



Brixton FOOD CORNER Market

Wednesday to Friday

Information Pack



BRIXTON MARKET TRADERS FEDERATION COMMUNITY INTEREST COMPANY
A company created by market traders for the community

Brixton Station Road Food Corner Market
Brixton Station Road, London SW9

Hello!

And thank you for expressing your interest in having a pitch at Brixton Station Road Food Corner Market

In this information pack you will find details on 'how to apply', 'procedures for food stall holders', 'market rules' and a FAQ section. If you have any further questions please contact John Gordon (operations manager) at info@brixtonmarket.net or m 07944787336 or visit our website www.brixtonmarket.net

The market Food Corner will run from Wednesday to Friday. You will need to make a separate application if you want to trade on Saturday and an additional fee will be applied.

If you wish to book for future Saturday markets (Bakers & Flea, Makers & Craft, Retro & Vintage and Brix Mix), please let us know as soon as possible and we can reserve a pitch for you.

We look forward to meeting with you on the day.

Yours Sincerely,

Stuart Horwood.

Chief Executive Officer,
Brixton Market Traders' Federation CIC

How to Apply for a Pitch

1. If you are a home caterer wanting to sell food on the day please see the 'Procedures for Food Stall Holders' in this information pack and make sure you are willing to fulfill the requirements;
2. Fill in the attached application form and e-mail to John Gordon at info@brixtonmarket.net
3. Apply for public liability insurance if you do not already have it. You can call Hayes Parsons on 0208 500 8489 or the National Market Traders' Federation tel 01226 749021, Combined Market Traders Insurance Association 0208 500 8489, or your local insurance broker. You can still apply without insurance, though you must have your insurance certificate with you on the day of the market.

Procedure for Food Stall holders

Stall Holders must have the following completed prior to the day of the market:

- A. Complete a Food Hygiene Certificate for caterers.

This can either be done online (see link below) or via Lambeth council. The online course can be completed at anytime and a certificate will be sent out the next day.

<http://www.food-certificate.co.uk/catering/online-food-hygiene-for-catering.aspx>

When you have completed the course and received your certificate you need to register your business with Lambeth council. If you are outside of Lambeth you need to check with your local authority. To register your business please fill in the 'Home Caterers Registration Form' attached form and return to Lambeth council.

Once you have a registered a council inspector will come to your home and assess your kitchen. It can take up to 28 days for someone to come to visit you. Please ensure that you register as soon as you have completed your food hygiene course to enable you enough time for the market. You will find more information in the 'A Home Catering Business Start-up letter attached in this pack

- B. Public Liability Insurance. Please see above

MARKET FAQ

Do I need to register a business name?

No. However if you would like to please see www.companieshouse.gov.uk for more information.

Do I need any licenses or permissions to be able to sell on the day?

All stall holders must have public liability insurance. If you are having a food stall then you must have the required food hygiene certificates. Please see the 'Procedures for Food Stall holders'.

Do I need to show any documents in advance?

Yes. Please send us by email and also bring original of your public liability insurance on the first day.

Is there anything I can't sell?

Take-Away coffee, Barbecue, Caribbean food and anything that's illegal.

Will I need public liability insurance?

Yes. As a minimum requirement trader's will need to provide a copy of their valid public liability insurance and employer's liability insurance if you have anyone helping you on the day.

Where do I get public liability insurance?

Hayes Parsons seems to have the best rate. Contact them on 0208 500 8489 or National Market Traders' Federation tel 01226 749021, Combined Market Traders Insurance Association 0208 500 8489,. Please see the attached section on 'How to Apply for a Pitch' section in this pack for further details.

What hours will the market run?

10am-5pm (8-9.30am is to set up & 5-6.30 is knocking down time). If you are sold out before 5pm, this is not a problem, you can pack and leave.

How are you going to select the new food traders?

As we have only a few pitches available, the team will select the traders on the following criteria:

1. Variety, type of food
2. Trailer appearance

When will I hear if I have been given a stall?

Within two weeks after sending your application.

Is there an electricity supply?

Sorry, we currently cannot supply electricity for this market; this is something we are working on for the future.

Traders can use diesel silent running generators, providing the generator does not cause a disturbance.

All generators must be diesel powered only, silent running and properly maintained. We reserve the right to shut down any generator in the interests of public safety or if the generator is causing unacceptable levels of noise or air pollution.

All cables, conductors, plugs and sockets must be of the correct type, compatibility, size, current carrying capacity, and fulfill the legislative short circuit requirements. They must also be properly insulated for the purpose for which they are intended. Any extension cables used must be as short as possible and conform to BS EN 60309-2.

All generators, circuit boards and potentially dangerous installations must be positioned away from flammable materials and be securely protected so as to deny access to all except competent and qualified employees or Agents\Sub-Contractors.

Electrical cables must not be laid along the ground without the prior permission of the organiser. Cabling that is given permission to be surface laid must be covered to stop it from becoming a tripping hazard. The covering shall also be suitable for the ground on which it is laid.

How can I bring a car or van into the market?

Station Road is a public highway and access is very limited. Station Road (and the market area in general) gets easily congested. Please treat Station Road as a one-way street and enter from the junction with Gresham Road by the Fire Station.

PLEASE DO NOT ATTEMPT TO ENTER STATION ROAD FROM THE HIGH STREET END OR WILTSHIRE ROAD AS THIS WILL CAUSE ACCESS PROBLEMS!

Vehicles can be driven into Station Road between 8am and 9am to unload your stock and equipment but must be driven away as soon as unloading is quickly completed.

You may bring your vehicle into Station Road any time after 5pm to load your stock and equipment. Drive away as soon as loading is quickly done, there will be a lot of other people wanting to drive into Station Road.

Where can I park my vehicle?

Parking in Brixton town centre is very limited and mainly short-term. <http://www.lambeth.gov.uk/Services/TransportStreets/Parking/WhereToParkParkingCharges/MapsOfWhereToParkInBrixton.htm> for a parking map of Brixton

On Saturdays only there are no parking restrictions on Hargwyne Street, Nealden Street and Mordaunt Street (correct at time of writing). Mordaunt Street is approximately 250 metres by foot from Station Road.

The traffic wardens in Brixton are very efficient and will ticket any illegally parked vehicle on sight.

Will there be lots of stalls selling the same things as me?

Trading space is limited for this market. We aim to have as much variety as possible.

Can I prepare the food on site?

Please see the section on 'Procedures for Food Stall Holders' in this pack.

Can I trade with the Brixton Pound?

Yes. We fully support the use of the Brixton Pound and encourage you to use it. For more information please visit their web site: brixtonpound.org

How do you publicize the market?

Local and national media, Website, Facebook, Twitter, flyers, event websites, posters & verbal communication.

Please help us get the word out there!

Follow us on Facebook and Twitter!

Do you have any publicity materials I can hand out to advertise the market?

Yes flyers and posters will be e-mailed to those on e-mail. Please contact Camila Cabral if you require hard copies.

What do I do with my rubbish?

It's your responsibility to leave your pitch clean at the end of the market. All rubbish must be bagged up ready for collection by the street cleaners.

These Rules ('the Rules') apply to all those (the 'Trader' 'you' 'your') who sell at the 'Brixton Station Road Food Market' market ('the Market') run by Brixton Market Traders' Federation CIC ('we' 'us' 'our' 'the CIC').

1. **PRODUCER-ONLY** The trader named in the application must make, design, grow or gather everything you sell. You must attend the Market. The term Trader includes you, your family, and employees who are directly involved in trading.
2. **PERMITTED PRODUCTS** All items for sale must be of merchantable quality. You must ask our permission to sell any items not listed here and any items not listed on your application. Items for sale on your application must be compatible. We may invite you to sell only certain items listed on your application
You must not sell any alcohol products, tobacco products, bladed articles, bladed implements, or any other illegal products under any circumstances
3. Pitches will be allocated at the sole discretion of the CIC
4. You are responsible for complying with all laws and regulations regarding the production, preparation, labeling, display, storage, sampling, and sale of goods.
5. You must clearly label prices and provide information about your methods of production.
6. You must not sell before or after Market hours 8am to 6pm
7. You must vacate your pitch by 7.30pm
8. You must bag up all waste and keep your space clean. You may not use public bins for waste or unsold produce. Bagged rubbish will be collected at the end of trading hours. You will be liable for clean-up costs.
9. You must provide a copy of your valid public liability insurance certificate and if applicable valid employers liability insurance certificate. We will also need to see the original documents on the day. You will not be allowed to trade without valid documents.
10. Prepared food sellers must provide a copy of your valid food hygiene certificate and a copy of your valid food preparation certificate. We will also need to see the original documents on the day. You will not be allowed to trade without valid documents.
11. We may exchange information about your business with Trading Standards, Environmental Health officers and other government agencies.

12. You agree:

- Your contract is with us only
- You have no right of tenancy whatsoever

The CIC's decision on these Rules and all other matters concerning the market is final. You agree to abide by our decisions promptly.

****All the information is correct at time of publication.***