



Barnstaple Pannier Market  
Butchers Row, Barnstaple EX31 1SY  
01271379084  
pannier.market@northdevon.gov.uk



## Traders Pack

### Welcome

Thank you for your interest in Barnstaple's historic Pannier Market

Set on Barnstaple's bustling High Street the market is one of the town's biggest tourist attractions as well as having the support of many loyal, local customers. Open at least five days a week, all year round the market is an ideal venue for traders just starting out or more established businesses looking for an additional retail opportunity.

On non-market days the building can be hired out for commercial or charity events and already plays host to many regular events throughout the year including the annual North Devon FoodFest, arts, craft and corporate events.

In this pack you will find all the relevant information and forms to apply to trade at our market, for enquiries regarding hiring the market for an event please request an 'Event Hire' pack.

We wish you the best of luck in your new venture.

### How To Apply

Carefully consider which day(s) you think would suit you and your business best and how much space you think you would require (there is a list of charges in the pack) then fill in the application form with as much detail as possible to describe the lines you wish to sell and return it to us with your supporting documents. You can either drop it in to the market office and we can take copies, alternatively you can scan and return it to us by email. The market manager will then look into your application and assess how best we may be able to accommodate you.

You can also fill out an initial enquiry form online on our website at [www.northdevon.gov.uk](http://www.northdevon.gov.uk) (search for pannier market) although further information will still be required.

If you need help filling in your form or have any questions (FAQs are included in the pack) please call us on 01271 379084 or email at [pannier.market@northdevon.gov.uk](mailto:pannier.market@northdevon.gov.uk)

### Market Days

Open Tuesday to Saturday all year round 9am to 4pm (except the week between Christmas and New Year)

We hold general markets on all days, although certain days follow our traditional specialisations of Wednesday – Antiques and Collectables, Thursday – Arts and Crafts, Friday – Produce, although most lines are represented throughout the week.

Traders access is from 6am each day and vehicular access to Butchers Row is before 10am and after 4pm during which time the road is pedestrian access only

### Facilities

Toilets including disabled and ambulant access and parent and child with baby changing facilities are available and there is public WiFi access and a secured Traders WiFi network available throughout the building.



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## Support for traders

The market team has an office at the Queens Theatre end of the market so they are always on hand if you have a problem. There is also a market trader committee, which meets with the market team once a month so there is always a committee member around to talk to.

### **Market team:**

Holly Bransby	Market Manager	holly.bransby@northdevon.gov.uk
John Fisher	Assistant Market Officer	john.fisher@northdevon.gov.uk
Philippa West	Market Administrator	Philippa.west@northdevon.gov.uk

To contact the office phone: 01271 379084 email: [pannier.market@northdevon.gov.uk](mailto:pannier.market@northdevon.gov.uk)

### **Market traders committee:**

Carolyn Read (Bargain Bags)	
Claire Sherborne (Kooky Clothing)	Mike Heddon (Fruit & Veg)
Kim Leatherbarrow (toys and games)	Andy Braddon (Tools and crafts)
Steve Tucker (Musical Fish)	Trish Birchall (Trish's Treasures)

## **Public liability insurance**

All traders are required to hold appropriate public liability insurance up to the amount of £5,000,000 and proof of this is required to be shown before you can start trading. If you don't already hold such insurance it can be obtained from one of the following (please note: Barnstaple Pannier Market does not endorse any of these organisations, these details are supplied for your information only):

### **Combined Market Traders Insurance Association**

0208 102 9400  
[cmtia@hayesparsons.co.uk](mailto:cmtia@hayesparsons.co.uk)  
[www.cmtia.co.uk](http://www.cmtia.co.uk)

### **National Market Traders Federation**

01226 749021  
[membership@nmtf.co.uk](mailto:membership@nmtf.co.uk)  
[www.nmtf.co.uk](http://www.nmtf.co.uk)

### **Marketline**

02076 182929  
[hello@marketline.com](mailto:hello@marketline.com)  
[www.marketline.co.uk](http://www.marketline.co.uk)

## **Charges** (inc. VAT GB144711092) **DAILY CHARGES 2025/26**

### **Per Day**

One table	£8.25
Three tables	£14.50
Per day per half bay (6 tables)	£18.50
Per day per bay (12 tables)	£36.00

Payment to be made on a daily basis, cash or card payments are accepted.

## **Electricity**

All traders requiring access to electricity will be required to pay an additional £4.00 per day socket fee. Please notify us if you require this option.

## **FAQs**

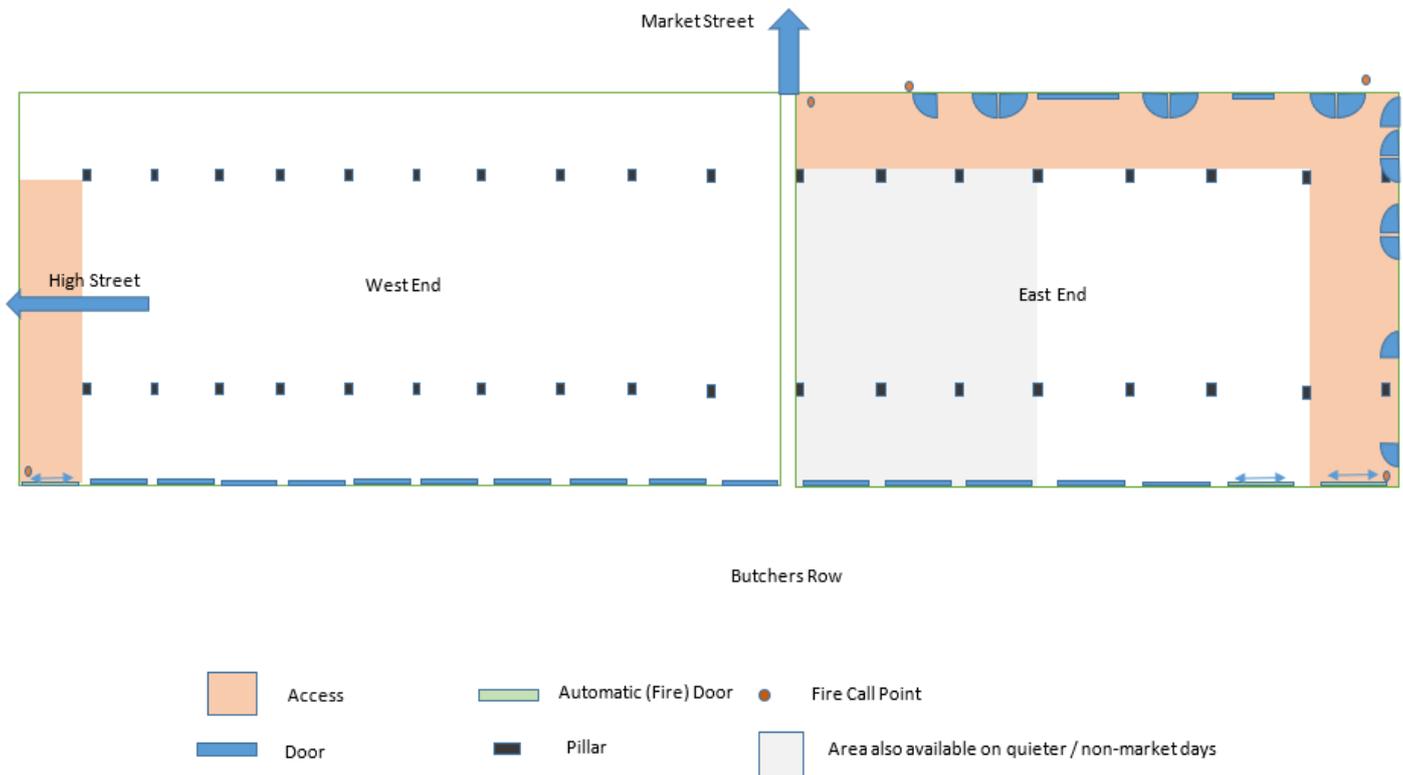
1. Do I need to bring my own tables or are they supplied  
**Tables are supplied and are approximately 4'x3' however you will need to bring a cloth to cover your table(s)**
2. How and when do I pay for my stall?  
**Rents are collected on the day for all casual traders between 12 noon and 1pm approx.  
Cash or card payments are equally acceptable**
3. What time should I arrive at the Market to set up?  
**The market staff are in attendance from 7.00am and you are free to come and set up any time after that. For most traders arriving between 7.30 and 8.00am should give you adequate time to set up. All traders must be set up and trading by 9.30.**
4. Where will my pitch be?  
**It is not possible for us to give you an exact location for your stall in advance as we often have to adapt to last minute bookings and cancellations.**
5. How long do I get to unload/load on Butchers Row?  
**Loading and unloading as well as parking on Butchers Row is patrolled by the Traffic Wardens and is outside our jurisdiction. There are parking badges available from the market office which can be used to identify your vehicle as carrying on legitimate market business within peak loading/unloading times – if you require one please give your vehicle registration to the office staff – please note this is NOT a parking pass and you can still be ticketed if the wardens consider it appropriate.**
6. Where do I park once I have unloaded?  
**There are several Car Parks in the vicinity of the market but these vary in price, distance and suitability depending on your vehicle type.**
7. Is there electricity available?  
**There is electricity available at all stalls. Please note that all electrical items used that are over one year old must be PAT checked for safety and it is your own responsibility to comply with this. Fees are incurred for the access to electricity regardless of usage.**

8. Is there WiFi in the market?

**Yes there is WiFi available throughout the market. There is a public network and a secure (hidden) Market Traders network. For assistance accessing these please enquire at the office.**

9. What should I do if I am unable to attend the market?

**If you know in advance that you will not be able to attend please email or let a member of the office staff know at the earliest possible opportunity and we will put it in our diary. If you are unable to attend at short notice (due to illness or emergency) please phone or visit the Market office as soon as you are able – there is a 24 hour answering service – and leave a message. Please do not email at short notice as this will not be picked up by our table staff.**





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## Application for licence to use stall(s) for sale of goods

Please complete this form in full and return it to  
Barnstaple Pannier Market, Butchers Row, Barnstaple EX31 1SY  
Email: [pannier.market@northdevon.gov.uk](mailto:pannier.market@northdevon.gov.uk)

### Application details

Mr/Mrs/Miss/Ms/Other (please circle)

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of goods to be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(only items listed will be permitted to be offered for sale – any variations must be approved with the market manager)

Days required (please tick):

Tuesday

Wednesday

Thursday

Friday

Saturday



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**Space required** (please tick):

- Bay size required (please tick):
- |          |                          |             |
|----------|--------------------------|-------------|
| Full bay | <input type="checkbox"/> | (12 tables) |
| Half bay | <input type="checkbox"/> | (6 tables)  |
- Number of spaces (tables) required:
- |              |                          |                  |
|--------------|--------------------------|------------------|
| One table    | <input type="checkbox"/> |                  |
| Three tables | <input type="checkbox"/> |                  |
| Other        | <input type="checkbox"/> | (Please specify) |

Are you eligible to work in the UK?      YES / NO    (Please delete as applicable)

Licence Conditions: are available to view at  
<http://www.northdevon.gov.uk/media/337287/pannier-market-licence-conditions.pdf>  
or can be obtained from the market office

**Public liability:**

To trade at this market you will require public **liability insurance to £5,000,000** please provide a copy of your certificate for our records with this application. A NMTF trading card will be acceptable.

In addition we are required by law to see either a **photo ID** (passport or drivers licence) and **proof of address** (eg utility bill etc).

I have read and understood the Market Licence Conditions and agree to take a licence on those conditions. (Please tick)

I declare that to the best of my knowledge, the information given on this application is true (Please Tick)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The Pannier Market office must be notified immediately of any changes in circumstances**

**Data Protection**

This information is being collected for the purpose of issuing a Pannier Market Licence and may be used for the wider purpose of the administration and records. When you complete this application form you are providing your consent for the council to hold and use your personal information for this purpose.

The information you provide may be disclosed to other local government departments and other agencies. This information may also be used to support the National Fraud Initiative.