





Kirklees Markets



We are delighted to welcome you as a market trader with Kirklees Council and hope you and your business enjoy a prosperous trading environment. As a council we are committed to the long-term future of our markets and maintain an extensive programme of investment in them.



We manage nine markets in seven of our town centres, and are the largest and most successful market authority in the region. We have established an excellent reputation for working closely with our traders and the ongoing success of our markets is due to the partnership approach we have worked hard to achieve.



Our markets team are there to ensure that our markets are vibrant places to trade and to shop, and we expect our traders to contribute to this, with good quality goods and excellent customer service.



Please take time to read through this welcome pack, it has been designed to give you key information about trading on our markets, including an overview of our market rules, key contact information and some help with legislation affecting your business.



Rules & guidance for trading on Kirklees Markets

All market traders must:

- Hold current Public Liability Insurance
- Be ready to trade by the opening time of the market and not pack-up or leave the market until the closing time. If you will be arriving late or need to leave early, please seek permission from the market staff
- Be able to pay their rent on request
- Remove their rubbish to the designated area
- Not sub-let their stall or pitch
- Load and unload only within designated times and areas
- Only sell goods they have listed on their registration form
- Notify market staff if they cannot attend or are taking holiday entitlement, as stalls are re-allocated if a trader does not attend for 3 consecutive weeks without notification
- Follow reasonable instructions and guidelines from the market staff
- Abide by all applicable legislation
- Not sell guns, crossbows and other potential weapons; counterfeit goods; fireworks; offensive material or carry out body piercing and tattooing
- Respect fellow traders, market staff and members of the public at all times

A full copy of the market rules is available on request.



Holiday Entitlement

After trading for 12 months as a regular trader, you can take 3 days holiday for each trading day per year (January to December). Any holiday entitlement remaining at the end of the year will automatically be carried over.

Fast-Track System

To avoid queuing as a casual trader, all regular traders at Kirklees can pre-book a stall on another Kirklees market (subject to availability). This allows regular traders the opportunity to trial a stall at another market for up to 4 weeks as a casual trader but with the ability to arrive and set-up early. If you wish to trade at another Kirklees market using this system, contact the market staff at your regular market and they will contact the market you wish to attend.

Health and Safety

You have a duty to ensure the safety of your staff, other traders and customers under the Health & Safety at Work Act 1974.

If you employ more than 5 workers you must have a documented safety policy and risk assessments.

Food traders should make themselves aware of and comply to additional Food Hygiene legislation.

Fire Safety

You are responsible for keeping the area behind and under your market stall tidy and free of rubbish. Combustible material should not be allowed to accumulate in or around your stall. It is your responsibility to remove your rubbish to the designated bin area.

Any structures and drapes you erect must be durably flame-proofed to BS3120 and BS5438. Bunting around your stall should be kept to a minimum.

Any fire fighting equipment you are required to provide must have been serviced within the last 12 months.

Any portable heaters, gas or electric, must be checked as suitable before usage. For further advice contact your local fire service or Building Control on 01484 221037



Traders Grievance Procedure

The object of the Procedure is to enable any trader's grievance to be quickly and satisfactorily settled. At each stage of the procedure the trader may be represented or supported by any appropriate person. The time limits which are given for various stages may be changed by mutual agreement. Where not indicated, a time limit should be mutually agreed upon. The Grievance Procedure is applicable where traders have any grievance against the enforcement of licence conditions or any other trader concern. However it is not to be used as an appeal method against written disciplinary notices for which there is an appeal system. All grievances will be dealt with only in accordance with this Grievance Procedure.

Stage One

- The complaint should be discussed with the Market Superintendent.
- A verbal reply to the complaint will be given straight away where possible or within 7 days. If it is agreed that action should be taken, a time limit should be agreed upon for this to be done.

Stage Two

- If the complaint is unresolved it becomes a formal grievance.
- The trader should put the grievance in writing to the Markets Operations Manager. A meeting will be arranged between the trader (and his/her representative) and the Markets Operations Manager.
- In normal circumstances a written reply should be sent to the trader within 14 days of the meeting. A copy of the reply will be sent to any representative upon request. If it is agreed that action should be taken, a time limit should be agreed upon for this to be done.

Stage Three

- If agreement is not reached or the grievance is unresolved within the agreed time period, the matter is to be brought to the Market Manager. A meeting will be arranged between the trader (and his/her representative) and the Markets General Manager.
- In normal circumstances a written reply should be sent to the trader within 14 days of the meeting. A copy of the reply will be sent to any representative upon request. If it is agreed that action should be taken, a time limit should be agreed upon for this to be done.

Stage Four

- If the grievance is unresolved with the agreed time period or if the Market Manager is unable to resolve it, the trader should submit a written request to the Market Manager to have the case brought before the Head of Service.
- At the meeting which should take place as soon as possible, there should be a representative of the Market Section, the trader (and his/her representative) and, if required, witnesses who will put forward their respective cases.
- The Head of Service or the appropriate deputy will have the power to act. Their decision should be put in writing and sent to the parties concerned as soon as possible as practicable after the meeting.
- The Head of Service's decision will be final in all cases except in instances where notice to terminate the licence agreement has been given, where a final appeal to the Councils appropriate Cabinet Member will be possible.

Kirklees Open Market Trading Days:

Monday:

Huddersfield Open Market, general market
Holmfirth Market, craft market (only on Bank Holidays)

Tuesday:

Huddersfield Open Market, second-hand market
Heckmondwike Market, general market
Cleckheaton Market, general market

Wednesday:

Dewsbury Market, general market

Thursday:

Huddersfield Open Market, general market
Holmfirth Market, general market
Birstall Market, general market

Friday:

Dewsbury Market, second-hand market
Batley Market, general market

Saturday:

Dewsbury Market, general market
Huddersfield Open Market, second-hand and general market
Heckmondwike Market, general market
Cleckheaton Market, general market
Holmfirth Market, general and craft market

Sunday:

Dewsbury Market, car boot 'less' sale



Kirklees Markets Contact Information

For general communication, please contact the market staff at your market. For all other enquiries, please contact Head Office.

Markets Head Office

Queensgate Market
Princess Alexandra Walk,
Huddersfield
HD1 2UJ

Phone: 01484 223730

Fax: 01484 223735

Email: markets@kirklees.gov.uk

Management of all Kirklees Council's Markets.

Office open Monday to Saturday from 9.00am – 5.30pm

Dewsbury Market (also contact point for Heckmondwike, Cleckheaton, Birstall & Batley)

Cloth Hall Street

Dewsbury

WF13 1QE

Phone: 01924 325011

Huddersfield Open Market (also contact point for Holmfirth)

Brook Street,

Huddersfield

HD1 1RG

Phone: 01484 223195