



BOROUGH MARKET

NEW TRADER PACK



BOROUGH MARKET

Tuesday – Friday	10am – 5pm
Saturday:	9am – 5pm
Sunday	10am – 4pm

All traders are expected to be set up and trading during these times. No late set ups or early pack downs.

UMBRELLAS:

Borough Market pitches measure 3 metres x 2.4 metres. You will be provided with a Borough Market branded umbrella under which your stall must fit. Your umbrella is your responsibility, must be kept in good condition and any repairs paid for.

SET-UP:

All pitches must be packed down at the end of each day and all kit removed from the trading areas. Make sure that all of your kit is robust and easy to move around as storage space may be a walk away from your pitch. Parts of the Market are exposed to the elements so your kit should be weatherproof too.

STORAGE:

There is limited storage available for kit. The use of any storage space must be agreed with the Borough Market Management Team in advance. Anything left on site overnight is done so at your own risk. There are shared wash up facilities for smaller items of kit. There is no storage available on site for products.

VEHICLES AND PARKING:

All vehicles must be off site one hour before opening and aren't allowed back on site until after closing. Vehicles will be allowed into the Market again as close to closing time as felt safe to do so, the Borough Market security team manage this, ensuring public safety at all times. This also applies to delivery vehicles. If for any reason your delivery is delayed, drop offs are via the street only.

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There is limited parking available on site on a first come first served basis.

HEALTH & SAFETY AND DOCUMENTATION

You need to provide the following documentation prior to trade. This paperwork should be available for inspection if requested by a member of the Borough Market Management Team:

- PLI Certificate (£10million cover)
- Food Hygiene Certificate (Minimum level 2)
- Risk Assessment or HACCP
- Proof of registration with your council as a food business

Food Hygiene and Health & Safety audits are carried out in the Market at least once a year. If an audit results in a fail in either category, a second audit will be carried out for which you will be invoiced. 2 fails may result in permanent suspension from the market

ELECTRICAL ITEMS

All pitches have access to electricity via a 16amp socket, for which you will need to bring your own commando lead. All electrical kit must be PAT certified or have a receipt to show it is less than a year old. This includes phone chargers. Trip mats to cover cables can be provided by the Market, you are responsible for ensuring they are placed appropriately.

PITCH FEES AND PAYMENTS:

PRODUCE PITCHES	DAILY RATE (EXCL. VAT)	DAILY RATE (INCL. VAT)
Tuesday	£36.87	£44.25
Wednesday	£36.87	£44.25
Thursday	£36.87	£44.25
Friday	£46.33	£55.60
Saturday	£60.79	£72.95

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Sunday	£36.87	£44.25
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Pitch fees are subject to RPI increase applied on the 25th March each year.

We require all businesses to hold a UK bank account. Pitch fees are invoiced monthly in advance and you will be asked by the Accounts Team to set up payments by standing order before you start trading

PACKAGING AND RECYCLING:

Packaging must be kept to the minimum and where possible be recyclable or biodegradable. We do not allow single use plastics in the market. Recycling and Food Waste must be separated and placed in the appropriate bins at the end of trading.

You can purchase cornstarch carrier bags from Borough Market to use on your stall if needed.