



Market Criteria

2025

The below are rules and guidelines you must follow to be allowed to trade at any of Morpeth Markets. Please read the following information carefully.

Morpeth Markets focus is to provide **fresh, local and unique traders** to Morpeth Town Centre.

Local

- All products sold on the market must be raised, grown or produced within 50 miles of the market.
- Producers from up to 100 miles from the market may be considered if there is no suitable application from a local producer.
- The person selling the products must be either the principal producer or a representative involved in the production process.

Product Guidelines

- You must sell your own produce only.
- Products should be handmade, locally sourced, or uniquely designed by the trader.
- We will NOT be allowing traders selling pre-bought or third-party items.

Own Produce

Own Produce means:

- If you sell a primary product, the produce must spend at least 50% of its life on your land. A primary product is unprocessed produce for example raw meat, poultry, vegetables and plants.
- If you sell processed meat, poultry or vegetable products, the main ingredient must spend at least 50% of its life on your land.
- If you sell processed food products, other than meat, poultry or vegetables, they must be produced within 50 miles of the market. You are not allowed to buy produce to re-sell at the market unless you have significantly changed them. Wherever possible all processed goods should contain at least 10% local ingredients.
- Where craft products are sold – they must have been made within 50 miles of the market.
- Anyone selling alcohol is responsible for arranging their own alcohol licence with Northumberland County Council.

Food Producers / Traders

- If you sell raw meat together with ready to eat foods, whether pre-packed or not, you must be licensed under the provisions of the Food Safety (General Food Hygiene) (Butchers Shops) Amendment Regulations 2000.
- If you are a primary meat producer you must have copies of livestock movement records for cattle, sheep and pigs, stamped and dated by your abattoir. The information must be available at each market showing where the livestock has been reared so that all meat sold at the market can be traced.
- If you are applying as a community or local growers association, the association must select one person to attend the market to sell the produce of the organisation. This person must be directly involved in the growing or producing of some of the products on sale. Each separate producer must fill in an application form.
- You must obey all relevant laws including Food Safety Regulations if these apply to your activity at the market. If you want more information or advice about food safety please ring Environmental Health on 0845 600 6400. You must be able to prove that you have registered your food premises. You are required to display your food hygiene rating each time you are licenced to trade.
- We work closely with the trading standards and food safety teams and give them a list of traders for each month's market. They regularly visit the market to inspect traders and their produce.
- Morpeth Markets only accepts traders with a 5 Star Hygiene rating.

Other Traders

At the market manager's discretion and only to maintain the viability of the market, a maximum of two stalls per market may be permitted that do not entirely meet the produce requirements of Morpeth Markets. These stalls will be located aside from the main market and will not sell produce in competition with compliant market stalls. In addition, at the market manager's discretion and only to maintain the diversity of produce on the market, a maximum of one 'guest producer' per market may be permitted. This producer will meet the normal requirements of the markets except that they will be based more than 50 miles from the market, and they will not sell any produce that is sold by any other producer on the market.

General Information

Where the stall will be located

- Morpeth Market Place, NE61 1HG
- A stall will be provided which measured approximately 3m x 3m. The market stalls have canopies and 1 table.
- Electricity can be supplied.

Morpeth Market Dates 2025

Wednesday Market	Every Wednesday 9am – 3pm
Farmers Market	First Saturday of each month 9am – 3pm
Makers Markets	Saturday 26th July 10am – 3pm Saturday 23rd August 10am – 3pm Saturday 27th September 10am – 3pm Saturday 25th October 10am – 3pm Saturday 29th November 10am – 3pm
Street Food Markets	Saturday 17th May 11am – 4pm Saturday 28th June 11am – 4pm Saturday 19th July 11am – 4pm Saturday 16th August 11am – 4pm Saturday 20th September 11am – 4pm

Costs

Pitch fees are detailed below, pitch fees detailed are for each 3x3m space:

Wednesday Market	Farmers Market	Makers Market	Street Food Market
£20	£25	£31.50	£70

If you are successful you will have to pay this fee BEFORE attendance to market and sign the market application form. Once you have paid, the fee cannot be refunded unless the market is cancelled by us. Please only pay for trader space once you have received confirmation of your successful application to join the markets.

Please do not send any money with your application form

Insurance

You can only attend any of Morpeth Markets if you have Public Liability Insurance. You must have a minimum cover of £5,000,000.

If your application is successful, you must give us a copy of your insurance policy which shows:

- 1. The type of cover you have**
- 2. The name of the company insuring you**
- 3. The name of the policyholder**
- 4. The policy number**
- 5. The dates when the policy starts and ends**
- 6. The amount you are covered for – known as the indemnity limit**

Alcohol

If you are selling alcohol, you must have all relevant licences. Northumberland County Council's Licensing Department control the grant of premises licences to sell alcohol and currently issue a licence for one business to sell alcohol products per market.

How we allocate stalls

In order to maximise the appeal of the market to shoppers we seek to have a good mix of products and a balance of regular and new traders. Stalls are allocated on this basis.

Other rules you must follow when attending Morpeth Markets

- No vehicles of any kind can be left on the market.
- You can load and unload your vehicle until 1 hour prior to the market starting.
- You are responsible for removing your own rubbish. It is an offence under Sections 33(1)(a) and 33(6) of the Environmental Protection Act 1990, as amended, to deposit waste, or knowingly cause or knowingly permit a deposit of waste, onto land that is not permitted for that purpose. This includes the "tipping or dumping" of any waste by traders. The Clean Neighbourhoods and Environment Act 2005 contains a number of provisions relating to fly-tipping, including increasing the penalty on conviction to a maximum fine of £50,000 and/or up to five years imprisonment. Those convicted of fly-tipping offences can now be made to pay the costs of enforcement and investigation, as well as the clear-up costs. Please be in no doubt that it is the policy of this Authority to prosecute offenders.
- You are required by Trading Standards to display your trading name and prices clearly on your stall. If you want more information or advice about trading standards please contact Northumberland County Council's Trading Standards on (01670) 534585 (For out of normal hours this number has voicemail facility) Fax: (01670) 534590 e-mail tradingstandards@northumberland.gov.uk
- Please note that generators, chillers and freezers will not be allowed into the market without consent. They will need to be placed within the area you are given and be properly maintained and silenced.

- You have to make your own arrangements for parking in Morpeth.
- If you are unable to trade on the date you are given you must tell us immediately so that we can make other arrangements for your stall. You must give us at least 48 hours notice. If you do not you will not be allowed to trade on the next market day. Please note that the fee will not be refunded to you.
- You must make your own arrangements for hand washing and toilet facilities. The closest toilet is located within Sanderson Arcade, Austin House.



Application Form

Before completing this form you are advised to read carefully the market criteria and general information attached to this application. This application form should be submitted to;

Sanderson Arcade, Lottie Thompson
lottie.thompson@sandersonarcade.co.uk

Applicant	Business Premises Details
Title: Surname: Forename: Address :	Business Name: Premises Name: Trading Address:
Postcode: Telephone: Email Address:	Postcode: Web Address: Social Media Information :
	Company Registration Number: VAT Registration Number :

Insurance Details (minimum of 5m required)

Please attach copy of PLI to application form.

Insurance Company Name	
Policy Number	
Start Date	
Expiry Date	

Morpeth Markets

Please indicate below which markets you are interested in trading at

Wednesday Market

Farmers Market

Makers Market

Street Food Market

Product Type

Please provide description of your product below;

Food	
Drink	
Craft	
Other	

If you are selling food or drink items, please state which local authority you are registered with

Please state when the last inspection was carried out by Environmental Health

Please state your current hygiene rating

REQUIRED DOCUMENTATION

Traders are required to provide copies of the following documentation in advance of the market. These copies must accompany application forms.

Please be aware not all documents are applicable to all traders.

- a) A copy of valid Public Liability Insurance.
- b) A copy of PAT Test Certificate.
- c) A copy of Gas Certificate.
- d) A copy of Food Hygiene Rating Certificate.

I agree this transaction is subject to contract and that the final selection of traders of this market is responsibility of the markets officer only. I have read and understood the general information and certification rules and comply with all requirements to trade at Morpeth Markets.

I understand that my details will be passed on to environmental health and trading standards officers and they may raise issues which may affect my ability to attend the market.

SIGNATURE

PRINT NAME

COMPANY NAME