



Bromsgrove
District Council

www.bromsgrove.gov.uk

Bromsgrove Market Office
Parkside Office
Market Street
Bromsgrove
Worcestershire
B61 8DA

BROMSGROVE MARKET

Helpful information for new Market Traders

- Market Days are Tuesday, Friday, and Saturday between 8am and 4pm
- The Market is located on the High Street B61 8AS.
- No unauthorised vehicle access is permitted for traders between 9am and 4pm.
- Information for parking can be found by found at <https://www.bromsgrove.gov.uk/residents/my-place/parking/our-car-parks/>
- We have 35 gazebos and a further 14 pitches available with costings for all traders. shown separately in the Fees and Charges supplement. We offer discounts for all traders taking additional gazebos for any day or applying to become a regular trader which does include additional benefits of a regular pitch, holiday allowance and cheaper rents.
- All payments are taken by card/contactless device – no cash is accepted.
- Casual rents must be paid on the day of attendance with a receipt been issued.
- All traders are required to have £5m public liability insurance, photo ID and proof of address prior obtaining a gazebo.
- Traders are invited to attend from 6.00am onwards but must be on site no later than 8.00am. Traders arriving later must notify the Market Manager ASAP.
- All traders' vehicles must be removed by no later than 9.00am unless authorised.

- When you arrive, please report to a member of Market Staff who will show you to your allocated gazebo/pitch. These are easily identifiable in yellow hi viz vest marked Market Staff.
- All gazebos will be ready assembled with sheets and a minimum of 3 tables will be provided.
- In order to maintain a balance of trade within the market, restrictions may apply on certain lines of goods. Please contact us for further information.
- The market management team on duty will be Mr Jonathan Smith (Markets Manager) and Mr Roger Munn (Senior Operations Officer).

Important Information

General Data Protection Regulations (GDPR)

Bromsgrove District Council collects personal information about you and your business for the fulfilment of a contract, or to take steps to enter into a contract; by signing to apply to trade on Bromsgrove Outdoor Market, you are entering into a contract, and we require the personal data requested to fulfil this contract.

Data collected is:

- Name
- Contact details
- Emergency contact details
- Contact details (if different)
- Vehicle registration number
- (ID may be requested but not retained)

This information will be refreshed annually.

By entering into the contract, you consent to us processing your personal information for other specified purposes such as:

- Subscribing to the e-newsletter
- Subscribing to the survey to inform the development of the market.
- Taking images at events for promoting the market via the website, e-newsletter, and social media
- Taking video footage at events for promoting the market via the website, e-newsletter, and social media

Where you agree to be contacted, the data will be kept until it is either overwritten or until you no longer agree to be kept informed. If you chose not to consent to additional processing, this will not affect your or your rights. Details of all your other rights can be found at <https://www.redditchbc.gov.uk/council/corporate/your-access-to-information/data-protection-and-information-management/privacy-notice/privacy-notice-information-and-your-rights/>

This information will be shared with staff responsible for the management of the market, and in some cases with Trading Standards and Environmental Health.

This information will not be shared/sold to any other service/organisation unless we have a duty to do so under law.

No decisions around this data are made by automated means.

Bromsgrove Market Regulations

If your application is approved, you agree:

- to be bound by the Bromsgrove Market Regulations (a copy of which has been provided to you in this application pack).
- to indemnify the Council in respect of any claim resulting from your occupation of the Market unless such claim results directly from the negligence of the Council.
- That the Council will not be responsible for any loss or damage suffered by you as a result of your occupation of the Market unless such loss or damage results directly from the negligence of the Council.

I confirm that all the information provided on this application is true and accurate. Should any information be found to be untrue or inaccurate my application I understand that my application may be declined or revoked without refund.

Trader Name:
Trader Signature
Date:

Kindest regards
Mr Jonathan Smith
Markets Manager

Working Days/Hours

Tuesday (**Market Day**) – 7.30am to 4.30pm
Thursday (**Admin Day**) – 7.30am to 4.30pm
Friday (**Market Day**) - 7.30am to 4.30pm
Saturday (**Market Day**) – 7.30am to 12.30pm

General Enquiries - on **Thursdays** (Only during working hours) Tel 07506 771200,
Alternatively Email: market@bromsgroveandredditch.gov.uk or check the
Bromsgrove Market webpage.

Emergency Market Day Enquiries Only Tel 07715 923505