

**WINCHESTER CITY STREET MARKET OPERATING POLICY**  
**SEPTEMBER 2023**



**Winchester City Street Markets Operating Policy**

**September 2023**

**Contents**

Section Number	Section Title	Page Number
1	Introduction	3
2	Purpose of this document	4
3	Policy Variations	4
4	Definitions	4 - 5
5	The Market Management Company	5 - 6
6	Winchester City Street Market	6 - 8
7	Daily Operations	8 - 9
	Street Market Operating Times	8 - 9
8	Market Location and Layout	9 - 10
9	Street Market Visual Identity	10 - 11
10	Pitch Allocation	11
11	Waiting List	11
12	Pitch Pricing	11 - 12
13	Pitch Payments	12 - 13
14	Pitch Payment Refunds	13
15	Pitch Booking Cancellations	13
16	Street Market Set Up, Operating & Take Down Requirements	13 - 14
17	Advertising, Marketing & PR	14 - 15
18	Street Market Approved Trader Application Process	15 - 19
Appendix One	Market Layout	20

## **1. INTRODUCTION**

- 1.1 The council's vision for the Winchester City Street Market, referred to as 'the street market' is for a well-curated, high-quality, locally driven street market which meets the expectations of its visitors, supports the local economy and adds to the vibrancy of the city centre by:
- providing access to a diverse and affordable range of products and food & beverage,
  - driving footfall, spend and dwell time,
  - raising awareness and reputation of the city's retail offer,
  - reducing the street market's carbon footprint,
  - complementing existing retail activities, and
  - encouraging business start-ups and innovation.
- 1.2 This approach supports the Council Plan 2020 to 2025 vision for a vibrant local economy, achieved by having a compelling and competitive visitor offer, promoting independent businesses, encouraging start-ups and increasing the attractiveness of Winchester district's high streets.
- 1.3 This approach also aligns with the Winchester District Ten Year Green Economic Development Strategy which aims to position the city as 'a vibrant place for business' making it 'a go-to place' for business start-up's by providing affordable space.
- 1.4 This policy supports the outcomes of the independent review of Winchester District Street Markets, commissioned by Winchester City Council, which recommended:
- extending the offer to complement the wider retail offer in terms of quality and mix including more local and regional producers,
  - introducing early evening, themed and touring markets including youth/student, entrepreneur/start up business and independent/local producer themes, and
  - introducing street events and offerings to attract a younger adult demographic.

## **2. Purpose of this document**

- 2.1 There are two key documents which outline how the Winchester City Street Market will be operated including the requirements of both the approved street traders and the market management company. These are:
- The Winchester City Street Market Operating Policy, (this document)
  - The Winchester City Street Market Compliance Policy. This policy can be found at [Markets - Winchester City Council](#)
- 2.2 The purpose of this document is to set out the policies which are of an operational nature and are in addition to those related to compliance and legislation.
- 2.3 For clarity this policy does not apply to Hampshire Farmers' Market that takes place every second Sunday. This is operated under licence with council and falls outside the market management contract.

## **3. Policy variations**

- 3.1 Winchester City Council reserves the right to alter or vary any of the policies set out in this document including making any changes, either on a temporary or permanent basis, to ensure the viability and efficacy of the market. Due regard will be given to appropriate consultation and notification periods for those affected by the changes required.

## **4. Definitions**

### **4.1 Winchester City Council:**

Winchester City Council is the market owner. The responsibility and oversight of market operations sits within the Economy team who will act as client for the market management company contract, management of which will be robust and transparent ensuring best value and in compliance with the council's contract management framework.

### **4.2 The Market Management Company:**

Day-to-day management of the street market is devolved to the market management company, as specified in the contract between Winchester City Council and the commissioned market management company.

### **4.3 The Market Manager:**

The person/s appointed by the market management company to manage the operation of the street market on a day-to-day basis.

#### **4.4 Approved Traders:**

Any person/business wishing to sell food, drink or goods on the street market who has satisfied the requirements of the approved trader process.

#### **4.5 Charities:**

Charities are organisations that are registered with the Charity Commission for England and Wales.

#### **4.6 Concessions:**

These are two concession pitches, numbers 75 and 76 which are available seven days a week and are operated under licence from the council and managed by the market management company.

#### **4.7 Exclusions:**

Permission for the Hampshire Farmers Market, taking place on alternate Sundays, is given by licence from the city council and is not managed by the market management company.

### **5. THE MARKET MANAGEMENT COMPANY**

- 5.1 The market management contract will be procured periodically in accordance with the council's Contract Procedure Rules and relevant legislation. The appointed management company will be responsible for gaining street trading consent from Winchester City Council for the duration of the market management contract.
- 5.2 The market management company will have devolved authority from Winchester City Council to be responsible for the day-to-day operation of the street market, ensuring that it and the approved traders including concessions, adhere to the requirements set out in:
- Winchester City Street Market Operating Policy (this document),
  - Winchester City Street Market Compliance Policy, and
  - the planning conditions governing town centre street markets, for further information please visit XXXX.
- 5.3 The market management company and Winchester City Council reserves the right to require an approved trader, in the instance of failure to comply with the Operating and Compliance policies, to remove themselves and their goods for sale from their pitch with immediate effect. Consequently, such approved traders may not be invited to trade on the market in the future.

- 5.4 If an approved trader wishes to appeal a decision of the market management company in its course of enforcing these policies as part of the day to day operation of the street market, they should do so in writing to the Economy team at: [ecodev@winchester.gov.uk](mailto:ecodev@winchester.gov.uk). All appeals will be considered in line with the procedure outlined in Appendix X and will be considered within 28 days, unless otherwise advised. The decision of Winchester City Council is final.

## **6. WINCHESTER CITY STREET MARKET**

### Types of market traders, quality, range and provenance of products

- 6.1 This section of the policy outlines the types of street traders and their products that Winchester City Council wishes to attract to apply to become approved traders and trade on its street market.
- 6.2 To be able to trade on Winchester's street market a street market trader must apply to be an approved trader. Approved trader applications are welcomed from street market traders whose products support the Winchester City Council's objective of a vibrant economy, see street market approved trader application process for more information on pages 15 – 20.
- 6.3 The street market will aim to offer a wide range of high-quality, appropriately priced products to meet the expectations from the range of visitors using the street market. Approved traders will include small independent businesses such as contemporary designers and makers, independent local, seasonal and regional food and drink producers, vintage fashion, collectables and furniture, as well as their distributors.
- 6.4 National groups and chains and service providers for example, motor breakdown services, double glazing, subscription organisations who are solely selling membership and have no goods for sale are discouraged and are at the discretion of Winchester City Council.
- 6.5 For the regular street markets duplication of approved traders offering the same or similar products will be kept to a minimum. This excludes specialist / themed markets, which by their nature, will have traders offering similar products.
- 6.6 The provision of street food is encouraged, with designated seating areas, to increase visitor dwell time.
- 6.7 Approved traders will be required to offer products for sale that complement existing retail activity in the local area.
- 6.8 Charities will be required to apply as an approved trader in the usual way. Charities must be registered with the Charity Commission for England and Wales. When trading on the market charities must be offering goods for sale. More information about charities is outlined in pitch allocation on page 11.

- 6.9 There are two pitches dedicated for concessions, numbers 75 and 76 in Market Street and St Maurice's Covert respectively. Concessions are operated under a licence with the council. Traders operating on these pitches are required to meet the requirements of this policy.
- 6.10 Applications for up to one year of consecutive trading will be considered and all applications are renewable annually with the same notice periods as outlined in this policy.
- 6.11 Winchester City Council declared a climate emergency in June 2019. The council is committed to becoming a carbon neutral local authority by 2024 and is aiming for the wider district to be carbon neutral by 2030. Applications are encouraged from street market traders selling sustainable or Fairtrade products and/or street market traders operating in a sustainable way, for example by reducing plastic use and encouraging recycling of products.
- 6.12 The location of where the street market trader's business is based and the geographic source of their products for sale will be considered as part of the application process.
- 6.13 Existing high street retailers and city centre business can apply for a pitch on the street market in the same way as all other market traders and will be assessed accordingly.
- 6.14 In order to manage appropriate churn and encourage customer loyalty and repeat visits a minimum three of approved traders must be new to the market in any 12 month period.
- 6.15 The market management company must consider the product price points of approved traders in relation to product price points available across the city to ensure an appropriate range is offered at the street market which meets the expectations of a broad range of residents and visitors.
- 6.16 Opportunities to extend the range of products available on the street market by attracting themed and touring markets will be considered by Winchester City Council as put forward by the market management company. These markets will be additional to the standard trading times and days (9am to 5pm Thursday to Saturday).
- 6.17 Themed markets and street market traders which encourage entrepreneurs, start-up business and independent/local producers as well as those that attract a young demographic/student audience are welcomed.



- 6.18 Events and entertainment which operate alongside the street market and which add value and are commensurate with the local environment, will be considered where appropriate, and where they:
- increase footfall,
  - dwell time,
  - visitor experience,
  - develop the reputation of the street market to generate increased repeat custom,
  - develop the reputation of the street market amongst traders influencing the best street market traders wishing to trade in Winchester.
- 6.19 Approved traders will be expected to conduct their business in such a manner as to maintain the good order, discipline, and positive reputation of the street market and that of Winchester City Council.
- 6.20 Visitors to the market may submit a comment about the street market via the online form available on the 'Markets' page at [www.winchester.gov.uk](http://www.winchester.gov.uk). All comments from visitors to the market will be responded to by either the market management company or Winchester City Council. Any visitor who feels that the comment is not responded to satisfactorily may make a formal complaint by completing an online complaints form via the council's website. All complaints will be handled in line with Winchester City Council's complaints procedure as outlined on the website.

## **7. DAILY OPERATIONS**

### **Street market operating times**

- 7.1 The operating hours for the street market are Thursday to Sunday 9am– 5pm.
- 7.2 The market management company will ensure:
- the provision of an easily identifiable point of contact for both visitors and approved traders during market operating hours,
  - that all approved traders operating a pitch are open for trade during these operating hours.
- 7.3 Winchester City Council reserves the right to operate the market on additional days, for example at Christmas and for speciality/themed markets.
- 7.4 The market management company will need the written consent of the council to operate the street market outside of these operating hours.
- 7.5 Winchester City Council reserve the right to alter the street market operating days, trading hours and temporarily suspend or close any street market for any reason and on any grounds, for such period as the council requires.



- 7.6 Winchester City Council reserves the right to stand down the street market if it believes there to be any significant breaches of health and safety.
- 7.7 Without liability to the market management company, it may request not to operate a street market or similarly shorten the market operating hours in certain extenuating circumstances, such as Met Office severe weather warnings. Where possible 48 hours' notice should be provided, by email, to the council for approval and then to the approved traders.

## **8. Market location and layout**

- 8.1 The main areas of operation of the street market are the bottom end of the High Street, Middlebrook Street and on Sunday's the Broadway, subject to agreed road closures.
- 8.2 The street market will be arranged within the physical parameters as indicated on the agreed plan. See Appendix A.
- 8.3 Key principles for the layout of stalls and traders use of them are:
- Space must be maintained between the stall and shop fronts to allow movement and access,
  - Stalls must not create pinch points or areas of congestion that restricts or prohibits access and movement,
  - The highway must remain unobstructed and allows for emergency vehicle access.
- 8.4 Additional layout requirements are outlined in the Compliance and Legislation Policy and the relevant risk assessment undertaken by the market operator as a requirement of the contract between Winchester City Council and the Market Management Company.
- 8.5 The market layout will allow for all pitches to be of the same depth to give the market the appearance of continuity. With the exception of regular concessions, pitch sizes will be either 3x3m or 3x4m, as set out in the plan.
- 8.6 Consideration will be given to approved traders who wish to apply to operate on more than one adjacent pitch. However, overall the market management company is required to ensure that the street market will not be dominated by a few larger pitches.
- 8.7 Winchester City Council reserves the right to allocate designated areas for special themed approved traders. i.e., food, and occasional table and chairs will be available where appropriate to influence the dwell time of market users.

8.8 Winchester City Council reserves the right to alter the location and layout of the street market at any time. In this instance due notice will be given to approved traders via the contracted market management company. Such instances include:

- the council's special and civic events, such as Mayor Making and Freedom Parade,
- the deployment of special or themed zones for times such as Christmas, and
- to accommodate major events and festivals, such as Hat Fair.

8.9 Where an event or festival still enables the street market to continue, the market management company would be expected to work with the event organisers to ensure the event and the street market run smoothly and in conjunction with one another.

## **9. Street market visual identity**

9.1 The visual identity of the street market is important in ensuring that it evokes a strong sense of place, arrival and visitor experience.

9.2 The market management company is responsible for ensuring all approved traders comply with the branding guidelines that have been set out by Winchester City Council.

9.3 To create this sense of place and visual identity all street traders must only use the gazebos and accessories, including gazebo sides provided, unless otherwise agreed in advance with the market management company and such requests will need to be approved by Winchester City Council.

9.4 The market management company is responsible for maintaining all provided equipment to a high standard throughout the term of the contract. They will regularly inspect the condition of these and repair or arrange replacement as agreed with Winchester City Council.

9.5 The approved trader's promotional materials must be confined to the inside of the provided gazebo, on the front down stand of the canopy roof and/or a sail banner attached to the gazebo infrastructure. All approved traders sail banners must be no larger than 2 meters to ensure that no one approved trader's presence dominates the market.

9.6 Approved traders must not site stands or signs, such as A-boards on any other area than the traders consented pitch. The market management company is at liberty to remove any unauthorised promotional material.

9.7 Approved traders must only display branding attributable to the products they are selling. Any promotional material included on a pitch must be related to the approved trader that is trading from that pitch. Approved traders will be required to remove any unauthorised promotional material on the instruction of the market management company.

- 9.8 Approved traders must not move or remove any signage or promotional materials sited in the market and/or on the gazebo allocated to the pitch by the market management company.

## **10. Pitch allocation**

- 10.1 Subject to the level of fee payable and any pitch location requests made by the approved trader, the market management company will have the final decision on which pitches are allocated to which approved traders. The market management company will be required to demonstrate equality of opportunity in its decision making.
- 10.2 Where possible, approved traders offering similar goods for sale will not be located within close proximity of each other.
- 10.3 Pitch number 77 is designated for charities at a discounted pitch fee. Charities must apply to trade on the market and meet all relevant requirements outlined in this policy. A charity cannot trade on the market consecutively for more than one week. A charity cannot trade on the market for any more than ten days per year.
- 10.4 There are two dedicated concession pitches, numbers 75 in Market Street and 76 in St Maurice's Covert.
- 10.5 Winchester City Council reserves the right to alter the number and allocation of pitches in discussion with the market management company.

## **11. Waiting list**

- 11.1 If individual street market days are fully subscribed a waiting list will be operated by the market management company and overseen by Winchester City Council.
- 11.2 As pitches become available priority will be given to street market traders whose applications have been on the waiting list longest.

## **12. Pitch pricing**

- 12.1 Pitch pricing is subject to seasonality, availability and within four pricing bands, as laid out below:

Band 1

Premier High Street pitches. Pitch numbers 15 to 31.

Band 2

Standard High Street and Middlebrook Street pitches. Pitch numbers 1 to 14.

Band 3

Charity rate. Pitch number 77

Band 4

Concession rate. Pitch numbers 75 and 76.

12.2 At the discretion of the council:

- reduced pitch fees will be offered on certain pitches during low season
- increased footfall is expected at Christmas, summer school holidays and when the city is hosting specific events, these periods are considered high season where increased pitch fees can be applied.

12.3 Non – refundable block booking incentives will be offered on a limited number of pitches to approved traders booking and paying for pitches in advance for a minimum of 24 and maximum of 48 trading days per year.

12.4 All fees and charges will be reviewed on an annual basis and changes will normally be implemented from 1 April each year. Winchester City Council reserves the right to review fees and charges at any time. Where possible 28 days notice of any / all price changes will be given.

12.5 Approved traders shall pay the full amount due regardless of whether the pitch is used or not, unless cancellation is given within the period outlined in the Pitch Booking Cancellation section.

12.6 For a tariff of current fees and charges, including seasonal rates and block booking incentives, please refer to Appendix X.

### **13. Pitch Payments**

13.1 The market management company will collect all pitch fees on behalf of Winchester City Council.

13.2 Pitch fees will be paid in advance or as requested on the day of trading. All payments taken on the day of trading should be banked with Winchester City Council on the same day.

13.3 All payments should only be made in favour of Winchester City Council. Payments via cash will be discouraged.

13.4 The following methods of payment are available:

- In advance by a direct debit mandate/standing order
- In advance by BACS
- In advance or on the day, in person, via a debit or credit card
- In advance or on the day in cash

13.5 A receipt will be issued by the market management company on behalf of Winchester City Council for every payment made.

13.6 Approved traders not making pitch payments in advance or on request on the day of trading will be asked to remove themselves and their goods for sale from the street market with immediate effect.

- 13.7 In the circumstances of non-payment of pitch fee Winchester City Council reserves the right to refuse such approved traders the opportunity to trade on future street market days.

#### **14. Pitch payment refunds**

- 14.1 Refunds for pre-paid pitch bookings will only be made in line the the cancellation periods outlined below.
- 14.2 All pre-paid block bookings made at an incentive rate are non-refundable unless a street market trading day is cancelled by Winchester City Council or the market management company.

#### **15. Pitch booking cancellations**

- 15.1 72 hours notice by the trader of cancellation of paid for pitches in high season must be made to the market management company for all refundable advance bookings.
- 15.2 24 hours notice by the trader of cancellation of paid for pitches in low season must be made to the market management company for all refundable advance bookings.
- 15.3 Refunds relating to cancellations made after the cancellation notice period will be at the discretion of the market management company. The market management company reserves the right to offer a pitch on an alternative market day in lieu of a refund.
- 15.4 If any approved trader, having booked and paid for a pitch in advance, is absent from that day's market without informing the contracted market management company of the reason and expected duration of absence, they will be placed on the waiting list for future market days.

#### **16. Street market set up, operating and take down requirements**

- 16.1 The market management company will be responsible for overseeing the set-up, daily operation and take down of each street market.
- 16.2 The market management company will be responsible for all traffic management matters, including the production of a traffic management plan enforced by registered traffic management operative (RTMO), the movement of vehicles on the street market site, setting up and dismantling of stalls and arrangements for roads closures.
- 16.3 To ensure the smooth operation of the market the market management company is expected to:
- maintain regular communications with approved traders, and
  - develop a positive relationship with the surrounding businesses including dealing with issues and concerns arising from these businesses.

- 16.4 Winchester City Council will provide the gazebos, which all approved traders must use unless otherwise agreed in advance with the market management company.
- 16.5 The market management company will be responsible for the erection and dismantling of all gazebos and equipment for the street market on each market day, according to their agreed standard operating procedures.
- 16.6 Approved traders are not permitted to commence set up before 6am.
- 16.7 The market management company will ensure that the loading and unloading of stalls and products is managed in a safe way, taking account of pedestrians using the space.
- 16.8 Approved traders shall not unreasonably block the access to other approved traders, emergency vehicles or effective movement of visitors through the street market.
- 16.9 Noise and disturbance must be kept to a minimum during set up / take down periods which are between 6am and 9am and after 5pm.
- 16.10 Street market take down must not commence during market trading hours without the permission of the market management company and no earlier than 3pm.
- 16.11 Approved traders must have their pitches clear within one hour of the end of the street market operating hours.
- 16.12 All delivery and set up vehicles must be removed from the street market site by 9am. These vehicles are not permitted back onto the street market before the street market operating hours have passed, unless otherwise authorised by the Market Manager on the day of operation.
- 16.13 There are no facilities provided for waste disposal. All approved traders will be required to take their waste e.g., food waste, other rubbish and waste water with them at close of business for appropriate disposal. The market management company will be responsible for enforcing this.
- 16.14 All gazebos and equipment must be returned by the market management company to the designated storage facility.

## **17. ADVERTISING, MARKETING & PR**

- 17.1 Winchester City Council and the market management company will, from time to time, undertake promotional and marketing campaigns to raise awareness and drive footfall to the street market. The street market's brand identity and marketing assets will be deployed as appropriate.
- 17.2 Approved traders are encouraged to adopt the street market brand identity as part of any advertising, marketing and PR activities undertaken to promote the approved trader's presence at the street market.

- 17.3 As part of the approved trader application process street market traders will be required to provide information about their business and products for sale. This will be used by the market management company and Winchester City Council to promote the street market and its approved traders including content on Winchester City Council's website. Approved traders have the right to opt out of promotional activities undertaken by Winchester City Council.
- 17.4 As part of the application process the street market traders will be required to confirm that:
- they will not promote the street market as their own event, for example by setting up public-facing social media account,
  - they will not act as official market spokesperson when making comment to the media,
  - that any media enquiries relating to the street market will be passed to Winchester City Council's communications team (communications@winchester.gov.uk) who will field any market-related press enquiries.

## **18. STREET MARKET APPROVED TRADER APPLICATION PROCESS**

### **New applications**

- 18.1 New street market trader applications will be considered by the market management company.
- 18.2 Street market trader applicants must demonstrate that they meet the criteria as set out in the:
- Winchester City Street Market Operating Policy
  - Winchester City Street Market Compliance and Legislation Policy
- 18.3 All applications will be subject to selection scoring, as outlined in this document.
- 18.4 The application and selection process for new applicants will be undertaken by the market management company and Winchester City Council will have oversight of the process and reserves the right to refuse any application.
- 18.5 The market management company will use the regular contract management meetings with Winchester City Council to consider any applications that do not meet all the relevant criteria and/or the required selection scores but which the market management company would like to be considered for a pitch.



## **Application process**

18.6 There are five stages to the application process.



### **18.7 Stage one**

All street market trader applications should be made via the online application process detailed on the street market pages on Winchester City Council's website. The web page details the application process which includes the requirement to provide a list of products for sale and all necessary supporting documentation and evidence required.

Approved traders cannot make a material change to the products or ranges for sale from the information supplied on their application form without consent.

If a material change is required the approved trader must seek consent from the market management company in advance of trading and an amended application form must be submitted for consideration.

### **18.8 Stage two**

Street market traders, whether selling food or not, must comply with all applicable legislative and compliance requirements, such as health and safety, as outlined in the Winchester Street Market Compliance and Legislation Policy. These areas will be scored as pass/fail or not applicable on the scoring matrix. All street market trader's applicants that do not demonstrate that they meet all applicable legislative and compliance

requirements will not be considered beyond stage two of the application process.

**18.9 Stage three**

Applications will be scored zero to five against the quality and sustainability criteria, and the scores totalled as per the criteria weightings outlined in the scoring matrix.

**18.10 Stage four**

All street market trader applications will be ratified by Winchester City Council before approved trader status and consent to trade is granted by the market management company and prior to the street market trader trading on the Winchester city street market.

Consent to trade is solely at the discretion of Winchester City Council and does not entitle the approved trader to any form of tenancy of the site occupied.

**18.11 Stage five**

Approved traders are permitted to book and pay for a pitch, via the market management company, to trade on Winchester city street market. The market management company will undertake inductions with each newly approved trader to introduce the market facilities and complete assessments of each newly approved trader on their first day of trading.

**18.12 Street market trader application scoring matrix (criteria and weighting model)**

Assessment criteria <i>*Mandatory</i>	Weighting or Pass/Fail
<b>Health and safety</b> <i>(Please refer to the Winchester Street Market Compliance and Legislation for further information)</i>	
*Public Liability Insurance Policy that provides cover of no less than £5,000,000	PASS / FAIL
*Gas Safety Certificate	PASS / FAIL / NA
*Portable Electric Appliance Test Report	PASS / FAIL / NA
*Portable Electrical Appliance Test Report (PAT)	PASS / FAIL / NA
*Pressure Systems Report of Compliance and a written scheme of examination	PASS / FAIL / NA
*Fire Risk Assessment	PASS / FAIL
*Fire Extinguisher Certificate of Compliance or new purchase	PASS / FAIL
<b>Food traders only</b>	
*Registered with the market trader's local authority food safety team (for food businesses only)	PASS / FAIL / NA
*Market Traders must achieve a food hygiene rating of 3 or above	PASS / FAIL / NA
Level 2 in food safety/catering/retail	PASS / FAIL / NA
Food allergen and labelling training undertaken in the last three years	PASS / FAIL / NA
Food safety management system in place	PASS / FAIL / NA

<b>Qualitative Assessment</b>	
<b>GOODS FOR SALE</b>	<b>SUSTAINABLE CREDENTIALS</b>
60% of qualitative Score	40% of qualitative score
Areas for consideration: Quality of goods for sale Compatibility of goods for sale with existing high street offer Goods for sale meeting local need or demand	Areas for consideration: Sustainability credentials of the goods for sale and the market trader including: Provenance of goods, using local or Fair Trade products or ingredients Use of recycled for sustainable goods Organic and/or seasonal foods Reduction of single use plastics Reduction in energy consumption

	Distance travelled by trader
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### **18.13 Street market trader application scoring model**

Each assessment area within the street trader's application will be scored in accordance with the following scoring model.	
The applicant exceeds the required standard, answers the area of assessment with precision and relevance, and adds value and innovation as appropriate ensuring that the specified requirements will be exceeded with no concerns.	5 – Excellent
The applicant meets the required standard, answers the area of assessment with precision and relevance, and adds value and innovation as appropriate ensuring that the specified requirements will be met with no concerns.	4 – Good
The applicant meets the minimum required standard and answers the area of assessment in an acceptable level of detail. The specified requirements will be met without any/or limited concerns	3 – Satisfactory
The applicant partially meets the minimum required standard and answers the area of assessment but with some details missing or unanswered. Contains minor shortcomings where information provided is either inconsistent or in conflict with other areas of the application and as such raises concerns.	2 – Minor Reservations  Applications which receive '2' - minor reservations the council reserves the right to reject the application entirely.
The applicant fails to meet the minimum required standard in this area of assessment. The information provided raises many concerns.	1 – Serious Reservations  Applications which receive a '1' – serious reservations' the council reserves the right to reject the application entirely.
No response or information is provided to allow proper evaluation, ability is not evidenced.	0 – no score – Fail  Applications that 'Fail' will not be considered further

### **Termination of approved trader status**

18.14 Termination of approved trader status and the opportunity to trade on the street market is 14 calendar days' notice in writing by either party.

18.15 A review of approved traders in terms of compliance and legislation obligations and the meeting of the requirements in this policy will be undertaken annually as a minimum by the market management company.

DRAFT

**APPENDIX A – MARKET SITE**

