



BOROUGH MARKET

STAND INFORMATION & APPLICATION PACK

PRODUCE

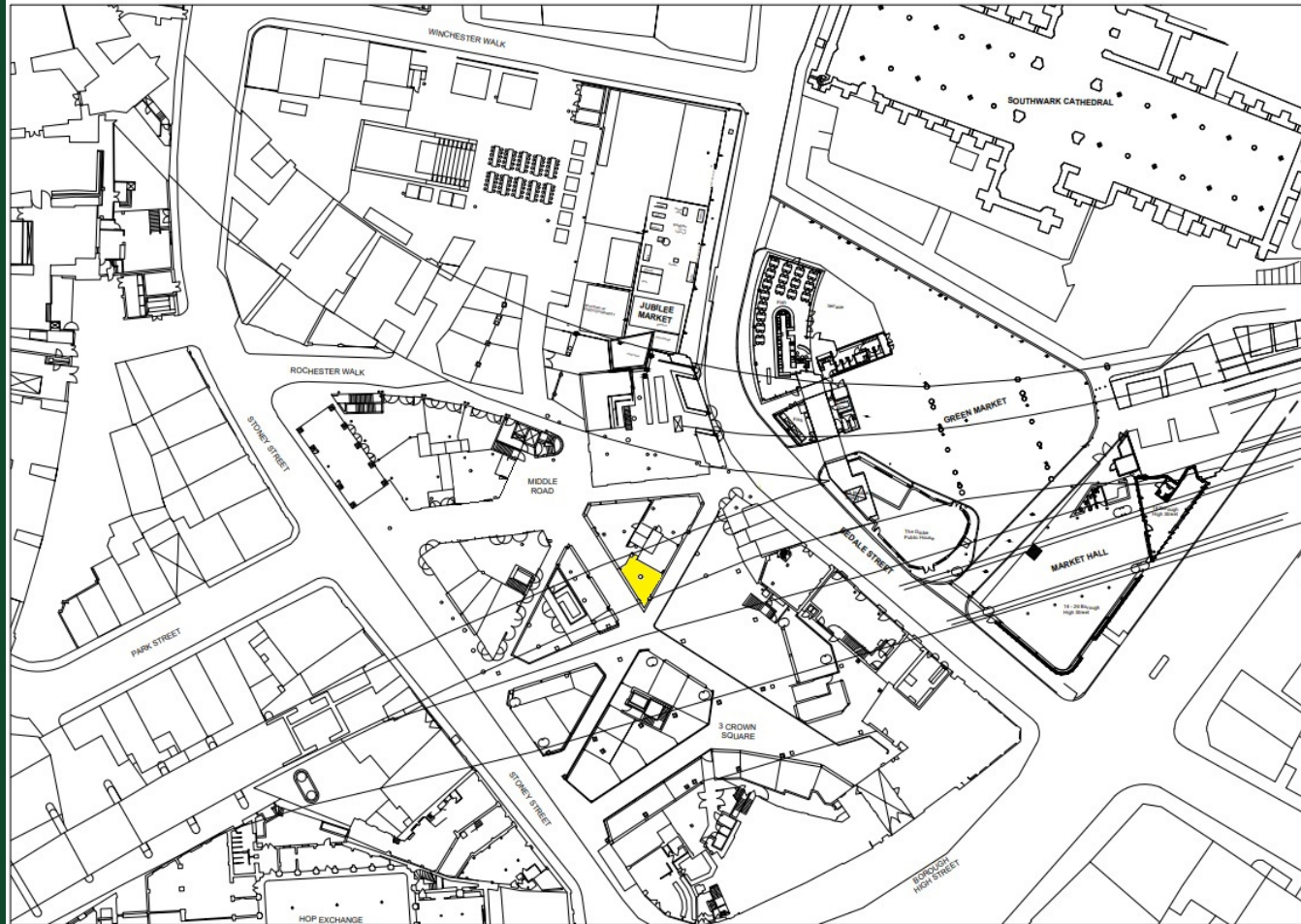
Retail STAND 21





STAND 21

Situated in Three Crown Square



This unit is open to applications from both Borough Market traders and those not currently trading at the Market.

We are looking for a produce offering to fill this stand. No hot food/catering applications will be considered.

All applications will be scored against criteria which are aligned with the principles of the [Food Policy](#)

- Floor Area: **327 square foot**
- 2023/24 Rent: **£11,082.03 (ex VAT)**
£33.89 per square foot (ex VAT)
- 2023/24 Service Charge: **£7,095.90 (ex VAT)**
£21.70 per square foot (ex VAT)

Rent is subject to RPI increase applied on the 25th March each year.

Service charge is subject to annual increase applied on the 25th March each year. As set by the Trustees.

The rent and service charge is payable on a quarterly basis in advance and the stand will be let via lease on a 5 year term.

Please be aware that applications from traders with outstanding debt will not be considered.

WHAT WE ARE LOOKING FOR

Your application will be scored against the following criteria. The people scoring your application must be able to answer yes to the first 6 questions:

1. Do they demonstrate that all products and ingredients are responsibly sourced and fully traceable throughout the supply chain?
2. Do they avoid ultra-processed foods, foods containing artificial flavours, colours or preservatives and making unsupported claims about health benefits, faddish diets or 'superfoods'?"
3. Do they pay fair prices to their suppliers?
4. Do they pay fair wages to their staff (London Living Wage)?
5. Are they a unique, independent business?
6. Do they demonstrate a commitment to ensuring equality, diversity and inclusion imbedded throughout the business and their practices?



WHAT WE ARE LOOKING FOR

If all of the essential criteria is met, the next 8 questions will each be scored from 1-5:

1. Do they source the majority of ingredients directly from producers, or a supply chain they have traced to source?
2. Do they demonstrate initiatives to ensure their food is accessible?
3. Do they demonstrate a high level of knowledge in their sector and ensure that this knowledge is shared by all employees?
4. Do they demonstrate that their food has been produced in a way that has a demonstrably less damaging effect on the environment than large scale industrial food production?
5. Do they support and engage with charities, social enterprise and paid internships?
6. Are they committed to reducing food waste throughout the supply chain?
7. Do they use resources sustainably?
8. Do they minimise non-food waste and the use of single use packaging?



YOUR BUSINESS

Please provide the following information:

- Business name and description of offer
- Contact details, including social media & website
- Number of employees and company structure chart
- 5 year Business Plan

YOUR FOOD

Tell us about your proposed offer:

- Provide a product list, including full sourcing details for all products and ingredients
- Tell us what makes your food special
- How do you ensure fair and inclusive access to your food



YOUR DESIGN

Include images that convey the style and visual design of your unit

- Explain how you will visually communicate your ethos and story to customers
- Tell us about the materials and equipment you will use

YOUR PEOPLE

Please tell us about:

- Your suppliers and why you chose them
- Your staff: training, recruitment, pay and perks
- EDI
- Charities, social enterprise and paid apprenticeships



SUSTAINABILITY

Please tell us about your sustainability policy, considering all aspects of your supply chain, including:

- Carbon emissions
- Animal welfare, fish populations
- Water pollution and plastic pollution
- Air quality
- Waste disposal and reduction
- Resource usage
- Biodiversity and soil health
- Social and Economic sustainability

APPLICATION PROCESS & TIMELINE

Please submit applications through to info@boroughmarket.org.uk

Stand advertised:	Tuesday 24 th October 2023
Submission deadline:	Tuesday 21 st November 2023 (5pm)
Application responses:	W/C Monday 11 th December 2023
Fit-out plans and heads of terms agreed:	W/C Monday 8 th January 2024 (Fit out must be completed within 6 weeks of approval)
Lease signed by & rent payable from:	Monday 22 nd January 2024
Stand open for trading:	W/C Monday 19 th February 2024

The timeline set out is non-negotiable unless exceptional circumstances, as deemed as such by the Trust, occur.

We appreciate sometimes unavoidable events cause delays but unless this is the case, failure to adhere to the timeline will likely result in forfeiture of the lease/offer.

If you are not able to comply with the timeline for this application, please do not apply.



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DESIGN GUIDE 2023





DESIGN GUIDELINES:

The purpose of this document is to clarify what you will receive from Borough Market as the basis of a 'shell' stand or stall, ready to personalise for your business.

Please pay attention to your own demise as well as the nature of the area of the Market you sit within and consider all aspects in planning your individual design.

At the end of your tenancy, all stands / stall equipment must be returned to Borough Market in the state given, unless otherwise expressly agreed in writing. If this is not the case, Borough Market will return to 'shell state' and you will be charged all associated costs for doing so.

LANDLORD'S SPECIFICATION: STANDS

There are four different types of stand across the Borough Market estate, defined as follows:

1. **Covered Perimeter stands:** these are the units built adjacent to the boundary of the site and located directly beneath a viaduct or Market roof.
2. **Exposed Perimeter stands:** these are the units built adjacent to the boundary of the site and not located directly beneath a viaduct or Market roof.
3. **Covered Island stands:** these are configured as blocks of stands or cages with a continuous frontage around the entire block and located directly beneath a viaduct or Market roof.
4. **Exposed Island stands:** these are configured as blocks of stands or cages with a continuous frontage around the entire block and not located directly beneath a viaduct or Market roof.

Please check which type of stand you have been allocated.

Stands are constructed from metal cage walls which will be approximately 3050mm high and powder coated in the green finish that is visible across the market.

Floor loading: you must make an individual estimation of their floor loading requirements and engage a suitably qualified professional to assess load capacity.

Exposed perimeter and island stands have been provided with a roof constructed of colour-coated composite panels with standard Kingspan off-white finish to the

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underside. Internal steel finish where exposed is BS00405. Rainwater disposal where necessary from flat areas are by integral outlets from the rear PVC-U gutter and downpipes.

Each stand is provided with an electrically operated roller shutter door(s) spanning the frontage or width of the unit.

Standard vinyl signage will be provided for the shutter casing for the approved trading name.

Any columns within stands will must be left in the existing finish – you are not allowed to fix any fixture or cladding to these columns.

ELECTRICITY & WATER:

The stand is provided with water and electricity:

Electricity: you must assess the current available supply and design accordingly

Water: you must assess the current available supply and design accordingly

Stands have a shared soil and waste capped drainage point connected to foul water sewer. Individual grease traps must be incorporated where needed.

LANDLORD'S SPECIFICATION: STALLS

Produce pitch - umbrella measuring 2.5m x 3m or in either yellow, red, green or black.

Hot food pitch – umbrella measuring 3m x 3m, in either yellow, red or green.

Both held in a metal tripod base. The umbrellas are branded with 'Borough Market' on two sides.

Stalls have access to water and electricity supplies – please check your individual capacity limits.

Borough Market provides communal wash-down facilities and toilets.

TENANT FIT-OUT GUIDELINES:

All works must be carried out in a good and workmanlike manner and in accordance with good building practice, using quality materials, which comply with British

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Standards. All works must be carried out according to on site contractor rules, following formal approval.

We encourage creative design which amplifies your individual brand while remaining sympathetic and in keeping with the Borough Market estate as a whole.

The following areas of guidance aim to provide a remit for design for commonly discussed features but is not intended to be exhaustive and all design proposals will be considered on a case by case basis.

UTILITIES:

When designing your fit-out, you must ensure you leave clear access to all BM infrastructure, for example:

- Electrical distribution boards
- Drains (with enough room left around for necessary equipment to access for remedial works)
- Network Rail infrastructure
- Water in/outlets

This list is not exhaustive and you might have other considerations in your unit - if you are not sure what this means for your stand, please check with the Borough Market team who can clarify.

If you inherit a sink as part of taking over a stand or install a sink as part of your fit-out, you must also install a fit for purpose grease trap with an associated maintenance agreement. A copy of this agreement must be submitted to Borough Market.

SIGNAGE:

In the case of stands, your business name will be added to the structural framework provided by Borough Market. In the case of umbrellas, 'Borough Market' signage will be provided on the umbrella. No other signage is permitted on these areas.

Any other signage within the stand or stall will be at your discretion but must be approved by Borough Market prior to installation, noting:

- No lit signage is permitted
- No screens are permitted for signage / menu displays

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- No neon lit signage is permitted

FRONTAGE:

Alterations to a stand frontage (shutter or caging) are not permitted without prior written permission from Borough Market. It may be possible to add design to these but not without prior written consent of relevant design.

In the case of the stalls, there is ample space within the framework to provide a customised frontage, to trolleys / stall units. All designs and dimensions of kit must be approved by Borough Market before construction.

LIGHTING:

Borough Market's communal lighting is not intended to illuminate individual Tenants' trading areas.

Stands: you will need to design your own lighting scheme to create the right level and colour of light to display your product to the best effect. We would like to see your proposals outlined on the plan of your unit, backed up with product information and imagery where possible.

Stalls: lighting may be attached to the umbrella or from part of your unit build – please submit plans for this as part of overall design proposal, for approval.

We encourage all lighting to be as energy efficient as possible, please note your maximum electricity allowance when designing.

Bear in mind it is an outdoor setting and you will experience a number of levels of natural daylight at different times of day/year.

Building above stands: (not applicable to stalls)

You can submit plans to build a mezzanine floor above your stand, working to the following remit:

- Maximum height of 1.5m use above stand (reaching up to 4.2m above ground)
- Use must be storage only
- If your stand is below Network Rail tracks, please check with Borough Market for any additional restrictions before designing

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- You must submit a structural survey

MATERIALS:

We ask that all materials used in the fitting out of any stand/stall support and enhance the offer and general ethos of the Market. Borough Market would like you to define your proposed use of materials on your plans, referencing the nature of the material and reason for use.

As examples, we welcome those of the following nature:

- Food safe
- Sustainable
- Natural
- Ethically sourced
- Re/upcycled
- Reclaimed

Please use references and images as far as possible, to explain your scheme.

FUTURE ADDITIONS/ALTERATIONS:

Any additions or alterations to the agreed design are not permitted without prior written consent from Borough Market.

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APPROVAL PROCESS:

- For newly leased stands, see Stand Applications Process
- For existing stand works / refurbishments, see table below:

SUBMIT DESIGN PROPOSAL:	traderrelations@boroughmarket.org.uk
ASSESSMENT:	Property Group Approval (within four weeks)
RESULT:	(Subject to any queries) or refusal. Tenant to re-submit within two weeks of queries raised
SIGN OFF:	Any outstanding queries resolved prior to final approval, in writing (licence to alter issued for stands)
NEXT STEPS	Following approval, tenant liaises with BM operations team to; - Submit all required H&S documentation. - Schedule approved contractors into site diary.