
- the stall is in a good state of repair
- any parking permits have been returned and
- forwarding details have been left with the Markets team.

Where all or any of the above arise, the deposit will be retained and used as payment towards these costs.

2.4 Electricity charges

All Market Hall stalls and shop units have individual electricity meters located inside them. The meters are read by the Markets team on a quarterly basis and electricity charges are invoiced to tenants and the invoice will include a standing charge for the supply of electricity.

2.5 Service charges

Service charges are payable on all Market Hall indoor stalls and are invoiced on a monthly basis. The charges are for various services including cleaning, security, marketing and promotional activities, general building utility costs, maintenance and market staff salaries.

The current service charge for 2018/2019 is £1.30 per sq ft (this is currently being reviewed and will be annually reviewed in April, thereafter).

Service charges are based on annual actual costs for the previous financial year. At the end of each financial year, the actual costs for services are calculated. Any service charge overpayment is refunded to traders or if there has been an underpayment, the Markets Service will invoice tenants for the outstanding amount due.

2.6 Warehouse and fridge storage

Warehouse storage is available for traders at Derby Market Hall. A signed agreement is required from a trader for warehouse use and traders are invoiced monthly for the cost.

Warehouse storage currently costs £18 per week. Amount payable is dependant on size of storage unit.

Fridge and freezer storage is available for traders at Derby Market Hall. A signed agreement is required from a trader for fridge or freezer use and traders are invoiced monthly for the cost. **Fridge or freezer storage currently costs £24 per week.**

2.7 Parking permits

There are limited on-site parking permits available for traders at Derby Market Hall. A signed parking licence is required and traders are invoiced monthly for the cost. A Market Hall permit is provided and must be displayed in the vehicle at all times.

Parking permits currently cost £3 per day + VAT.

2.8 Casual day traders

We welcome new traders to Derby Market Hall to experience market trading with a view to becoming a permanent trader with us. Stalls for casual traders are available on a first come first serve basis as long as there are suitable vacant stalls available for immediate occupation.

The number of casual trading days allowed to any one business is at the discretion of the Market Manager and we would particularly welcome new businesses and those interested in becoming a permanent trader at Derby Market Hall.

Anyone wishing to submit a casual stall application must provide the following information:

- proof of public liability insurance to the sum of £5 million
- photo identification showing the name of the applicant and
- proof of address (a utility bill showing the applicant's address).

Current casual trader rate is **£18 per day**. This charge covers the total cost of trading from a stall for a day.

Casual day trader insurance is available at **£2 per day** from the National Market Traders Federation (NMTF) and can be arranged with the Council's Markets Service. In order to arrange this, traders will need to supply their date of birth. This offer is only available to traders who have not used the NMTF insurance offer previously.

2.9 New trader incentive scheme

The Markets Service offer a new trader incentive scheme designed to provide new businesses with the opportunity to take a market stall at a reduced rate to support them as they start up their business within Derby Market Hall.

New traders that are eligible and have not traded at Derby Market Hall before will be offered 50% discount off their rent only for the first three months of their tenancy and then 25% off their rent only for a further three months. The offer is for six months in total and after the initial six month period, charges will be payable at the normal rates. All other charges due on stalls will be invoiced as normal throughout the trader incentive period.

This scheme is bespoke to Derby Market Hall and any changes to the terms and conditions will be at the discretion of the Markets Manager.

Eligibility criteria for the scheme are:

- tenants must not been a previous trader at Derby Market Hall
- tenants must not have used the trader incentive scheme previously and
- tenants must have all the relevant documentation, certificates, identification and insurances in place.

New traders applying under the trader incentive scheme will be required to sign up for a minimum of twelve months to benefit from the reductions and if their tenancy is ended earlier than this period, they will be liable to pay back the discounted amount.

2.10 Pop Up Stall Agreements

Pop up stall agreements are available at Derby Market Hall for traders wishing to try market trading for a period of three weeks to a maximum of two months.

The cost of a pop up stall is calculated from the monthly rent and service charge for the stall pro rata to the period that the tenant wishes to occupy the stall, e.g.

Stall 1 - monthly total charge for rent and service charge is **£585.60**.

The daily charge would be **£19.25** and if a tenant wished to use the stall for three weeks they would be charged **£404.25**. A flat fee of **£2** per day will also be invoiced for use of utilities on stalls.

Pop up stalls will be subject to Business Rates if stock is kept on the stall while pop up agreements are in place. The Markets team can provide further information.

2.11 Other charges

Out of hours charges for DMH

Requests from traders for opening out of normal hours is charged based on full hourly rate plus VAT for Market Officer time. Further information is available from the Markets team.

New tenants

Tenants are permitted to keep stock on a stall and would be expected to inform the Council's Business Rates team that they will be occupying a stall and may incur charges for business rates. Some businesses are eligible for Small Business Rates Relief. Further information is available from the Business Rates team on 01332 642428 or by email business.rates@derby.gcsx.gov.uk .

The Cathedral Quarter Business Improvement District (BID) operates in the city centre and covers Derby Market Hall. The Cathedral Quarter BID is an area within which the businesses invest collectively to enhance their trading environment. Local businesses are required to pay an annual levy and this is used to support services to encourage city centre footfall such as promotion and events provision. For more information regarding the Cathedral Quarter BID, please call 01332 419053 or email enquiries@derbycathedralquarter.co.uk .

3.0 Allenton Market

Allenton Market is a covered outdoor market with 90 stalls, located in the Derby suburb of Allenton and is open on the following days:

- Tuesday Flea Market – 2.00pm to 4.00pm
- Friday General Market – 8.00am to 3.00pm
- Saturday General Market – 8.00am to 3.00pm.

3.1 Eligibility to Rent a Stall

Casual trader applications for Allenton Market can be submitted to the Market Supervisor on site at Allenton during the opening hours above.

Anyone wishing to trade from Allenton Market is required to provide the following information with their application:

- photo identification showing the name of the applicant and
- proof of address (such as a utility bill showing the applicant's address).

Applicants will also be required to read and sign the Allenton Market Regulations to ensure compliance with the required terms of use of the market.

3.2 Allenton Market charges

The casual day rate at Allenton Market is:

- Tuesday Flea Market - **£7 per stall (a Buy One Stall Get One Free offer is currently in place)**
- Friday and Saturday General Markets - **£11 per stall (a Buy One Stall Get One Free offer is currently in place)**
- Ground space is charged at **£12 per pitch space**
- Storage space is charged at **£3 per week**
- Catering vehicles are charged at **£18 per week.**

4.0 Temporary Market Events

- 4.1 Derby City Council holds the city's Royal Charter and this includes the Market Rights for the city. This means that anyone wishing to hold a market or event of this nature must apply to the Council's Markets Service for a temporary market licence so that they are complying with the Council's Market Rights Policy.

Whilst the Council recognises the importance of markets to the economic vibrancy of the city and communities in general, the impact of competing operations on existing markets in the city must be managed appropriately.

Information about the Council's Markets Rights Policy can be obtained online, along with copies of the relevant application forms at www.derby.gov.uk

4.2 Temporary Market Application Process

The Council's consent to establish or hold a market within the Council's administrative boundary must be given before the market takes place. Markets will only be licensed following a valid application for a markets licence having been made to the Council's Markets Team. Any market that takes place without such a licence is in breach of the Council's markets policy and will be subject to enforcement action.

4.3 Temporary market licence fees

The Council requires payment of fees following confirmation that a temporary market application has been successful. A temporary licence will be drawn up once the appropriate fee has been received. Fees are based on actual costs incurred for the Council to process and grant a temporary market licence.

Commercial Markets	
Markets up to 20 stalls including: <ul style="list-style-type: none">• Car Boot Sales• Farmers, Food and Specialist Markets• Craft Markets and Fairs, etc	£60.00

Commercial Markets	
Markets over 20 stalls including: <ul style="list-style-type: none">• Car Boot Sales• Farmers, Food and Specialist Markets• Craft Markets and Fairs, etc.	£95.00*

Charitable or other non-profit events	
All proceeds from the event need to go to a charity or other nominated cause.	
This applies to market events of any size including: <ul style="list-style-type: none">• Car Boot Sales• Farmers, Food and Specialist Markets• Craft Markets and Fairs, etc.	£20.00

*Major commercial market events may be subject to additional fees for support and assistance from the Council's Markets team related to ensuring compliance. This will be confirmed and discussed on receipt of application.

5.0 Further information:

Markets Team
Derby City Council
Markets Office
Derby Market Hall
Tenant Street
Derby
DE1 2DB

Telephone: 01332 643344

or markets@derby.gov.uk.