



# Application for a pitch on the Framlingham Saturday or Tuesday Market Market Hill Framlingham

Please complete this application in full and return to:

Mrs Eileen A Coe  
Framlingham Town Council  
10c Church Street  
Framlingham  
Suffolk  
IP13 9BH

Email: townclerk@framlingham.com

For Office Use Only

Date received:		PLI /NMTF received:	
Decision:		Food Hygiene Certificate: received	
Applicant notified:		TC signed Licence and laminated Parking Permit issued:	
Market Regs sent:			
£10 admin fee paid:		Signed Licence & Contact Consent Form received:	

<b>Title:</b> <i>* Please delete as appropriate.</i>	<b>Mr / Mrs / Miss / Ms</b>								
<b>Name:</b>									
<b>Trading Name:</b> <i>* If applicable</i>									
<b>Address:</b>									
<b>Post Code:</b>									
<b>Telephone :</b>									
<b>Mobile:</b>									
<b>Email address:</b>									
<b>Market Day/s required:</b> <i>* Please tick</i>	<b>Saturday</b>		<b>Tuesday</b>		<b>Size of pitch required (FT):</b> <i>* minimum size 6ft</i>	<b>FT</b>	<b>Electric essential:</b>	<b>Yes</b>	<b>No</b>
<b>Detail of goods to be sold:</b> <i>* more space on next page if needed</i>									

I hold a current valid Public Liability Insurance Certificate suitable for Market trading or NMTF membership.	Yes	I have provided a copy of my PLI Document/ NTMF card with this application.			
	No	I will take out if my application is successful.			
I have provided a copy of my Food Hygiene Certificate. <i>* Please tick</i>	Yes		N/A		
Vehicle Registration Number (for Saturday Parking only) <small>max 2</small>					

**Applications will be considered at the next available meeting of the Public Relations and Markets Committee.**

Once approved you will be notified in writing and will receive a copy of the current Framlingham Market Regulations, Saturday Market Traders Parking explanatory letter & map and GDPR Privacy Notice & Contact Consent Form.

After notification, to progress your application further you are required to pay a £10 admin fee (***please notify the Town Clerk with date payment made***) and to have provided all the required documentation/information, as stated above, before an Annual Licence to trade on the market can be issued along with your Parking Permit if applicable.

To complete the process a signed copy of your Licence and Contact Consent Form will need to be received at the Town Council Office within the required period and before you trade on Framlingham Market.

**Regulars pay £1.10 per foot April - September and £0.90 per foot October – March.  
Payment to be made quarterly in advance on receipt of invoice.**

**Casuals pay £1.60 per foot April –September and £1.40 per foot October – March.  
Payment to be made on a weekly basis to the Market Supervisor-Darren Smith – (Fish Stall)**

**Electricity is available at a cost of £3.50 per day**

**(Once established traders can pay in advance per quarter and benefit from a reduction of 10% off the pitch fee for prompt payment).**

The Market rents and regulations are reviewed annually and a copy of the market regulations is available on request or can be downloaded from [www.framlingham.com](http://www.framlingham.com).

*\*Additional space if needed.*