

1. General Information

- a) The position of the Standing will be determined by the Council.
- b) Traders will not be permitted to set up their stall until NOON on Tuesday 12th September 2023. Access will not be permitted before this time.
- c) If the Trader does not occupy the Standing allocated by NOON on Wednesday 13th September 2023, the Standing may be re-let by the Council.
- d) Stallholders are expected to trade from Wednesday 13th September up to and including Saturday 16th September 2023 between the hours of 9.00am and 10.00pm. Early closing or vacating of standings will be regarded as being in contravention of the rules and regulations and may jeopardise traders' applications for future fairs.
- e) Trading must not commence unless a permit has been granted by the Council.
- f) Any person obtaining a permit in a fictitious name will not be allowed to occupy the Standing. The person named on the permit **must** be the Trader at the Trading Fair.
- g) Traders must be in receipt of a permit from Neath Port Talbot County Borough Council which shall be displayed at all times on the Standing in a prominent position.
- h) Sub-letting or assignment in any form is **STRICTLY PROHIBITED**.
- i) All rents and charges must be paid in advance of trade commencing.
- j) Standings must be vacated and Stalls (if any) removed within such time as may be prescribed by the Council.
- k) No casual trading will be allowed. Space will only be let to those Traders who have applied and secured a permit prior to the commencement of the Trading Fair.

Street pavements must be protected from possible damage by the legs of the stall.

- l) In order to prevent damage, or surface staining to the street pavements, it will be necessary for you to protect the road surface as follows:
 - I. Eighteen inch square $\frac{3}{4}$ " plywood, or similar material, must be placed underneath each "leg" of your stall
 - II. Where paint or other such staining liquid is being used or demonstrated, the whole floor area utilised should be protected with an impervious protective membrane.
 - III. To protect the street furniture paintwork, the securing of stalls, etc., by tying or otherwise, to said furniture is prohibited.
 - IV. You are also requested to take every care to avoid any damage to the street furniture, etc.

Standings must occupy the space which has been allotted on the permit only. Contravention of this Condition may lead to disappointment.

The use of microphones and loudspeakers, except where approved by the Council, are prohibited. Excessive use of permitted sound systems might prejudice the perpetrators future trading within the Fair.

- m) All traders, their employees, servants and agents will conduct themselves in an orderly manner to all persons on the fair, including, but not by way of exclusion, of all other users, the officers, agents and customers, and other lawful Council visitors to the fair
- n) Officials of the County Borough Council shall at all times have full right of access to any Standing for the purpose of inspecting or examining same.
- o) The Head of Property and Regeneration will have the absolute authority to demand the removal of items from the stall which are considered to be;
 - I. Sub-standard.
 - II. Excessive in number.
 - III. Dangerous, offensive or immoral.

In particular, from the advice of the Police, imitation fire arms and B.B. guns are prohibited to be sold by any trader on the fair.

- p) All traders are to observe all Acts of Parliament and all regulations and bye laws of the Council and other official bodies relating to the sale of goods and trading.
- q) Any breach of any of the foregoing Conditions and Regulations will result in the Council's permit being cancelled and consequently, the Stand being vacated by the Trader. No compensation being payable in any event.
- r) Offer for sale goods of quality at reasonable prices and maintain a good selection and an adequate stock.
- s) All catering/food stalls to comply with the instructions of the Head of Environmental Health and Trading Standards, or any other so designated officer

INSURANCE THIRD PARTY LIABILITY – Should the applicant not be affiliated on the Market Trader's Federation, a copy of the Public Liability Insurance must be sent with the rental that is now due. It is essential that all Traders are adequately insured against accident, loss, damage, expenses and in particular Public Liability.

You will be expected to have a valid public liability insurance in place during the Fair week, which must be available for inspection during the Fair.

The ground space is let on the sole understanding that the County Borough Council will not accept any responsibility for liability for any accident, loss, damage or expense arising out of the condition or state of the ground or in any other circumstances whatsoever.

The County Borough reserve the right to make such alterations or additions to the siting of the Standing as may, from time to time, be required.

2. Health & Safety Information

The electrical installation **must** comply with the following:

- I. Health and Safety Executive Guidance Note GS50 (Forth edition) Electrical Safety at Places of Entertainment.

- II. The current edition of the Installation of Electrical Engineers Regulations BS7671 with particular attention being paid to Section 711 & 740.
 - III. Regulations under the Electricity Act.
 - IV. Any special regulations issued by the Local Electricity Supply Authority.
 - V. Neath Port Talbot County Borough Council CLAW Specification for Electrical Engineering Services.
 - VI. The Electricity at Work Regulations 1989
- a) All cables in connection with lighting or power are to be properly insulated and protected, and laid in such a manner as not to be dangerous or obstructive. No connections are to be made to Street Light Columns.
 - b) The Councils appointed generator contractor has advised that traders will only be supplied with BS4343/CEE type sockets to connect into. They have also advised, (refer to Conditions and Regulations attached) that all traders should have available for inspection copies of their Portable Appliance Testing Certificates for all electrical items used
 - c) It is also recommended that BS4343 caravan type plugs are used by traders. For those traders who do not have these plugs, they will be available for purchase from the appointed generator contractor. Other cable/socket adaptors will be offered upon request also.



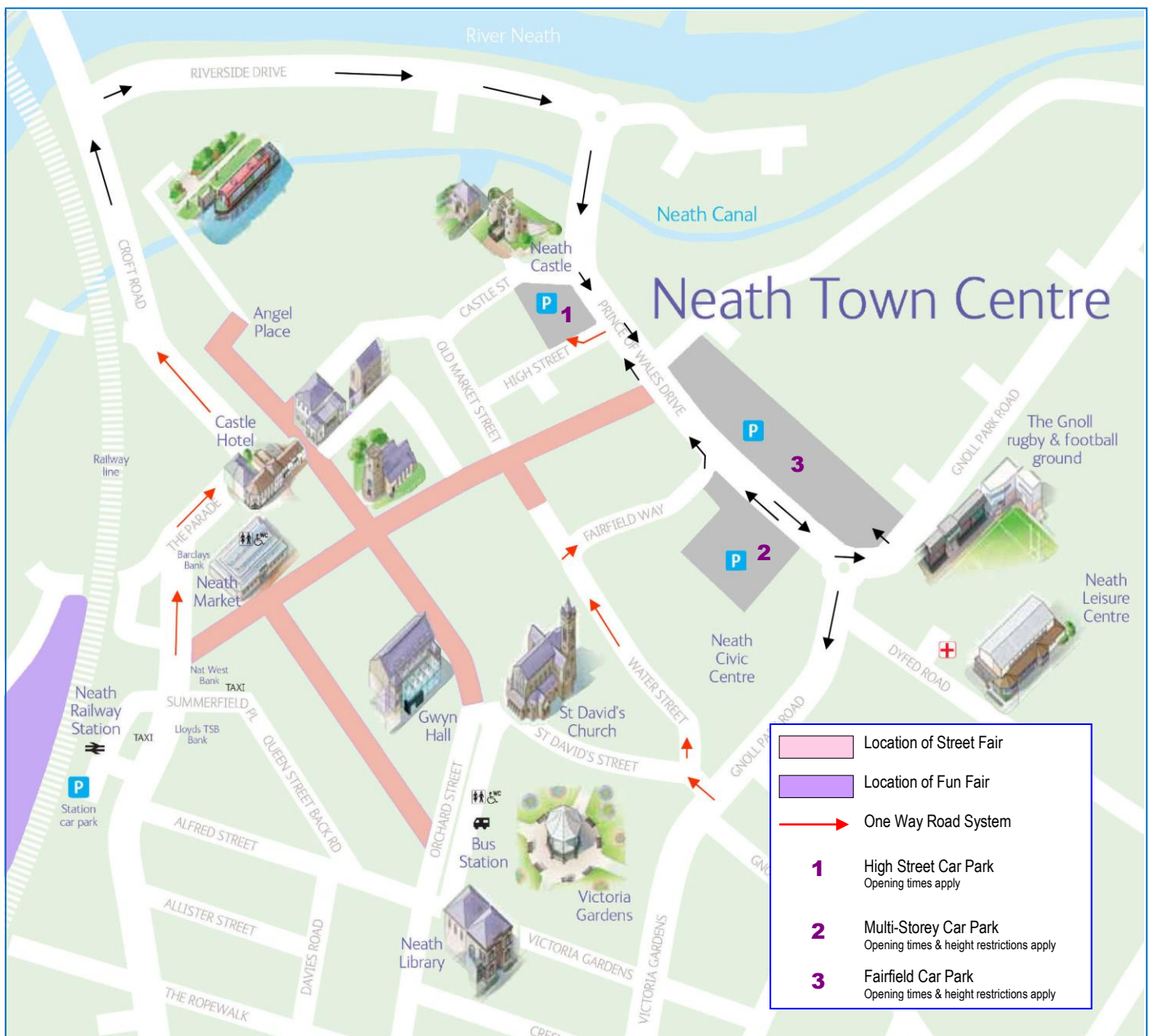
BS4343/CEE Socket

- d) All electrical items must hold up to date PAT test certificates at the time of the event. Appliances found without a valid test certificate will be removed.
- e) All stall holders must provide a propriety counterweight system. Temporary structures including marquees, gazebos and pagodas must be weighted down with propriety weights for the full duration of the event.
- f) Structural Engineers, representing NPTCBC, will carry out daily inspections of the stalls, and if found not to be sufficiently supported / weighted down against the effects of wind / inclement weather conditions will be closed down and may be instructed to leave the event immediately.
- g) It is important that your stall is equipped with a fire extinguisher of appropriate type and that it remains on display in a prominent and easily accessible position. All extinguishers are to be properly serviced and maintained. All traders must ensure that large amounts of flammable material and fuels must be properly stored, controlled and separated from sources of ignition.
- h) Please Note: Due to current fire regulations, no persons are allowed to sleep in the stalls or vehicles overnight.
- i) Traders will be held responsible for the daily clearing of litter, etc., on and around the ground space they occupy during the trading period, such litter to be placed in suitable containers (i.e. boxes or sacks) ready for collection by the Council's Refuse Vehicle

- j) All traders are to observe and comply with all regulations and all requirements of the Health and Safety at Work Act 1974 and also any other regulations relating to employees of the operators, as far as they relate to the fair and the business of the trader.

3. Vehicles, Caravans & Trailers

- a) No Living Caravans or Trailers will be permitted on or in the vicinity of the Standing.
- b) Traders' vehicles (excluding vehicles used as stalls) must be removed from the Town Centre by **9.00am**. Vehicles will not be allowed to re-enter the Town Centre before **10.00pm**. Any breach of this Condition may result in prosecution.
- c) It is essential that vehicles use the pedestrianised areas of the town only for purposes of unloading/loading goods. Parking in the Town Centre overnight is strictly prohibited. The vehicles must not obstruct the main thoroughfare at any time. Vehicles will not be allowed into the Town Centre for any other purposes (only vehicles used as a stall will be exempted).



4. Trading Standards

- a) Trading Standards have a statutory duty to enforce a wide range of legislation. This guidance note summarises your obligations in respect of Trading Standards legislation, and aims to assist you in complying with the law generally. I would remind you that this department takes infringement of the law very seriously, and **you may be liable to formal action, including arrest and / or prosecution and goods and or equipment (including vehicles) seized**, should you be found to be infringing the legislation we enforce.
- b) Weights and Measures
- Items for sale by weight must be marked with metric quantities
 - It is an offence to sell short weight or short measure
 - Weighing and Measuring equipment in trade must bear inspector's stamp (Crown or black M on a green background). The year of manufacture appears next to the M (newer equipment only; on older equipment the year appears next to the CE mark). Using a machine without these markings makes it liable for seizure and the owner for prosecution.

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- c) Food
- Must be accurately described
 - Must be sold within its use by date
 - If appropriate, it must meet compositional standards
 - Must declare allergens
- d) Pricing
- All goods for sale must be clearly priced.
 - There should be no hidden costs and the price should not be misleading
- e) Trade descriptions of goods and services
- All goods and services should have an accurate description that does not mislead. The omission of important information can also mislead.
- f) Counterfeit / Fake Goods
- **It is an offence** to supply an item bearing an unauthorized trademark or breaching copyright. Tell tale signs include: misspelling on label, grammatical errors, missing "CE" or "UKCA" marks or manufacturers name and addresses on toys, poor quality of items, images or packaging.
- g) Age Restricted goods
- **It is an offence** to supply to a person under the specified age, solvents, vapes, e-cigarettes, cigarettes and cigarette and tobacco products (including papers), alcohol, knives, video recordings (including DVDs, blu-rays and certain video games)
- h) Product Safety
(Including toys, second hand goods, electrical goods, furniture etc)
- **It is an offence to supply an unsafe product.**
 - All goods being sold must be safe taking into account reasonably foreseeable use of the product.

- Many products including new toys, electrical items, medical devices, gas appliances etc must bear a “**CE**” or “**UKCA**” mark. Many items, including toys must bear the manufacturers or importers name and address.
- **Furniture** (including cushions) must bear a sign warning of the fire risk.
- **Children’s outer garments** less than 44cm across the chest should not have a hood cord that can be pulled through the garment.
- **Second hand electrical or gas appliances.** It is advisable that if selling second hand electrical or gas appliances that the items be tested for safety before sale.

(Please note that this is not an exhaustive list)

- i) We would also **strongly** advise you to have documentation (such as invoices etc.) identifying the suppliers of your products and when they were purchased. This will assist in our enquiries should we find infringing goods on your stall.
- j) Without evidence of purchase, liability for any offences found may lie solely with you as the seller.
- k) Reputable suppliers will provide you with these documents, less reputable ones are less likely to.
- l) **Trading Standards officers will be around the market inspecting the stalls during the duration of the fair, including evenings and weekends.**

Further advice can be obtained from the following: www.npt.gov.uk/tradingstandards
www.tradingstandards.gov.uk
<https://www.businesscompanion.info/>

Should you have any queries, please do not hesitate to contact your local trading standards department.

No person who has been subject of enforcement action by the Neath Port Talbot Trading Standards Department (Prosecution or Formal Caution) for criminal offences committed at any previous Neath Autumn Fair will be permitted to trade / operate or assist in the operation of any stall at this years event.

All instructions issued by the nominated officers of Neath Port Talbot County Borough Council are to be adhered to – failure to do so will lead to the withdrawal of permits and the exclusion of the offending Trader from future Fairs.