

# Romford Market

## BECOMING A TRADER

ROMFORD MARKET IS A HISTORIC LARGE OUTDOOR RETAIL MARKET THAT IS STILL THRIVING IN THE HEART OF ROMFORD.

WE ARE OPEN EVERY WEDNESDAY, FRIDAY, SATURDAY AND SUNDAY, AND ARE HOME TO A WIDE VARIETY OF SMALL BUSINESSES TRADING ON THE MARKET.

WE ARE ALWAYS LOOKING TO WELCOME NEW TRADERS TO JOIN OUR MARKET AND BECOME A PART OF OUR BUSTLING COMMUNITY.

BELOW IS SOME INFORMATION ON BECOMING A TRADER. IF YOU WOULD LIKE TO REGISTER TO BECOME A CASUAL TRADER PLEASE COMPLETE THE ONLINE FORM, OR CONTACT US USING THE BELOW DETAILS IF YOU HAVE ANY FURTHER QUESTIONS.

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### STANDARD CASUAL PITCH STARTING COSTS



STANDARD 6FT PITCH FROM £20.00 ON WEDNESDAY

STANDARD 6FT PITCH FROM £20.00 ON FRIDAY

STANDARD 6FT PITCH FROM £28.00 ON SATURDAY

STANDARD PITCH FROM £25.00 ON SUNDAY

OBVIOUSLY, YOU MAY REQUIRE A LARGER PITCH, SO AS AN EXAMPLE A 12FT PITCH ON WED WOULD BE £40 AND SO ON. ALL RENTS ARE PAID BY CARD ONLY, PLEASE HAVE YOUR CARD READY.

## PERMANENT LICENCE

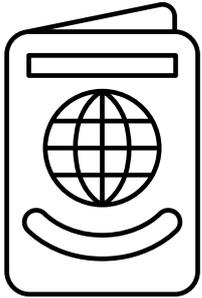


ONCE YOU HAVE WORKED AS A CASUAL TRADER AND WE ARE HAPPY WITH YOUR STALL/PITCH, IF YOU WISH TO “BOOK ON” TO BECOME A PERMANENT (LICENSED) TRADER, SPEAK TO THE MARKET MANAGEMENT TEAM AND WE CAN EXPLAIN ABOUT THE PROCESS AND RENT COSTS.

THIS USUALLY WORKS OUT CHEAPER AND GUARANTEES A FIXED POSITION FOR YOUR STALL.

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## DOCUMENTATION REQUIRED



- PROOF OF ID - DRIVING LICENCE / PASSPORT
  - PROOF OF ADDRESS VERIFICATION – UTILITY BILL, COUNCIL TAX BILL OR A BANK STATEMENT (ISSUED WITHIN THE PAST THREE MONTHS)
  - PUBLIC LIMITED LIABILITY INSURANCE WITH A MINIMUM VALUE OF £5MILLION IN THE NAME OF THE TRADER (PLEASE SEE BELOW SOME INSURANCE PROVIDERS)
  - PROOF OF NATIONAL INSURANCE NUMBER
  - TWO PASSPORT SIZE PHOTOGRAPHS
  - REGISTRATION MARKET CASUAL TRADERS REGISTRATION FORM (PLEASE SEE BELOW)
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## FOOD TRADERS ONLY - ADDITIONAL DOCS REQUIRED



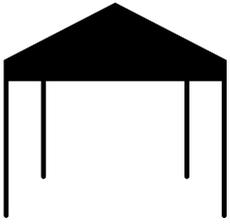
- CURRENT HYGIENE CERTIFICATE (MIN LEVEL 2 IN TRADER NAME)
  - FOOD REGISTRATION CONFIRMATION (ALL FOOD TRADERS MUST REGISTER THEIR CATERING BUSINESS WITH THEIR LOCAL AUTHORITY BEFORE CONTACTING US)
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## ARRIVING



IN YOUR SATNAV, PLEASE USE POST CODE RM1 3ER, MARKET LINK. PLEASE ARRIVE AFTER 6AM AND PARK IN MARKET LINK. THEN LET ONE OF THE MARKET MANAGEMENT TEAM KNOW YOU ARE HERE. WE WILL BE ABLE TO SHOW YOU TO YOUR PITCH VERY QUICKLY. PLEASE BE PATIENT WHILE WAITING TO GET ON.

## SETTING UP



ONCE YOU HAVE BEEN ALLOCATED YOUR PITCH YOU SHOULD DROP OFF EVERYTHING YOU NEED AND REMOVE YOUR VEHICLE AS SOON AS POSSIBLE. NO VEHICLES ARE ALLOWED TO STAY ON SITE, (UNLESS IT IS PRE-AGREED AS PART OF YOUR STALL E.G. CATERING TRAILER, KEY CUTTING ETC.)

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## PARKING



THERE IS A MULTI-STORY CAR PARK JUST BEHIND THE B&M BUILDING ON THE CORNER OF MARKET LINK. THIS HAS A MARKET TRADERS ONLY SECTION ON THE GROUND FLOOR, JUST NEXT TO THE PUBLIC CAR PARK ENTRANCE.

THIS HAS A HIGH CEILING TO ACCOMMODATE VANS. (IF YOU ARE USING A SMALL VAN OR CAR YOU CAN USE THE FIRST SET OF BARRIERS TO GO UP THE RAMP TO FIRST/SECOND FLOORS). THIS IS A PAY CAR PARK. THERE IS ANOTHER CAR PARK IN COMO STREET, APPROX. 200M AWAY. (USE COMO STREET, ROMFORD RM7 7DL IN SATNAV.).

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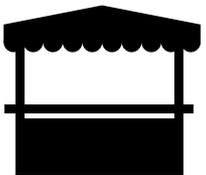
## RENTS



PLEASE ENSURE YOU HAVE YOUR BANK CARD TO PAY YOUR RENT AS WE DO NOT ACCEPT CASH. PLEASE ENSURE YOU HAVE THE FUNDS IN YOUR ACCOUNT SO WE CAN COLLECT PAYMENT IN THE MORNING.

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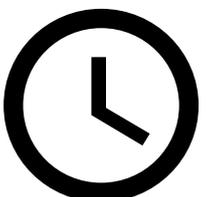
## PITCH LIMITS



PLEASE DO NOT SPREAD OUT BEYOND YOUR PITCH LIMITS, AT THE FRONT AND THE SIDES. WE NEED TO DEMONSTRATE THAT ALL TRADERS ARE ABLE TO RETAIN CLEAR AISLES AND WALKWAYS.

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## END OF THE DAY



PLEASE DO NOT START PACKING AWAY YOUR STALL UNTIL 30 MINS BEFORE END OF THE TRADING DAY. TOWARDS THE END OF THE DAY WE GET THE VEHICLES TO QUEUE UP IN MARKET LINK READY TO ENTER THE SITE AT THE ACTUAL MARKET CLOSE TIME.

# PUBLIC LIMITED LIABILITY INSURANCE PROVIDERS



HERE ARE A FEW COMPANIES THAT OTHER MARKET TRADERS USE, HAVE A LOOK AT THESE AND OTHER PROVIDERS TO MAKE AN INFORMED CHOICE.

## **NATIONAL MARKET TRADERS FEDERATION**

GENOFFICE@NMTF.CO.UK

TEL 01226 749021

## **GM IMBER & SONS LTD**

WWW.GMISL.CO.UK

TEL 01342 327250

## **MARKETLINE**

WWW.MARKETLINE.CO.UK

TEL 0207 618 2929

## **COMBINED MARKET TRADERS INSURANCE ASSOC**

WWW.CMTIA.CO.UK

TEL 0208 102 9400

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## **CONTACT DETAILS**

JOHN WALSH:

[JOHN.DAVIDWALSH@HAVERING.GOV.UK](mailto:JOHN.DAVIDWALSH@HAVERING.GOV.UK)

07790 845184

AKINREMI AKINTOKUNBO:

[AKINREMI.AKINTOKUNBO@ONESOURCE.CO.UK](mailto:AKINREMI.AKINTOKUNBO@ONESOURCE.CO.UK)

07815 696006

# Romford Market

## CASUAL TRADERS REGISTRATION FORM

### PERSONAL DETAILS

NAME :

DATE OF BIRTH:

N.I NO:

ADDRESS:

TELEPHONE NO:

EMAIL:

COMMODITIES:

DO YOU HAVE THE RIGHT TO WORK IN THE UNITED KINGDOM?: YES/NO

### INSURANCE DETAILS

COMPANY:

MEMBERSHIP/POLICY NO:

EXPIRY:

### COMMENTS

ALL CASUAL TRADERS ARE GOVERNED BY THE BYE-LAWS RULES AND REGULATIONS OF THE MARKET AS DETERMINED BY THE LONDON BOROUGH OF HAVERING. TRADERS MAY NOT CHANGE THE COMMODITIES OFFERED FOR SALE WITHOUT THE CONSENT OF THE MARKET MANAGER. ANY TRADER WHO IN THE OPINION OF THE MARKET MANAGERS ARE IN BREACH OF ANY OF THE REGULATIONS RELATING TO THE OPERATING OF A MARKET STALL MAY BE REFUSED A LICENCE TO TRADE ON ANY OR ALL MARKET DAYS.

I HAVE READ AND ACCEPT THE AFOREMENTIONED CONDITIONS. THE PERSONAL DETAILS I HAVE GIVEN ARE CORRECT. I HAVE BEEN INFORMED THAT MY PERSONAL DETAILS WILL NOT BE GIVEN TO A THIRD PARTY OTHER THAN IN CONNECTION WITH TRADING ON ROMFORD MARKET OR OTHER STATUTORY REQUIREMENTS.

THIS AUTHORITY IS UNDER A DUTY TO PROTECT THE PUBLIC FUNDS IT ADMINISTERS, AND TO THIS END MAY USE THE INFORMATION YOU HAVE PROVIDED ON THIS FORM FOR THE PREVENTION AND DETECTION OF FRAUD. IT MAY ALSO SHARE THIS INFORMATION WITH OTHER BODIES RESPONSIBLE FOR AUDITING OR ADMINISTERING PUBLIC FUNDS FOR THESE PURPOSES.

SIGNATURE OF TRADER:

DATE:

### AUTHORISATION

MARKET MANAGER:

SIGNED:

DATE:

ASSISTANT MARKET MANAGER:

SIGNED:

DATE: