

Market Traders Disciplinary Procedure

Breaches of Procedures or Market Conditions

- a) For the first offence the Markets Supervisor (or Town Centre Operations representative) shall issue a verbal warning.
- b) On the second infringement the Markets Supervisor (or Town Centre Operations representative) shall issue a written warning.
- c) If the infringement persists then a final written warning shall be issued by the Town Centre Manager (or Town Centre Operations representative).
The Town Centre Manager or the Markets Supervisor is given executive power to carry out actions a), b) and c).
- d) Failure to comply with the final written warning may result in suspension from the market. The Neighbourhood Services Manager is given executive power to carry out this action.
- e) The Town Centre Manager will submit a report to the Neighbourhood Services Manager regarding the offending trader, who will then decide on appropriate action, which may include termination of their licence.
- f) If in the opinion of the Neighbourhood Services Manager or Town Centre Manager the traders breach of conditions or level of behaviour is likely to cause serious difficulties of operation, threat of harm to others or may lead to disputes, then they may be suspended immediately.
- g) All warnings, either verbal or written, are expunged after twelve months from date of issue providing no further infringements have been committed.

2. Appeals Procedure

At all stages the trader is given the right to appeal as follows:-

- a) The appeal must be made in writing within fourteen calendar days of the original warning and sent to Head of Neighbourhood Services, Mansfield District Council, Chesterfield Road South, Mansfield, Notts, NG19 7BH.
- b) The trader shall have the right to be accompanied at any subsequent appeal hearing by a representative of their choice.