

COVID-16 Safe Market Stall, Pitch & Van space Allocation

Context

The COVID-19 pandemic has temporarily changed the way the market stalls can be used, and there are a reduced number of stalls, van and pitch spaces available.

Aims & Objectives

- To operate a COVID-safe market for trader and their customers
- To be fair to all traders
- To offer as many trading opportunities as possible

Traders on stall, pitches and van spaces must comply with the pre-designated queueing systems for the stall they are allocated and behave in manner that is co-operative and enables safe trading for all.

Regular Market days

Trader who regularly trade on a market day will be part of the selection process for that day.

There are a reduced number of stalls, pitches and van spaces and they are not in the same locations as normal, so no one has any pre-existing claim to any space. All stalls, pitches and van spaces will be allocated by ballot.

Adaptability is required where possible, and prior to allocation there will be an assessment to confirm if you can transfer from a pitch space to a stall.

It is understood that van traders selling food have very specific requirements, and will not be able to transfer onto a stall.

Allocation Method

Once the appropriate range of trading space options has been allocated to each trader, if the demand out strips the capacity, a ballot system of selection will take place.

- **Van will be considered first.**
- Only those who have a unit in good condition to trade will be eligible.

If there are an adequate number of spaces for the traders then the market officer will allocate the most appropriate space to each trader. Considerations will include matching traders with the correct wattage power sources.

If demand cannot be met, there will be a draw.

- **Pitches will be consider next.**
- Only those who have a gazebo in good condition to trade, the stock they wish to trade can be safely traded, and the gazebo meets the required size regulations not to exceed a pitch size of 3m x 3m will be eligible.

- **Stalls will be consider next.**
- The queue space for stall holders must be respected in the way the stall display is designed - on some stalls it will not be possible for customers to move along the stall to see all the stock.

Draw Process (if necessary)

If there are more stalls, pitches and vans spaces available than traders then there will be automatic allocation of regular traders, and a wild card trader draw to fill up the available spaces.

If a draw is required, there will be three labelled containers:

- a) Vans
 - b) Pitches
 - c) Stalls
- Each container will contain folded numbered paper slips. The number will be revealed by unfolding the paper slip.

Regular Trader Draw

- A numbered list of regular traders subdivide into the three categories is compiled and published for each trading day
- On the Friday prior to next trading week, there will be a draw for each category on each day as necessary.
- The necessary draw containers will be prepared and labelled by a member of the admin staff.
- A random draw will be made by market officer and recorded by the member of admin staff. The member of admin staff will be varied each week.
- The results will be communicated to traders by email or phone. The trading list for each week will be retained on file.

Wildcard Trader Draw

- The numbered Wild Card traders list will also be compiled and published in advance of the draw.
- If there are more stalls, pitches and vans spaces available than traders then there will be automatic allocation of regular traders, and a wild card trader's draw.

Additional trading days

- For day that there are no regular traders, which may include Tuesdays; and some Thursdays and Sundays.
- A wild card lists for each category will be compiled and a draw made as detailed above.

