



Guide to Casual Trading at Swansea Market





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Guide to Casual Trading at Swansea Market

Casual trading at Swansea Market offers the opportunity to test a new business idea or trade on an ad hoc basis in an established and successful shopping destination. There's no long-term commitment and the daily rate offers great value.

If you think this is something that would suit you, read on!

1. Casual trading locations

There is currently one bespoke stall and one table top pitch available to traders, but plans are underway to create additional suitable casual trading spaces within the Market.

- **Casual Stall A** is located in the centre area of the Market near the cockle stalls.
- **Casual Stall B** is located near the Oxford Street entrance of the Market.



2. Casual stall facilities

Casual Stall A

- The stall measures 3m x 3m and is made up of 3 modular units of 1.6m x 0.8m each.
- These units can be used as counter tops or configured with shelving up to a height of 1.4m (including display items).
- One of the units is lowered to support accessibility for all.
- The stall is open plan with a hand basin and a sink.
- A small lockable unit for personal items is available.
- A 16-amp electrical supply is available with 4 power sockets which can be used for a small fee (£2 per day).
- Traders are encouraged to display their own signs using the inbuilt signage facility.



Casual Stall B

- A trading table of approx. 1.8m x 1.2m is provided. Whilst it does not offer the same facilities as Casual Stall A, it is a very popular pitch due to its location and the level of footfall.



3. Suitable products for casual trading

Swansea Market offers a wide range of goods and services, so we're looking for traders who can offer something different.

Here are just a few products and/or services that aren't currently well represented in the Market. This list is not exhaustive and we're keen to hear your ideas!

- Bespoke craft items (excluding jewellery)
- Children's gifts and toys
- Artisan spirits, wines and beers
- Quality takeaway food not already available in the Market
- Musical instruments, vinyl, cassettes, CDs etc
- Homewares
- Hairdressers / barbers

Customers have the opportunity to relax and enjoy their takeaway food / drink in The Market Garden, which is a new, welcoming seating space at the centre of the Market.



If you're not familiar with the stalls already in the Market, take a look here www.swanseaindoormarket.co.uk/market-stalls

Excluded goods/services

Applications for goods and services already well-represented within the Market or contrary to the aims and objectives of Swansea Council will not be accepted. This includes but is not limited to vaping products, gambling (including the sale of raffle tickets) and sales representatives of companies employing multi-level marketing strategies such as Body Shop and Herbalife.

Business Promotion

If you are looking for a pitch to promote your business or organisation, there are schemes available within the City Centre and in the Market Garden. Please call **01792 633090** for details.



4. Casual trading fee

The daily rate is £26.50. If power is required, a £2 daily supplement applies.

Dates can be booked up to 3 weeks in advance. Payment must be made before you start trading.

5. Sale of food items

If you would like to offer food, **Casual Stall A** has sink facilities to accommodate this.

Please be aware that you will need to confirm your Food Business Registration Number and the name of the Local Authority that it is held with. If you have not yet registered as a food business, this can be provided prior to commencement of trade.

Power is available for a small charge but you will need to supply your own appliances. All appliances will need an up-to-date Portable Appliance Testing (PAT) certificate. Consideration of fellow traders and shoppers is important so if you are proposing to cook on-site, you will need to put measures in place to minimise cooking odours. Alternatively, you may prefer to prepare your food off-site and bring it to the stall to serve.



6. Market trading times

The Market is open to customers from 8.00am to 5.00pm, Monday to Saturday. During Christmas, it is also open on Sundays.

It opens earlier for traders so there is time to set up. It is open from 6.00am each trading day and closes at 5.30pm.

7. Market facilities available for casual traders

All traders are able to use a Loading Bay at the rear of the Market. It is strictly for loading / unloading only and is monitored by a parking control company. Clear signage is in place so that traders are aware of this and the associated financial penalties.

The Loading Bay is accessed via Nelson Street. There are automated bollards in place which restricts vehicular access between 10.30am and 4.00pm so you can only use the Loading Bay before and after these times.

Customer toilets are available in the Market and may be used by casual traders.

A security guard is employed to patrol the Market Hall throughout the day and a CCTV system is in place.

Swansea Market also has an on-site Supervisor with a team who help keep the Market clean and tidy throughout the day. There is always someone available to help with any queries.





8. Rules for casual trading

As with all trading in the Market, there are a few rules for casual trading which are easy to follow and for everyone's benefit.

- Before your booking is confirmed, you will need to supply a copy of your Public Liability Insurance for a value of at least £5 million.
- If a food business, evidence of registration with your Local Authority will be required.
- If you propose to sell alcohol, a Temporary Event Notice (TEN) will be required from Swansea Council which can be applied for on-line. This is in addition to confirmation that you have a Personal Licence.
- Unless you have a booking for consecutive days, please ensure all your goods are removed at the end of the trading day.
- If you are trading for consecutive days, you do not have to remove your goods each night, however anything left on site is done so at your own risk.
- Please ensure that you use only the counters and area within the stall. Encroachment into the aisle is not permitted.
- Please be mindful of fellow traders and keep noise to a reasonable level e.g. no radios or use of loud equipment such as blenders for long periods of time.
- Your business name and contact details must be clearly visible at the stall.
- Sightlines to surrounding stalls must be maintained at all times. As such, items must not be displayed above 1.4m.

- When you vacate the stall, please ensure that it is cleaned down thoroughly and left in its original condition.

9. Compliance with health and safety

As with all stalls, it is essential that casual traders comply with the latest legislation including Trading Standards, Fire Safety and Health and Safety.

If your application is successful, you will be required to complete a Health and Safety Checklist which covers the following:

- Knives and sharp equipment must be used safely and stored securely when not in use.
- Fire safety within the Market is everyone's responsibility and is of utmost importance. As such:
 - o All traders are required to understand and follow the Market's Emergency Action Plan, which is used in fire drills and real emergency situations. A copy of this will be provided to you on your first day of trading.
 - o Heaters are not permitted.
 - o Only one extension lead is permitted.
 - o All appliances (including the extension lead) must have an up-to-date PAT certificate.
 - o Gas canisters are not permitted.
 - o If you are cooking whilst on site you will need to ensure you have adequate and appropriate fire extinguishers and / or fire blankets.
 - o No open flames must be left unattended.
 - o Cooking equipment must be fixed securely on a firm non-combustible heat insulated base and surrounded by shields of similar material on three sides.
 - o Any flammable material must be kept well away from ignition sources.

10. Marketing support for casual traders

We really want to help make your trading experience at Swansea Market a successful one. We can help you promote your stall via our social media channels which include Facebook, Tik Tok, Instagram and X. We achieved an annual reach of over 500,000 in 2024 and continue to grow our following of 21,500.

Multi-media campaigns are also created to promote Swansea Market as a whole; these include TV, radio, online and outdoor media channels.

11. Further help and support

There's a lot of information that can be found online to help prospective traders succeed.

Here are a few sources you may find useful:

- NMTF (National Markets Traders Federation)
 - Spring into Markets:
www.nmtf.co.uk/info/sim
- Business Wales
 - Start up and business planning:
www.businesswales.gov.wales/starting-up
- Start-ups
 - How to start a market stall:
www.startups.co.uk/guides/how-to-start-a-market-stall



12. Applying for a casual trading stall

If you'd like to apply for a casual trading stall, just head to our online application form www.swansea.gov.uk/marketcasualtrading and fill in the details. Tell us as much as you can about your business and the products you'd like to sell. Please upload photos or include a link to your online presence if you have one.

Your application will be reviewed within 5 working days and we'll be in touch.

We look forward to hearing from you!

13. Contact us:

swansea.market@swansea.gov.uk / 01792 654296

www.swanseaindoormarket.co.uk

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Come and join us!

