

Stall EX06-07A, The Corn Exchange

Application Guidance

Application deadline 05/05/2025

Overview

St Nicholas Markets presents a unique opportunity within Bristol's prestigious and historical Corn Exchange. It allows you to become part of a rich tradition and vibrant community. We are now welcoming interested parties to submit their applications.

The stall will be available from 1st April 2025 and is situated towards the rear of the Exchange Hall, in a prominent corner position.

We are accepting applications for the sale of products and services but would particularly welcome interest from parties offering something highly original.

The stall has an approximate floor space of **26.8 square meters**. The **annual licence fee is currently £9,075.91** inclusive of an electricity supply (licence fees are subject to annual inflationary increases and periodic review).

There is also potential for this stall to be split into two separate units of approximately **13.4 square meters each**, with an annual license fee of **£5,250.00 for each unit** inclusive of an electricity supply (licence fees are subject to annual inflationary increases and periodic review).

Licence Fee Consultation: The council will soon be conducting a consultation with existing resident food businesses. The proposal is for traders to pay a percentage licence fee based on turnover of sales (up to around 15%). The outcome of this consultation is currently undecided.

Trading will be licenced on a six-day week basis (**Monday to Saturday**) and must be open for business from **9:30 am to 5 pm** daily (subject to periodic review and changes). Occasional Sunday and evening trading may be required throughout the year, especially during the summer and Christmas periods.

Application process

Due to the stall's location, we are only accepting applications for the offer of non-food products and services, we are not considering traders who wish to sell jewellery or clothing.

When submitting your application, please include images of the products you wish to sell, along with any other information you feel may be useful.

Ready to apply? Express your interest by completing an application form (found [alongside this application guidance document on our website](#)), and return it by post, e-mail (markets@bristol.gov.uk), or hand-deliver to St Nick's Markets Office situated within the Glass Arcade (opposite Crafty Beans).

Remember, the **deadline for applications is Monday the 14th of April 2025**. After this, successful applicants will be shortlisted for interview.



Images of stall





Balance of Trade Policy

Please keep in mind the following: In addition to the scoring criteria mentioned below, applications will be evaluated based on St. Nicholas Markets' Balance of Trade Policy (which can be found on our website) and whether the proposed products are suitable for the market.

In the event there is considerable overlap with current market licensee(s) the application will not qualify for scoring.

Inappropriate products or services may include those that have the potential to cause offence, physical harm, or practical inconvenience.

Existing or previous St Nicholas Market traders

For applicants who may be existing or previous St Nicholas Market traders, licence agreement terms & conditions compliance will be taken into account. Applications may be rejected pre-scoring based on levels of compliance with existing or previous licence.

Scoring Criteria

Interviews will be scored on the following criteria:

Scoring Criteria	Score percentage
Offer of customer service. Service is defined as to make fit for use, adjust, repair, maintain goods, or alternatively to offer a personal service to the customer.	10
Locally sourced or made goods.	10
Previous similar retail experience. Similar experience being market trading (indoor and or outdoor).	10
Existing business website or social media.	5
Concise and market relevant business plan. No more than one side of A4 paper.	5
Product authenticity. See authenticity rating guide on page 5 for reference.	30
Product originality. See originality rating guide on page 5 for reference.	30

Authenticity rating guide

Products will be rated based on their authenticity using the following scoring system:

0-6: Products in this range are generally disqualified from being traded. These are products produced with little or no regard for appearance, quality, or items better suited to other markets operated by third parties. For example, goods catering towards 'cheap & cheerful' or bulk-buy items.

7-12: Products in this range just meet the requirements for sale and may only be accommodated in specific cases or upon customer request.

13-18: Represents products created or presented acceptably, with attention to overall appearance and quality.

19-24: Indicates a product that meets the required standard but may have minor areas for improvement.

25-30: Applied to products of the highest evaluation, nearly perfect with minor imperfections that do not significantly affect the overall quality, especially for hand-made products.

Originality rating guide

Products will be rated based on their originality and uniqueness using the following scoring system:

0-6: These products are very common, lacking originality, and readily available at numerous outlets. They are generally not suited for our market.

7-12: Low-quality products will only be considered for sale in specific cases or at customers' explicit requests.

13-18: Products showing some originality and attention to a unique appearance.

19-24: Represents originality with minor aspects that could be improved.

25-30: These products or services exhibit the highest level of uniqueness and novelty, making them perfect for St Nicholas Market. Minor similarities to other products would not significantly impact their originality rating.



Interview Process

Applicants need to achieve a combined score of **60** or higher to qualify for an interview. If there are six or more qualifying candidates, only the top five scoring applicants will be shortlisted. Should nobody be appointed after the initial interviews, any remaining applicants with scores over **60** will be invited for further interviews in order of their scores (again in order of highest scoring). This process will repeat until an appointment is made or all possible viable candidates are exhausted.

Interviewees will be asked to bring along example products and or images, comprehensively detail the range of products they wish to offer, effectively communicate stall presentation and display ideas, as well as inform of any business promotion and marketing plans. Interviewees will also be asked to expand on their short and long-term business plans.

The offer of a trading stall will be based purely on interview performance, with the highest-scoring candidate being successful (subject to the desired outcome). Shortlisted applicants will be informed of the selection criteria prior to attending the interview.

Trading Terms & Conditions

A current example of St Nicholas Market's licence document issued to market traders can be found online alongside this application form.

Contact information

Telephone 0117 9224014

E-mail markets@bristol.gov.uk

Address: Market Office, The Glass Arcade, St Nicholas Market, Bristol BS1 1JQ