

Frequently Asked Questions

How to become a trader on Walthamstow Market



1. Q/ What do I have to do to become a Trader?

A/ All new traders start on a casual basis, this means they are licenced to trade dependent on the availability of space.

You will first need to complete a short application form, which is available from the LBWF Street Trading Department and the application fee is £35.50. Alternatively you can apply on line via the council website, however you will still need to complete a Walthamstow Market form at a later date.

You will be contacted within fourteen working days from when we receive your application form and fee. If your application is successful you will then need to attend the Market Office **in person** to pay a further £35.50 fee for registration and provide the relevant documentation as listed on the form.

2. Q/ The form mentions Public Liability Insurance, what is this?

A/ Public liability insurance covers injury to members of the public or damage to property and is a requirement at all markets. The amount of annual insurance cover needed is a minimum of £5m. More information can be found on the National Market Traders Federation website, www.nmtf.co.uk, or via any Internet Search engine. This insurance cover needs to be in place when you complete your registration.

3. Q/ Are there any conditions I need to comply with?

A/ Yes, every trader will be given a Terms & Conditions document, which you will need to sign to say you have read and understood. You will need to comply with all the T&C's, and any breaches may result in enforcement action by way of a fixed penalty notice. For repeated and more serious offences your licence may be revoked and legal action taken.

4. Q/ When is the market open?

A/ The market operates from Tuesday to Saturday, from 8am to 5pm (5.30pm on Saturdays).

5. Q/ What can I sell?

A/ You can be licenced to sell one type of product for example bags or bagels but not both together, this is known as a 'commodity'. Sometimes a commodity category can cover several related items for instance 'Clothing Accessories' covers hats, gloves, scarves and belts for men, women and children. A full list of what each commodity covers is available upon request.

6. Q/ Where will my pitch be?

A/ Casual traders are currently allocated pitches from the top of Palmerston Road to approximately the junction with Mission Grove. It should be noted that Walthamstow Market operates what is known as a 'no clash rule' policy, which means any given commodity cannot be sold within four pitches of another trader selling the same commodity. In effect this means it may not be possible to allocate you a pitch on busy days if you intend to sell popular commodities such as clothing or greengrocery.

Upon successful completion of one year of regular trading you may be offered Permanent Trader status; which guarantees regular pitches and allows trading in the top half of the market, space permitting.

The Market department does not allocate pitches in the Town Square or the Arcade site. For more information on either of these areas please see the council website.

7. Q/ How do I book pitches as a Casual Trader?

A/ At the end of every month you will receive a letter with your appointment date and time, inviting you to come into the office and book available pitches for the following month, this is the best way to guarantee you have the same pitches throughout the coming month. These pitches must be paid for at the time of booking.

You can also visit the Market office and pitches will be allocated to you on a daily or weekly basis. **You cannot book and trade on the same day.**

8. Q/ What size are the pitches?

A/ The regular-sized pitch is 2.4 metres by 2.3 metres. There are a few larger pitches, which are 4, 5 or 6 metres long and more expensive. People who need more space generally rent two adjoining, regular-sized pitches.

Due to the width restrictions of being on a street, all pitches can be no wider than 2.3 metres.

9. Q/ How much does a pitch cost?

A/ The monthly charge for a regular-sized pitch (2.4 metres by 2.3 metres) is £328. It is also possible to pay £82 for a week; or there is a daily charge, which ranges between £9 and £37.50 depending on the day. There is full list of prices on the council website.

10. Q/ How do I pay?

A/ There are two methods of payment, either by debit card or using the Paypoint system. You will be issued your own Market Traders Paypoint card, which can be used at any Paypoint outlet (there are several nearby the office). Unfortunately we cannot accept cash or cheques in the office.

11. Q/ What is supplied?

A/ The charge is for the space on the ground and electricity used, we do not supply any frames, tables etc. You will need to provide your own structures, tables, rails or other display items and remove them at the end of each day. You must provide your own covers for your stall and the top sheet must be green and white stripes, with side/back sheets clear. Remember that any structure you use must not be wider than your allocated pitch size.

It is not necessary to have a metal-framed stall, but these are available to rent from independent suppliers.

12. Q/ What times can I bring my van onto the market?

A/ You can bring a vehicle onto the High Street from 5am but it must be off by 9.00am. There are public car parks off Mission Grove for use at a daily rate. After 4pm vehicles can be brought back on but they must be off by 6.30pm at the latest (times are slightly later for Saturdays, 5pm and 7pm).

For enquiries or further information:

Email: street.trading@walthamforest.gov.uk

Tel: 0208 496 2880

Address: Street Trading Office, 2nd Floor, Central Library, Walthamstow, London E17 7JN

The Market front office hours are: Monday 9.30am -16:30pm